



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 : 3rd to 6th December 2019

DURATION : 18 auditor days

TYPE OF AUDIT :

☒ Annual Surveillance Audit No. 4

☐ Recertification Audit

STANDARD : MYNI 2019 FOR RSPO PRINCIPLE & CRITERIA 2018

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using 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 : **Selvasingam T Kandiah**

Name : 

Signature :

Signature : **Muhammad Asid Mamat**

Date : **13/03/2020**

Date : **17/03/2020**

RSPO PUBLIC SUMMARY REPORT

SUMMARY OF AUDITS

Annual Surveillance Audit 1				
On-site audit date	:	27-30 December 2016	No. of auditor days	: 16 Auditor days
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Selvasingam T. Kandiah, Rozaimee Ab Rahman, Mohd Razman Salim		
No. of major NCR	:	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
		X		x
		Contract workers	NGOs	Govt. agency
				x
		Indigenous people	Contractors	Others (Please specify)
		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	: -

Annual Surveillance Audit 2				
On-site audit date	:	11-15 December 2017	No. of auditor days	: 18
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Rozaimee 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	:	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. 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. 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. 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.		
Justification of audit planning	:	-		
Report approved by	:	Radziah Mohd Daud	Approval date	: 27/03/2018

RSPO PUBLIC SUMMARY REPORT

Annual Surveillance Audit 3				
On-site audit date	:	17-21 December 2018	No. of auditor days	: 16 days
Audit team	:	Rozaimée 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
		√	√	√
		Contract workers	NGOs	Govt. agency
		√		√
		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	:	3 rd to 6 th December 2019	No. of auditor days	: 18
Audit team	:	Selvasingam T. Kandiah (LA), Mohd Zulfakar Kamaruzaman , Mohd Norddin Abdul Jalil, Rozaimée Ab Rahman		
No. of major NCR	:	1	Indicator: 7.8.2	Closing date : 3/03/2020
No. of minor NCR	:	1	Indicator : 3.3.2	
Indicate by ticking the stakeholders interviewed during the on-site audit		Employees / Workers organizations	Settlers	Villagers / Local communities
		√	√	√
		Contract workers	Local & National NGOs	Govt. agency / Statutory bodies
		√		√
		Indigenous people	Contractors	Others (Please specify)
Supply base sampled	:	Selaba POM, Bikam Estate, Cluny Estate.		
Changes since the last audit	:	The Certified and planted Ha had been reduced based on data from the latest GPS Hectare survey conducted in Jan 2020 by Precision Agriculture Unit (PAU, R&D). Certified Ha is now 3,557.35 as against the previous figure of 3,627.03 while Planted Ha is now 3,133.10 as against the previous figure of 3,449.72 Ha.		
Justification of audit planning	:	Selaba POM – 4 mandays has been located to cover all RSPO P&C MYNI and 2 mandays for SCCS Bikam & Cluny Estate – 12 mandays for each estate 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	:	Kamini Sooriamoorthy	Approval date	: 13/03/2020

RSPO PUBLIC SUMMARY REPORT

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	Dec 2019 - Nov 2020
Certified FFB Processed (MT)	144,300.78	68,394.40	80,270.67	61,407.06	31,393.81
Production of Certified CPO (MT)	21,952.00	14,752.67	16,805.84	12,864.77	6,379.22
Production of Certified PK (MT)	6,632.00	3,631.74	4,215.87	3,377.39	1,594.81
Certified Areas (Ha)	5,891.12	4,660.00	*4,689.31	**3,627.03	****3,557.35
Planted Areas (Ha)	5606.80	4482.69	4,424.99	3,449.72	****3,133.10
Production Areas (Ha)	5,606.80	3,560.49	3,502.79	2,677.29	2,204.61
HCV Areas / Conservation Areas (Ha)	41.26	41.26	41.26	***6.49	6.49
REMARKS	*Transfer of Cashwood and Sg. Beruas Divisions to Seri Intan CU. **Transfer of Seri Intan-Selaba Division transferred to Seri Intan CU. ***Decreased in HCV areas as this was the only area that belonged to Selaba CU. ****The reduction in HA is based on data from the latest GPS Hectare survey conducted in the Jan 2020 by Precision Agriculture Unit (PAU, R&D).				

TABLE 2

	CPO	PK
Last years certified volume (MT)	12,864.77	3,377.39
Last years actual certified sold (MT)	*0.00	*0.00
Last years actual sold under other schemes (MT)	0.00	0.00
Last years sold conventional (MT)	*7,209.14	*1,921.87
New year certified volume (MT)	6,379.22	1,594.81

* Lower production of CPO & PK due to lower no. of certified FFB received during the reporting period.
Approximately, only 23% of FFB received were RSPO-certified.

Table of contents	Page
1.0 AUDIT PROCESS	6
1.1 Certification body	6
1.2 Qualification of audit team	6
1.3 Audit methodology	7
1.4 Stakeholder consultation	7
1.5 Audit plan	8
1.6 Date of next audit	8
2.0 SCOPE OF CERTIFICATION AUDIT	8
2.1 Description of the certification unit	8
2.2 Description of the Supply Base (including planting profile)	8
2.3 Organization Information / Contact Person(s)	12
3.0 AUDIT FINDINGS	12
3.1 Changes to certified products in accordance to the production of the previous year	12
3.2 Progress and changes in time bound plan	12
3.3. Other changes (e.g. organizational structure, new contact person, addresses, etc.)	12
3.4 Status of previous non-conformities * (refer to Attachment 5)	13
3.5 Complaint received from stakeholder (if any)	13
4.0 DETAILS OF NON-CONFORMITY REPORT	13
4.1 For P&C (refer to Attachment 3)	13
4.2 For SC (refer to Attachment 3 – Supply Chain Requirements for Mills)	13
5.0 AUDIT CONCLUSION	13
6.0 RECOMMENDATION	14
List of Attachment	
Attachment 1 : Map of CU	15
Attachment 2 : RSPO Audit Plan	16
Attachment 3 RSPO P&C Audit Checklist And Findings	22
Attachment 4 : Details of Non-conformities and Corrective Actions Taken	77
Attachment 5 : Status of Non-conformities Previously Identified	78
Attachment 6 : Time-bound Plan	79

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 re-accredited by ASI on 3 October 2019 (accredited since 2014).

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Selvasingam T Kandiah	Lead Auditor Occupational, Health and Safety & Environment	Holds a B.Sc. (Hons) of Agriculture University of Agricultural Sciences, Hebbal, Bangalore, India. He had more than 29 years of working experience in plantation management covering cocoa, rubber and oil palm. He is a qualified RSPO P & C and MSOP Lead Auditor.
Mohd Zulfakar Kamaruzaman	Auditor Social & HCV	Holds a B.Sc. Forestry. He had several years of working experience in the oil palm operation. He is a qualified RSPO P&C, RSPO Supply Chain and MSPO Lead Auditor.
Mohd Ab Raouf Asis	Auditor, Social	Holds a B. Sc. UTM in Manufacturing (Production and Operation). He had more than 7 years of working experience in the oil palm operation. He has experience in auditing since 2016. He was successfully attended Quality Management System (ISO 9001:2015) and OHS 18001:2007 lead assessor course in 2016.
Mohd Norddin Abdul 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.
Rozaimiee Ab. Rahman	Auditor Supply Chain	Holds a B. Sc. of Agriculture. He had 7 years of working experience in the oil palm operation. He is a qualified Lead Auditor for RSPO P&C and MSPO.

1.3 Audit methodology

The audit covered the Selaba palm oil mill and 2 of its supply basenamely; Cluny Estate and Bikam Estate. The audit included an on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, employees, contractors and other relevant stakeholders were also conducted during the audit.

1.4 Stakeholder Consultation

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

Stakeholders interviewed	Evidence from stakeholder consultation
1) Employees / Workers Organizations (including migrant workers)	<p>The following were confirmed during the conduct of audit as there was no evidence to prove otherwise:</p> <ul style="list-style-type: none"> ▪ All workers signed the employment agreements with the estates/mill. They understood the contents of agreement, as these were prepared in Hindi//English/Bahasa as the case may be. For those who couldn't read, the contents were explained to them in language they understood, usually by fellow countrymen who has worked in Malaysia longer. ▪ They are aware of their working hours (8 hours) and confirmed they were paid overtime for any work in excess of 8 hours. There was no forced overtime. ▪ They have been getting salaries above RM1,100 since Jan 2019. Salaries were paid before the 7th of every month. ▪ No abuse at work, and no sexual harassment. They understand what constitutes sexual harassment. ▪ No discrimination between migrant workers and local workers, between male and female workers. ▪ Comfortable housing with water and electricity provided. Local workers choose to stay in their houses in the nearby villages. ▪ Have access to affordable food from the canteen/sundry shops within the estate/mill premises. ▪ Entitled to free medical facilities at the estate clinic. ▪ Have representatives who attend regular meetings with the management where they can put forward any complaints and or raise any issues. They are aware of the complaints form. They have used them to complaint about house defects. ▪ They knew the types of work offered at mill & estate when they were in their own countries. ▪ All migrant workers keep their own passports.
2) Settlers	Not applicable
3) Villagers / Local communities (including women representatives, displaced communities)	<ul style="list-style-type: none"> ▪ No land issues.
4) Suppliers	<ul style="list-style-type: none"> ▪ Fair dealings with the SOU. ▪ Payments are made within 1 month of Invoice.
5) Contract workers	At time of visit there were no contract workers.
6) Local & national NGOs	Not available for this audit.
7) Government agencies / Statutory bodies	<ul style="list-style-type: none"> ▪ No land claims/disputes and no social issues. ▪ Harmonious co-existence.
8) Independent growers / Smallholders	<ul style="list-style-type: none"> ▪ No complaints. ▪ Fair & timely payments for FFB supplied.

RSPO PUBLIC SUMMARY REPORT

9) Indigenous people	<ul style="list-style-type: none"> ▪ Interviewed representatives of Orang Asli. ▪ No land issues.
10) Contractor	<ul style="list-style-type: none"> ▪ Sampled CPO Transporter, FFB transporter, hardware supplier have been providing services to the SOU more than 5 years. Signed a contract and understands contractual obligations and the need to comply with legal requirements. ▪ Fair dealings with the SOU. ▪ Payments are made within 1 months of invoice. ▪ The mill and estate staff will verify the work done before his invoice can be approved for payment. ▪ Signing of contract was with HQ. Contract terms are clear and fair. Renewal of contract is via tender system. ▪ Knows about minimum wages, and make statutory contributions such as EPF and SOSCO. ▪ Terms and conditions are clear and fair. Have attended RSPO/MSPO briefing and stakeholder meetings. ▪ Gives estate copies of worker details and payslips
11) Previous land owner (if any)	Not applicable.
12) Others (please specify)	Not applicable.

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. Both Cluny and Bikam Estates within the CU have been fully developed before the year of 2005. Hence, there is no New Plantings in both Estates. Selaba CU is certified with MSPO certification.
2.2	Description of the Supply Base (including the planting profile) The FFB sourced from company owned estates that are certified and third parties which are not certified. Details of the FFB contribution from each source to the Selaba Palm Oil Mill are shown in the following tables:

Table 1: Actual FFB production by the supply base for the last reporting period
(Dec 2018 to Nov 2019)

Estates	FFB Production		Certifying CB
	Tonnes	Percentage (%)	
Cluny Estate	15,952.42	10.17	Sirim
Bikam Estate	1,968.83	1.26	Sirim
Seri Intan Estate	14,383.02	9.17	Sirim
Sabrang Estate	2,832.78	1.81	Sirim
Sg Wangi Estate	386.57	0.25	Sirim
Sogomana Estate	592.73	0.38	Sirim
Bagan Datoh Estate	39.21	0.03	BSI
Sabak Bernam Estate	10.73	0.01	BSI
Sub Total	36,166.29	23.06	
Third parties			-
VR Plantation	70.81	0.05	
Tan Hing	9,056.00	5.78	
Chuan Soon	4,951.23	3.16	
Sinaran Mewah	15,472.19	9.87	
Setia Station	8,072.04	5.15	
Sawit Teluk Baru	20,731.41	13.22	
Bagan Pasir	586.27	0.37	
Ban Boon Teng	843.63	0.54	
Green Agro	432.95	0.28	
Hiap Thye	1,096.80	0.70	
Gan Kim Tiek	743.87	0.47	
Kuala Perak	316.39	0.20	
Ladang Moccis	31,090.95	19.83	
Law & Yap	3,767.51	2.40	
Liang Pang	6,889.42	4.39	
Macro Sawit	5,557.95	3.54	
Menara Emas	3,213.18	2.05	
Sawit Berkat	7,751.99	4.94	
Sub Total	120,644.59	76.94	
TOTAL	156,810.88	100.00	

Table 2: Projected FFB production by supply base for the next reporting period
(Dec 2019 to Nov 2020)

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Cluny Estate	31,393.81	16.45
Total	31,393.81	16.45
Other Supply Bases		
Third parties (non-certified)	159,500.00	83.55
Grand Total	190,893.81	100.00

**Table 3: Actual FFB received and CPO & PK dispatch by the Mill for the last reporting period
(Dec 2018 to Nov 2019)**

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	156,810.88
FFB Processed	156,765.86
Certified FFB Processed	*36,166.29
Non-certified FFB Processed	120,644.59
Crude Palm Oil (CPO)	
Overall CPO Production	31,264.23
Certified CPO Production	*7,209.14
Certified CPO delivered as RSPO	0.00
Certified CPO delivered as non-RSPO	*7,209.14
Certified CPO delivered under other sustainable schemes	0.00
Palm Kernel (PK)	
Overall PK Production	8,323.92
Certified PK Production	*1,921.87
Certified PK delivered as RSPO	0.00
Certified PK delivered as non-RSPO	*1,921.87
Certified PK delivered under other sustainable schemes	0.00
Credits traded thru Book & Claim	0.00

*Lower production of CPO & PK due to lower no. of certified FFB received during the reporting period.

Approximately, only 23% of FFB received were RSPO-certified.

Also low OER & KER noted. The verified ratios were 19.93% and 5.31%, respectively.

**Table 4: Projected FFB received and CPO & PK dispatch by the Mill of the next reporting period
(Dec 2019 to Nov 2020)**

RSPO Supply Chain Model : Mass Balance	Total (MT)
FFB Received	190,893.81
FFB Processed	190,893.81
Certified FFB Processed	31,393.81
Non-certified FFB Processed	159,500.00
Crude Palm Oil (CPO)	
Overall CPO Production	38,789.62
Certified CPO Production	6,379.22
Certified CPO delivered as RSPO	6,379.22
Certified CPO delivered as non-RSPO	0.00
Certified CPO delivered under other sustainable schemes	0.00
Palm Kernel (PK)	
Overall PK Production	9,697.41
Certified PK Production	1,594.81
Certified PK delivered as RSPO	1,594.81
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	1,851.10	2,007.60
Cluny	1,282.00	1,549.75
Total	3,133.10	3,557.35

Table 6 Planting profile for Selaba CU

RSPO PUBLIC SUMMARY REPORT

<u>Estate</u>	<u>Year of planting</u>	<u>Planting Cycle</u>	<u>Mature (Ha)</u>	<u>Immature (Ha)</u>	<u>Planted area</u>	<u>% of planted area mature</u>	<u>% of planted area immature</u>
Bikam	2010A	3	35.91		35.91	1.94	
	07S2	2	24.62		24.62	1.33	
	2011B	3	62.18		62.18	3.36	
	2010C	3	29.62		29.62	1.60	
	2016D	3	47.87		47.87	2.59	
	2010F	3	22.73		22.73	1.23	
	2014B	3	34.56		34.56	1.87	
	03S	2	28.31		28.31	1.53	
	2010G	3	34.47		34.47	1.86	
	01B1	2	61.76		61.76	3.34	
	2014C	3	55.08		55.08	2.98	
	03S1	2	44.34		44.34	2.40	
	01K1	2	10.02		10.02	0.54	
	2008A	2	27.86		27.86	1.51	
	2011A	3	49.64		49.64	2.68	
	2010B	3	34.33		34.33	1.85	
	2016E	3	53.44		53.44	2.89	
	01B	2	45.31		45.31	2.45	
	03K1	2	75.77		75.77	4.09	
	07S1	2	44.55		44.55	2.41	
	2010E	3	46.33		46.33	2.50	
	2014A	3	27.34		27.34	1.48	
	2011D	3	44.77		44.77	2.42	
	2011C	3	87.53		87.53	4.73	
	2010D	3	42.50		42.50	2.30	
	05K	2	28.86		28.86	1.56	
	07S	2	65.06		65.06	3.51	
	02B	2	46.18		46.18	2.49	
	2008	2	69.19		69.19	3.74	
	01B2	2	13.08		13.08	0.71	
	2016C	3	55.56		55.56	3.00	
	2019B	3		79.72	79.72		4.31
	2019A	3		84.79	84.79		4.58
	2015C	3		58.51	58.51		3.16
	2016B	3		77.92	77.92		4.21
	2017A	3		63.21	63.21		3.41
	2017B	3		76.04	76.04		4.11
	2016A	3		62.14	62.14		3.36
Sub Total			1348.77	502.33	1851.10	72.86	27.14
Cluny	98		86.56		86.56	6.75	
	99		61.57		61.57	4.80	
	00		320.79		320.79	25.02	
	01		42.55		42.55	3.32	
	05		33.18		33.18	2.58	
	08		67.08		67.08	5.23	
	2012		66.93		66.93	5.22	
	2013		78.46		78.46	6.12	
	2015		98.92		98.92	7.72	
	2016			111.36	111.36		8.69
	2017			118.08	118.08		9.21
	2019			196.72	196.72		15.34
Sub Total			855.84	426.16	1282.00	66.76	33.24
Total			2204.61	928.49	3133.10	70.37	29.63

2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

Name	:	Mohd Asid bin Mamat
Position	:	Mill Manager
Address	:	KKS Selaba, Lot 7376, KM7, Jalan Changkat Jong, 36000 Teluk Intan, Perak.
Phone no.	:	019-380 7417
Fax no.	:	-
Email	:	kks.selaba@sime-darbyplantation.com

3.0 AUDIT FINDINGS

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

There was no change to the certified products since last assessment

3.2 Progress and changes in time bound plan (Refer to Attachment 6 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 :

Sime Darby Plantation – Indonesian Operations is in progress to certify all 7 SOUs from 2019 to 2020 as verified through the Time Bound Plan. The SOUs are PT Sime Indo Agro, PT Ladangrumpun Subur Abadi, PT Bersama Sejahtera Sakti, PT Bahari Gembira Ria, PT Guthrie Pecconina Indonesia, PT Sandika Nata Palma & PT Budidaya Agro Lestari.

- 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?

The time bound plan for Sime Darby Plantation Sdn Bhd, updated as at June 2019 is provided in Attachment 6 of this report.

- 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.)

The Company name has been changed from Sime Darby Plantation Sdn Bhd to Sime Darby Plantation Berhad. The Manager of Bikam Estate, Mr. Ashok Kumar a/l Yuthaman, has been replaced by Mr. Nurhanizam Bin Abd Razak.

RSPO PUBLIC SUMMARY REPORT

3.4 Status of previous non-conformities *

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

☒ Closed

☐ Not closed*

3.5. Complaint received from stakeholder (if any)

During the audit there were no complaints received from stakeholders.

4.0 DETAILS OF NON-CONFORMITY REPORT

4.1 For P&C (Details checklist refer to Attachment 4 :

Total no. of minor NCR(s)
(details refer to Attachment 4) List : 1 3.3.2

Total no. of major NCR(s)
(details refer to Attachment 4) List : 1 7.8.2

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

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

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

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.

RSPO PUBLIC SUMMARY REPORT

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.

☐

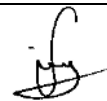
Major NCR(s) recorded. Evidence of implementation of the corrective actions have been provided but not fully accepted by the audit team. NCR(s)..... have not been satisfactorily closed out within 60 days of the audit. Recommended for suspension of the certificate.

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 : Selvasingam T Kandiah

(Name)



(Signature)

3/03/2020

(Date)

Map of SOU 5 Selaba



RSPO Surveillance Audit Plan

1. Objectives

The objectives of the audit are as follows:

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

2. Date of assessment : 3rd to 6th December 2019

3. Site of assessment : SOU 5 Selaba Certification Unit

- Selaba Palm Oil Mill
- Bikam Estate
- Cluny Estate

4. Scope of certification : Production of Sustainable Crude Palm Oil and Palm Kernel Using the Mass Balance Supply Chain Model.

5. Reference Standard:

- a. MYNI 2019 of RSPO P&C 2018
- b. RSPO Certifications Systems for P&C, June 2017
- c. Company's audit criteria including Company's Manual / Procedures

6. Assessment Team

a) Trainer Lead Auditor : Selvasingam T Kandiah (Safety, Env)

b) Auditors : Mohd Zulfakar Kamaruzaman (Social, HCV, TBP)
 : Mohd Ab Raouf Asis (Social, GHG)
 : Mohd Norddin Abd Jalil (GAP)
 : Rozaimee Ab Rahman (SC)

If there is any objection to the proposed audit team, the organization is required to inform the Trainer 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

- (i) Language : English
- (ii) Format : Verbal and Written
- (iii) Expected date of issue : 2 weeks after the closure of the Major NC / or if only minor NC, 30 days from the last day of this audit.

12. Facilities Required

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

13. Assessment Programme Details : As below

RSPO PUBLIC SUMMARY REPORT

Attachment 2 – Audit Plan

Date / Time	Coverage of assessment / Activity / Site	STK	MZK	MAR	MNA	
Day 1-03/12/19 8.30am – 9.15am	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 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, <ul style="list-style-type: none"> Milling Practices Environment, Occupational safety & health aspects, chemical management HCV & Environment management Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone Environment, Occupational safety & health aspects, chemical management Waste Management Land titles and user rights 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 	/	/	/	/	
12.30pm – 1.30pm	Lunch Break					
1.30pm – 5.00pm	Continue assessment at the Mill	/	/	/	/	
Date / Time	Coverage of assessment / Activity / Site	STK	MZK	MAR	MNA	RAR
Day 2 – 04/12/19 8.30am – 12.30pm	Site observation to Cluny Estate P1, P2, P3,P4,P5, P6, P7, <ul style="list-style-type: none"> Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, IPM New planting Environment, Occupational safety & health aspects, chemical management HCV & Environment management Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone Environment, Occupational safety & health aspects, chemical management Waste Management Land titles and user rights Laws and regulations Interview with workers, contractors etc. 	/			/	

RSPO PUBLIC SUMMARY REPORT

	<ul style="list-style-type: none"> • 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 observation to Bikam Estate P1, P2, P3, P4, P5, P6, P7, <ul style="list-style-type: none"> • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste Management • Land titles and user rights • 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 		/	/		
	RSPO SC					/
12.30pm – 1.30pm	Lunch Break					
1.30pm – 5.00pm	Continue assessment at respective site	/	/	/	/	/
Date / Time	Coverage of assessment / Activity / Site	STK	MZK	MAR	MNA	RAR
Day 3 – 05/12/19 8.30am – 12.30pm	Site observation to Cluny Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, • IPM • New planting • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste Management • Land titles and user rights • 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 observation to Bikam Estate P1, P2, P3,P4,P5, P6, P7,P8 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, 		/	/		

RSPO PUBLIC SUMMARY REPORT

	<ul style="list-style-type: none"> • IPM • New planting • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste 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 					
12.30pm – 1.30pm	Lunch Break					
1.30pm – 5.00pm	Site observation to Bikam Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste 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 observation to Cluny Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste 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 		/	/		
1.30pm – 5.00pm	Continue assessment at respective site					/
Date / Time	Coverage of assessment / Activity / Site	STK	MZK	MAR	MNA	
Day 4 – 06/12/19	Site observation to Bikam Estate	/				

RSPO PUBLIC SUMMARY REPORT

8.30am 12.30pm	P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, • IPM • New planting • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste Management • Land titles and user rights • 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 observation to Cluny Estate P1, P2, P3,P4,P5, P6, P7 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, • IPM • New planting • Environment, Occupational safety & health aspects, chemical management • HCV & Environment management • Forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Environment, Occupational safety & health aspects, chemical management • Waste 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 		/	/		
12.30pm to 2.00 pm	Lunch Break					
2.00pm – 4.00pm	Continue assessment at respective site	/	/	/	/	
4.00pm – 5.00pm	Closing meeting at Bikam Estate	/	/	/	/	

RSPO PUBLIC SUMMARY REPORT

Attachment 3

RSPO P&C AUDIT CHECKLIST AND FINDINGS (MYNI 2019 FOR RSPO P&C 2018)

Principle 1: Behave ethically and transparently

Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.

Clause	Indicators	Comply Yes/No	Findings
1.1 The unit of certification provides 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 (C) Documents that are specified in the RSPO P&C are made available to the public.	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 .
	1.1.2 Information is provided in appropriate languages and accessible to relevant stakeholders.		SDPSB 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 SDPSB website address is available in English at http://www.simedarbyplantation.com/ .
	1.1.3 (C) Records of requests for information and responses are maintained.	YES	The CU had identified personnel responsible for handling of complaints. Records of communication were identified and maintained in different files, internal & external communication, depending on the stakeholder. Among the records inspected were correspondences with the authorities, local communities and employees.
	1.1.4 (C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.	YES	External and internal communication procedures developed by SDPB for the estates and mill maintained to be followed and available at the audited sites. An inspection of the records kept in the internal and external communication files found that the estates and mill followed the procedures and manuals developed by the company.
	1.1.5 There is a current list of contact and details of stakeholders and their nominated representatives.	YES	The list of stakeholders for SOU 5 Selaba are maintained, and made available during the audit. 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.
1.2 The unit of certification commits to ethical conduct in	1.2.1 A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	YES	The Code of ethics policy has been briefed to all workforce at the visited mill and estates as verified through attendance list and interview with staff and field workers during interview session:

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
all business operations and transactions.	1.2.2 A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	YES	SDPSB also has a Vendor COBC which has been developed to outline the standards of behaviour required by Sime Darby Berhad's vendors which includes expectation to uphold human rights. The Vendor COBC applies to all its suppliers, consultants, agents, contractors /service providers who have direct dealings with the Group.

Principle 2: Operate legally and respect rights

Implement legal requirements as the basic principles of operation in any jurisdiction.

Clause	Indicators	Comply Yes/No	Findings
2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1 (C) The unit of certification complies with applicable legal requirements.	YES	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 2019.
	2.1.2 A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.	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 Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.	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 All contractors providing operational services and supplying labour and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.	2.2.1 A list of contracted parties is maintained.	YES	The list of stakeholders for SOU 5 Selaba are maintained, and made available during the audit.
	2.2.2 All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/accredited) for migrant workers, service providers and labour contractors, is available.	YES	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements as verified through Online Vendor Registration (OVR) and the Vendor Code of Business Conduct (VCOBC) which apply to all contractors for due diligence and meeting legal requirements.
	2.2.3 All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts	YES	All contracts, contain clauses disallowing child, forced and trafficked labour as verified by audit team.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	include a clause for their protection.		
2.3 All FFB supplies from outside the unit of certification are from legal sources.	2.3.1 (C) For all directly sourced FFB, the mill requires: <ul style="list-style-type: none"> Information on geo-location of FFB origins. Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder One or more supporting documents for claims Valid MPOB license 	YES	SOU 5 Selaba maintained records of all directly sourced FFB.
	2.3.2 For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	YES	SOU 5 Selaba maintained records of all indirectly sourced FFB. Information on geo-locations of FFB, the ownership status and validity of MPOB licence was sourced. This information was requested at stakeholder meeting held in Nov 2019.

Principle 3: Optimise productivity, efficiency, positive impacts and resilience

Implement plans, procedures and systems for continuous improvement.

Clause	Indicators	Comply Yes/No	Findings
3.1 There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.	3.1.1 (C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	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 and RSPO compliance.
	3.1.2 An annual replanting programme projected for a minimum of five years with yearly review, is available.	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 SOU annual financial budget.
	3.1.3 The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	YES	Several meetings were held to discuss issues related to the Internal Audit Reports, Sustainability and Continuous Improvement.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
3.2 The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.	3.2.1 (C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.	YES	The SIA Action Plans are being updated every year, or sooner, such as when issues arise and are discussed with the affected parties.
	3.2.2 As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	YES	Not applicable as the RSPO metrics template was not yet finalized by RSPO during the conduct of audit.
3.3 Operating procedures are appropriately documented, consistently implemented and monitored.	3.3.1 (C) Standard Operating Procedures (SOPs) for the unit of certification are in place.	YES	SOU Selaba continued to use the documents established by the Sime Darby Plantation Bhd. The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and the employees understood the requirements of the SOP. 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.
	3.3.2 A mechanism to check consistent implementation of procedures is in place.	NO	SOU Selaba continued to implement the mechanism to ensure consistent implementation of operation as per SOPs. However, at time of visit consistent implementation of procedures was not in place. It was observed that: <ul style="list-style-type: none"> a. Cluny Estate: The foreman at the workshop was not using all appropriate PPE as per CHRA dated 26/06/2019 & 10/07/2019. b. Cluny Estate, Torlak Division: The emergency eye wash & shower had no water During the site visit the staff/workers were noted to be equipped with their proper attire & PPE, except for a grass cutter who was observed cutting grass without a mask, goggle and gloves. Thus, the Minor NCR STK 01 2019 was issued.
	3.3.3 Records of monitoring and any actions taken are maintained and available.	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.
3.4 A comprehensive Social and Environmental	3.4.1 (C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected	YES	A Social Impact Assessment (SIA) and records of meetings were maintained by the CU.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.	stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.		All data has been gathered with the participation of external and internal stakeholders.
	3.4.2 For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.	YES	Action and monitoring plans on social and environmental that had been developed were reviewed on a yearly basis with participation of affected stakeholders.
	3.4.3 (C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	YES	The social & Environmental management and monitoring plans were reviewed at least once a year. It has been updated as at Nov 2019, with participation of its stakeholders.
3.5 A system for managing human resources is in place.	3.5.1 Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.	YES	Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives.
	3.5.2 Employment procedures are implemented, and records are maintained.	YES	Employment procedures were implemented and records were maintained. Audit team had verified all new recruitment of workers from Indonesia and India. Their personal files, employment no. name of employee, employment contract, offer letter, passport consent form were verified.
3.6 An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.	3.6.1 (C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	YES	All routine activities for mill and estate were adequately risked assessed. Mitigations plan available.
	3.6.2 (C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	YES	The effectiveness of implementation health & safety plan has been monitored by daily basis. All the precaution i.e. safety signboard, pictorial safety standards, PPE, etc has been published and display at workplace areas (notice board, muster call, etc). CU also monitored safety risk in workplace operation by monthly basis.
3.7 All staff, workers, Scheme Smallholders, outgrowers, and contract workers are	3.7.1 (C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO	YES	Formal training programmes for 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.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
appropriately trained.	P&C, in a form they understand, and which includes assessments of training.		
	3.7.2 Records of training are maintained, where appropriate on an individual basis.	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.
	3.7.3 Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	YES	The procedure was kept in file RSPO Supply Chain Manual. Training was conducted accordingly.

SUPPLY CHAIN REQUIREMENTS FOR MILLS

Disclaimer text: The following section is taken verbatim from the RSPO Supply Chain Certification Standard (14 June 2017) (RSPO SCCS), general requirements as well as modules D & E for mills. The RSPO SCCS is the document in vigour for these requirements and should be referred to in any cases of uncertainty. Any references to other modules or sections contained in the table below, refer to the RSPO SCCS document. As per RSPO SCCS, **all requirements are major Indicators** (i.e. **equivalent of critical Indicators in P&C 2018**).

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Definition Identity Preserved Mill D.1	A mill is deemed to be IP if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO P&C, or against the Group Certification scheme. Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically	NA	Not applicable since Selaba Mill is MB

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	separating them, then only Module E is applicable.		
Definition Mass Balance Mill E.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	YES	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 - CPO Mills: Mass Balance.
Explanation (Volume and product integrity) D.2 E.2	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each	YES	Available.

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	subsequent annual surveillance report. The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organisation (RSPO IT platform).		

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Documented procedures 5.3.1 D.3 E.3	<p>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:</p> <p>Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.</p> <ul style="list-style-type: none"> Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 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 organisation's procedures for the implementation of this standard. The site shall have documented procedures for receiving and processing certified 	YES	<p>Selaba POM had revised their documented procedure title 'Standard operating procedure for Sustainability Supply Chain.</p> <p>The procedure was kept in file RSPO Supply Chain Manual. Appropriate changes were also made in the change to include the new clause Production of ISCC certified waste/residues materials at the mill.</p>

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<ul style="list-style-type: none"> • Training record addressing the RSPO SCCS requirement i.e. attendance list). • Request the list of personnel involved in managing the RSPO SC system in the company. • Check the training identified for the personnel and interview to verify the effectiveness of the training. • Request for the training materials and check on the training effectiveness. • Procedure shall also cover complaints from customers and stakeholders. 		
Internal Audit 5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> • Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. • Effectively implements and maintains the standard requirements within its organisation. • Any non-conformities 	YES	<p>As describe under para 17.0, SPOM refer to Internal Audit Procedure. Audit report has also been established. The audit was conducted against the RSPO Supply Chain Certification Standard Revision 2017 requirements.</p> <p>Coverage of audit was found sufficient and inclusive of the new standard (including modular requirement – Module E CPO Mills: Mass Balance). Internal audit conducted in Sept 2019. 3 major NCR were issued based on clause 5.4, 5.5, & 5.6 of the standard.</p> <p>The NC has been acted on & corrective action taken had been verified adequate by internal auditors.</p>

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non- conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.		
Purchasing Goods In 5.4 D.4.1/ D.4.2 D.4.1/E.4.2	<p>The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	YES	<p>Available.</p> <p>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.</p>

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
Outsourcing Activities 5.5	<p>5.5.1 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 SCCS. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organisation (not the tank farm manager).</p>	YES	SPOM outsource transportation of certified product (CPO) to end buyer.

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a) The site has legal ownership of all input material to be included in outsourced processes;</p> <p>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 onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>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>	YES	<p>Sole appointed transporter is being bound by signed agreement.</p> <p style="text-align: right;">Page 34 of 85</p>

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	5.5.3 The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	YES	List of contact person for both transporters were made available and up-to-date in the stakeholder list
	5.5.4 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 physical handling of RSPO certified oil palm products.	YES	No new contractors had been used and will be used in the future for the processing or production of RSPO certified materials.
Record keeping 5.9	5.9.1 The organisation shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO SCCS requirements.	YES	Sighted CPO and PK delivery note, weighbridge ticket, production data, internal audit and management review records were found up-to-date.
	5.9.2 Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	YES	Relevant record was maintained for more than 2 years as per Standard operating procedure for Sustainability Supply Chain and Traceability SD/SDP/PSQM/001', version 2, Issue 5 dated April 2019
	5.9.3 The organisation 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	YES	Selaba POM had provided the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and kept an up to date record of the volume purchased (input) and claimed (output) over a period of 12 months.

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	12 months.		
D.5.1	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.	YES	Selaba POM has maintained the Real Time basis accounting system to record RSPO certified FFB and deliveries of RSPO certified CPO and PK. Record titled as "RSPO & MSPO Mass Balancing Record for Oil Mills".
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>The site can only deliver MB sales from a positive stock. Positive stock can include product ordered for delivery within 3 months. However, a site is allowed to sell short i.e. product can be sold before it is in stock.</p>	YES	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 with standard requirement except for the notation of Supply Chain model applied & Supply Chain certificate number. For future certified transaction, SPOM will be indicating the 2 items in weighbridge dispatch ticket.
Conversion Factors 5.10	5.10.2 Where applicable, a conversion rate shall be applied to provide a reliable estimate for the amount of	YES	SPOM process all the received certified crop & their processing output will be based on their actual Oil Extraction Rate (OER) & Kernel Extraction Rate (KER).

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	certified output available from the associated inputs. Organisations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org).		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.
	5.10.2 Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	YES	
Processing D.6	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm product including during transport and storage to strive for 100% separation.	YES	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. However, based on SPOM Palm Trace inventory system, they have yet to sell any certified materials.
Sales and goods out 5.6	5.6.1 The supplying site shall ensure that the following minimum info for RSPO certified products is made available in document form: The name and address of the buyer; <ul style="list-style-type: none"> The name and address of 	YES	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 with standard requirement except for the notation of Supply Chain model applied & Supply Chain certificate number. For future certified transaction, SPOM will be indicating the 2 items in weighbridge dispatch ticket.

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>the seller;</p> <ul style="list-style-type: none"> • The loading or shipment / 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 of the seller; • A unique identification number. • 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). For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / 		

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments.		
Registration of Transactions 5.7	5.7.1 Supply chain actors who: <ul style="list-style-type: none"> are mills, traders, crushers and refineries; and take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	YES	The registration of transaction being carried out by Group Plantation Marketing subordinate using the RSPO Member ID. Samples of transactions reviewed.
	5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform.		

RSPO PUBLIC SUMMARY REPORT

Ref. in RSPO SCCS	Indicators	Comply Yes/No	Findings
	<p>The declaration time to do Shipping Announcement / Announcement is based on members' own standard operating procedures.</p> <p>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</p> <p>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</p> <p>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</p>		
Claims 5.11	5.11.1 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 Market Communications & Claims.	YES	Relevant information on product claim (including applicable Supply Chain model and certificate number) being correctly indicated in the relevant outgoing paperwork. Selaba POM has not used the RSPO corporate logo as well as trademark logo.

RSPO PUBLIC SUMMARY REPORT

Principle 4: Respect community and human rights and deliver benefits

Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.

Clause	Indicators	Comply Yes/No	Findings
4.1 The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.	4.1.1 (C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders, is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.	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.
	4.1.2 The unit of certification does not instigate violence or use any form of harassment in their operations.	YES	There was no evidence to show that the unit of certification, Selaba CU, had instigated violence or used any form of harassment in their operations.
4.2 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	4.2.1 (C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	YES	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".
	4.2.2 Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	YES	Based on interview with stakeholders, the system and procedure were understood by the affected parties.
	4.2.3 The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	YES	The SOU Selaba keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders through training for contractor and supplier dated Nov 2019.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	4.2.4 The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	YES	The system used by the SOU Selaba in resolving disputes and grievances exists in the procedure called "Tatacara Perundingan Dalam Menangani Rungutan Dan Aduan", and "Tatacara Perundingan Dalam Menangani Masalah Sosial". The Mill and Estates within SOU Selaba each has its own Internal Complaint Book and External Communication Book. The Internal Complaint Books are for employees to lodge complaint pertaining to their houses. The external book was reviewed and found no complaints against the SOU. The conflict resolution mechanism includes the option of access to independent legal and technical advice. The complainants may choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.
4.3 The unit of certification contributes to local sustainable development as agreed by local communities.	4.3.1 Contributions to community development that are based on the results of consultation with local communities are demonstrated.	YES	Contributions to community development that are based on the results of consultation with local communities were demonstrated accordingly.
4.4 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.	4.4.1 (C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and/or the actual legal or customary use of the land are available.	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.
	4.4.2 Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:		
	4.4.2a Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba since 1985 The audit team had confirmed that there were no land issues related to previous owners.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	the steps that are taken to involve them in decision making.		
	4.4.2b Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba since 1985. The audit team had confirmed that there were no land issues related to previous owners.
	4.4.2c Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba since 1985. The audit team had confirmed that there were no land issues related to previous owners.
	4.4.3 (C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).	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 village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
	4.4.4 All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	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 village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
	4.4.5 (C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	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 village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	4.4.6 There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	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 village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
4.5 No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.	4.5.1 (C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	YES	Based on Social Impact Assessment (SIA) Report for SOU 5 Selaba and land title, there was no new plantings are established on local peoples' land. It has been verified that the land is legitimately owned by SOU Selaba. The audit team had confirmed that there were no land issues related to previous owners and it was confirmed through interviewed with head of village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
	4.5.2 (C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.5.3 Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.5.4 To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.		the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.5.5 Evidence is available that the affected communities and rights holders have had the option to access to information and advice that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.5.6 Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.5.7 New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations.	YES	As reported in 4.4.1 of this checklist, it has been verified that the land is legitimately owned by SOU Selaba. All the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighbouring estate.
4.6 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with thru a documented	4.6.1 (C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	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". 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 the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	4.6.2 (C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	YES	In accordance with the 'Tatacara Perundingan Dalam Menangani Rungutan Dan Aduan', the procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established. However, there was no issue/case related to this indicator as verified by audit team during consultation with staff and workers at mill and visited estates.
	4.6.3 Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.	YES	There were no scheme small holdings at Selaba SOU.
	4.6.4 The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	YES	There was no process and outcomes of any negotiated agreements, compensation and payments to any affected parties.
4.7 For new planting, where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.	4.7.1 (C) A mutually agreed procedure for identifying people entitled to compensation is in place.	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". 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 the involvement of the respective estate management, Land Office, NGOs and the affected parties in the negotiation procedures.
	4.7.2 (C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	YES	There was no issue regarding compensation (monetary or otherwise) with villagers, local community and neighbouring estate. The audit team has also interviews with villager representatives.
	4.7.3 Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	YES	It has been verified that the land is legitimately owned by SOU Selaba and all the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
4.8 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.	4.8.1 Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	YES	It has been verified that the land is legitimately owned by SOU Selaba and all the related documentation regarding the land acquisition was kept in Sime Darby HQ Office, Ara Damansara and the copy in the estate was verified by the auditor. There were no issues regarding land with villagers, local community and neighboring estate.
	4.8.2 (C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews with head of village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
	4.8.3 Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4).	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews with head of village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).
	4.8.4 For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).	YES	There was no land encumbered by customary rights or dispute from any stakeholder at SOU Selaba, it was confirmed through interviews with head of village/Chairman of Majlis Pengurusan Komuniti Kampung (MPKK).

RSPO PUBLIC SUMMARY REPORT

Principle 5: Support smallholder inclusion

Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.

Clause	Indicators	Comply Yes/No	Findings
5.1 The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.	5.1.1 Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	YES	Current and past prices paid for FFB were displayed at the weighbridge counter. Small holder agrees with price because the price is followed by the guidelines by MPOB. The Guideline for Price is printed from MPOB web site.
	5.1.2 (C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders.	YES	Sighted evidence training regarding price mechanism to the Outside Crop Producer dated Nov 2019.
	5.1.3 (C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	YES	Fair pricing, including premium pricing is agreed with smallholders. Small holders agrees with price because the price is followed by the MPOB Pricing Mechanism. The Guideline for Price is printed from MPOB web site.
	5.1.4 (C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	YES	Fair pricing, including premium pricing is agreed with smallholders. Small holders agrees with price because the price is followed by the MPOB Pricing Mechanism. The Guideline for Price is printed from MPOB web site.
	5.1.5 Contracts are fair, legal and transparent and have an agreed timeframe.	YES	Confirmed the fairness of the terms of their agreement, and payments are usually received within 7 to 10 days of invoice issuance. Fresh Fruit Bunches are supplied from SDPB owned estates which are certified to RSPO and outsider Crop.
	5.1.6 (C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	YES	Confirmed.
	5.1.7 Weighing equipment is verified by an independent third party on a regular basis (this can be government).	YES	SOU Selaba has continued to comply with all applicable local and national laws and regulations (Laws of Malaysia as Section 14(6) under Weights and Measures Act 1972) and were verified by Metrology Corporation Malaysia Sdn. Bhd.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	5.1.8 The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	YES	Sime Darby Plantation supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.
	5.1.9 (C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	YES	A grievance mechanism which respects anonymity and protects complainants is in place at the SOU Selaba as per the SOM Procedure for External Communication dated in Aug 2008.
5.2 The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	5.2.1 The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	YES	Sime Darby Plantation supports Independent Smallholders including women or other partners in their supply base with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.
	5.2.2 The unit of certification develops and implements smallholder support program to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder).	YES	Sime Darby Plantation supports Independent Smallholders including women or other partners in their supply base with certification and implements smallholder support program to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification.
	5.2.3 Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	YES	Sime Darby Plantation supports Independent Smallholders including women or other partners in their supply base with certification. They have encourage the smallholder to certify with RSPO and provides support to smallholders to promote legality of FFB production, but smallholder don't want to join due to Financial constraint.
	5.2.4 (C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	YES	For the current practice SOU Selaba has invited the nearby smallholder Outside Crop Producer (OCP) to training and meeting regarding MSPO and RSPO. Sighted records of Evidence unit of certification trains Scheme Smallholders on pesticide handling however, smallholder don't want to join RSPO due to Financial constraint.
	5.2.5 The unit of certification regularly reviews and publicly reports on the	YES	The smallholder don't want to join due to Financial constraint. Currently SOU Selaba has regularly review and reports the progress if any of smallholder want to join the RSPO.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	progress of the smallholder support programme.		

Principle 6: Respect workers' rights and conditions

Protect workers' rights and ensure safe and decent working conditions.

Clause	Indicators	Comply Yes/No	Findings
6.1 Any form of discrimination is prohibited.	6.1.1 (C) A publicly available non-discriminatory and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	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 was displayed on notice boards and at morning muster in both Bahasa Malaysia and English.
	6.1.2 (C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for migrant workers.	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.
	6.1.3 The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	YES	Based on interviews with the estate and mill management and documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job.
	6.1.4 Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women.	YES	There is no pregnancy test conducted by the mill and Estates at SOU Selaba.
	6.1.5 (C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	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.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	6.1.6 There is evidence of equal pay for the same work scope.	YES	The equal opportunities policy is contained within the Sime Darby Social Policy 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.
6.2 Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).	6.2.1 (C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	YES	For the SOU 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, Temple funds), net salary, annual leave and medical leave taken, etc.
	6.2.2 (C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.	YES	Contracts and conditions of employment are contained in employment contracts signed between the Mill and respective estates on one hand, and their workers on the other. The employment contracts sampled were prepared in either Bahasa Indonesia or in dual-language, namely English and the language commonly used in the worker's country of origin. Among others, the contracts defined the period of employment, wage rate, work benefits, overtime, annual leave, public holidays, contract termination, etc. Details on monthly salary and deductions for every worker and staff are reflected in their pay slips which are issued to the workers during pay day. For the local workers, there is evidence that the payment of statutory contributions such as EPF, SOCSO and Employment Insurance Scheme are being made in accordance with the relevant legal provisions.
	6.2.3 (C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	YES	SOU Selaba has follow the MAPA/NUPW Agreement 2019 which is working hours and breaks of the individual worker are 8 hours work and 0.5 hours break in the between that. The time for break at the all Estate is 1030-1100am and for mill depends on the shift. For Overtime is mutually agreed upon management and workers and meet the legal requirements. Overtime will offer when there is a Job and no discrimination has been observed. During the interview with the workers, they understood the agreement and agree with the CA.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	6.2.4 (C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	YES	Visits were made to the workers' housing facilities of each estate reveal that generally, the Estates and Mills provide adequate housing to their employees. The houses are provided rent-free, with subsidized electricity and water by Tenaga Nasional Berhad and LAP respectively, which are available 24 hours a day. The houses are generally well-maintained. Each house has between 2 – 3 rooms and generally, not more than 6 persons live in each house. They are also furnished with the basic necessities such as cupboard, mattresses, pillows and cooking facilities. Each house has three rooms and accommodate between 3 to 6 workers per house. Among the facilities provided include a surau, playing field, a kindergarten, creche, grocery shops and a clinic which is managed by a Medical Assistant and a support staff. A visiting Medical Officer comes for regular visits once a fortnight to assist with linesite inspections, dispensing medical advice and treating patients.
	6.2.5 The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	YES	Generally, all units within SOU Selaba are located near the towns. Workers have access to adequate, sufficient and affordable food from a grocery shop Teluk Intan, Sungkai, Slim River and Bidor, where affordable food are readily available. In addition, there is a grocery shop at Selaba Estate, Bikam Estate, Cluny Estate housing complex.
	6.2.6 A "DLW" is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours. PROCEDURAL NOTE: A written policy with specific implementation plan, committing to payment of a "decent living wage" is in place. The implementation plan with specific targets, and a phased implementation process will be in place, including the following: <ul style="list-style-type: none"> An assessment is conducted to determine prevailing wages and in-kind benefits already being provided to workers. There is annual progress on the implementation of living wages 	YES	SOU Selaba has follow the MAPA/NUPW Agreement 2019 which is payment of the wages following the Minimum Wages Order 2018. As per current situation in Malaysia, all workers in SOU Selaba has been paid by following the Minimum Wages Order 2018. Sime Darby SOU Selaba has committed to follow the current 'DLW' but, the Malaysian version of "decent living wage" currently has been endorsed by RSPO.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	<ul style="list-style-type: none"> Where a minimum wage, based on equivalent basket of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment. The unit of certification may choose to implement the "living wage" payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before an eventual scale-up of the living wage implementation <p>Until such time where the Malaysian version of "decent living wage" has been endorsed by RSPO and implemented by the unit of certification, the Malaysian minimum wage has to be paid.</p>		
	6.2.7 Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	YES	All workers in SOU Selaba is a Permanent and full time workers and all the workers used for core work such as Harvesting, Manuring, Spraying, Milling Operation, Grading, Engine driver and workshop. There is no temporary workers. Only contractors use for repairing machinery and replanting in the SOU Selaba.
6.3 The unit of certification 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	6.3.1 (C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	YES	Recognition of freedom of association is available in the Sime Darby Plantation Social Policy dated January 2015. The policy 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 were seen being displayed on all the office notice boards and at AP posts.
	6.3.2 Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.	YES	The National Union Plantation Workers (NUPW) is the union that represents workers of SOU Selaba. Union membership is open to both local and foreign workers and the workers representative elected by the NUPW/MAPA itself which is independent Party.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.3.3 Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.	YES	The National Union Plantation Workers (NUPW) is the union that represents workers of SOU Selaba. The Workers Representative in the Union is selected by workers itself.
6.4 Children are not employed or exploited.	6.4.1 A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	YES	There was no evidence that the estates and the mill at SOU Selaba employ anyone below the age of 18 years. Auditor also verify through the contractors in the SOU Selaba and confirmed there is no Contractor workers available in the estate and mill. This was verified by examining the master lists, personal file, contracts and payslip of each operating unit where details of the workers' IC numbers and dates of birth are available. Interviews with workers and staff, as well as observations made during field visits confirm that only those above 18 are employed.
	6.4.2 (C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.	YES	There was no evidence that the estates and the mill at SOU Selaba employ anyone below the age of 18 years.
	6.4.3 (C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.	YES	There was no evidence that the estates and the mill at SOU Selaba employ anyone below the age of 18 years.
	6.4.4 The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	YES	The policy protection of children is contained in the Sime Darby Child Protection Policy. There was no evidence that the estates and the mill at SOU Selaba employ anyone below the age of 18 years.
6.5 There is no harassment or abuse in the workplace, and	6.5.1 (C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	YES	The policy to prevent sexual and other forms of violence is contained in the Sime Darby Social Policy. In addition, awareness on sexual and other forms of harassments are also briefed during muster and Gender Committee meetings held at each Mill and Estates. The Gender Committee Meetings are being held regularly where topics discussed include

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
reproductive rights are protected.			sexual harassment and violence. Members to lodge complaints if members encounter such incidence. Interviews with female employees confirmed their understanding of what constitutes sexual harassment.
	6.5.2 (C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	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 Mill and Estate levels to help disseminate awareness on issues relating to reproductive rights. Awareness on reproductive rights are also briefed during muster and Gender Committee meetings held at each Mill and Estates.
	6.5.3 Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	YES	In the SOU Selaba Gender Committees have been established at the Mill and Estate levels to help disseminate awareness on issues relating to reproductive rights and need of new mothers. Awareness on reproductive rights need of new mothers are also briefed during muster and Gender Committee meetings held at each Mill and Estates.
	6.5.4 A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	YES	A grievance mechanism which respects anonymity and protects complainants is in place at the CU as per the Sime Darby Gender Committee Handbook 1st Edition 2014. The procedures have been communicated to all levels of workforce.
6.6 No forms of forced or trafficked labour are used.	6.6.1 (C) All workers have entered into employment voluntarily , and the following are prohibited: <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages 	YES	All workers in SOU Selaba in Estate and Mill have entered into employment voluntarily, it was verify during the interview with Indonesian and Indian workers. The workers know they will work in Oil Palm Sector since from their country. The mill and all visited estates have given back passport to foreign workers as verified during interviewed with the workers.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	6.6.2 (C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	YES	The SOU Selaba adopts the Social Policy which states 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".
6.7 The unit of certification ensures that the working environment under its control is safe and without undue risk to health.	6.7.1 (C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	YES	<p>Safety and Health Committee organization was established with Workers and Management representation. The Mill & Estate Manager was appointed as the Chairman of the ESH committee for the Mill.</p> <p>The communication forum used in Selaba Mill is through the safety meeting (mesyuarat j/kuasa keselamatan & kesihatan pekerjaan) apart from other dialogue session and briefing during the weekly gathering. The safety meeting is held every 3 monthly.</p> <p>The agenda discussed follows the guidelines provided by PSQM. Discussions as sighted in the minutes are bilateral involving participation from both employer and employees. Additional issue where deemed important by the committee are included in the discussion. The agenda discussed in the safety meeting among others are:</p> <ul style="list-style-type: none"> a) Workplace inspection (workplace inspection are conducted prior the safety meeting) b) Line site visit report c) Accident statistics/report d) Unsafe and Legislative requirement / update e) GCAD/PSQM Audit highlight f) Safety & Health Program. g) Environmental h) Report on compliance by Contractors / Employees i) Training <p>The agenda discussed in the safety meetings are adequate to address the issue relating to OSH and also to update the new legislative requirement for compliance.</p>
	6.7.2 Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.	YES	Accident and emergency procedures are available in adherence to the SPSB policy on 'Crisis Management & Emergency Response' plan - chapter 13 of PQMS, OSH manual and "Accident and Reporting and Investigation Procedure" in chapter 14 of the same manual. The procedures were available in both Bahasa and English. ERP Teams & ERP for all the identified incidences were available. In addition the procedures have been summarised in a chart flow form and displayed for information of all employees.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	6.7.3 (C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.	YES	All workers involved in potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting were provided with appropriate PPE and replaced when damaged. PPE issue and replacements records were verified by the auditors. From interviews conducted with workers and staffs in the field and stores clerks it was established that they had been trained and were aware of safe handling procedures. Sanitation facilities for spraying and manuring operator was available at the store area with facilities such as shower room, washing machine, PPE rack, soap, etc. All the workers are understood and aware related to SOP after chemical application.
	6.7.4 All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with Malaysian law.	YES	All workers had been provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with Malaysian law. Local workers, covered by SOCSO. Foreign workers were covered with foreign workers compensation scheme. All foreign workers were found have valid work permits and passes. The insurance, work permits and passports were checked.
	6.7.5 Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	YES	Records of all accidents are kept and filed in the Mill and both Estates for a minimum period of 10 years. All occupational injuries were recorded using LTA (Lost Time Accident). Cases if any are reviewed during safety meetings. The incidences were summarized in the mandatory JKKP 6, JKKP 7 & JKKP 8 forms. The JKKP 8 form a It is also a mandatory requirement that the JKKP 8 form be submitted to DOSH by January of the subsequent year. Records are kept in the office.

Principle 7: Protect, conserve and enhance ecosystems and the environment

Protect the environment, conserve biodiversity and ensure sustainable management of natural resources.

Clause	Indicators	Comply Yes/No	Findings
7.1 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate IPM techniques.	7.1.1 (C) IPM plans are implemented and monitored to ensure effective pest control.	YES	Selaba SOU continued to implement 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) Section 15 -Plant Protection.
	7.1.2 Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their	YES	There was no evidence that species referenced in the Global Invasive Species Database and CABI.org are to be used in managed areas, as per site visited and as per the stakeholder consultation with relevant workers.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	spread are implemented.		
	7.1.3 There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	YES	Selaba SOU continued to use the Sime Darby Plantation Berhad's policy of no open burning. As advocated, both estates practised Zero burning thus no use of fire for pest control.
7.2 Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.	7.2.1 (C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritized.	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.
	7.2.2 (C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	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. Pesticides are used only when justified and areas used were recorded in bin cards, program sheets, chemical register, field cost books and in progress reports. Both estates had documented programs for spraying pesticides and for rat baiting. Records of pesticides used were available for verification.
	7.2.3 (C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	YES	As part of the IPM plans, the quantity of pesticides required for various field conditions are documented and justified in Sime Darby Plantation Berhad Agriculture Reference. The implementation in the field is consistent with the Agriculture Reference Manual Section 16.5.
	7.2.4 There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	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.
	7.2.5 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, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to:	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. 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.
	7.2.5a Judgment of the threat and verify		As mentioned above in 7.2.5.of this check list and based on audit findings, there was no

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	why this is a major threat.	YES	evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions and paraquat had been used. Hence, the need for a judgment of the threat assessment does not apply on the Selaba SOU.
	7.2.5b Why there is no other alternative which can be used.	YES	As mentioned above in 7.2.5. of this check list and based on audit findings, 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 and paraquat had been used. Hence, the need for a judgment of the threat assessment does not apply on the Selaba SOU.
	7.2.5c Which process was applied to verify why there is no other less hazardous alternative.	YES	As mentioned above in 7.2.5. of this check list and based on audit findings, 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 and paraquat had been used. Hence, the need for a judgment of the threat assessment does not apply on the Selaba SOU.
	7.2.5d What is the process to limit the negative impacts of the application.	YES	As mentioned above in 7.2.5. of this check list and based on audit findings, 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 and paraquat had been used. Hence, the need for a judgment of the threat assessment does not apply on the Selaba SOU.
	7.2.5e Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	YES	As mentioned above in 7.2.5. of this check list and based on audit findings, 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 and paraquat had been used. Hence, the need for a judgment of the threat assessment does not apply on the Selaba SOU.
	7.2.6 (C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.	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.
	7.2.7 (C) Storage of all pesticides is in accordance with recognised best practices.	YES	The chemical stores in all estates were found to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149). Records of purchase, storage and used were maintained. All of the stores were equipped with exhaust fans and the door was secured and keys held by only the store keeper and

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
			attendant. Only authorized personnel are allowed to handle the chemicals. All chemicals were segregated and fertilisers were well stacked. Relevant MSDS/CSDS were available in the stores. Empty pesticides containers were triple rinsed, holes punched in them and stored separately in the scheduled wastes store awaiting proper disposal.
	7.2.8 All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	YES	Under the operational control procedure established the guidelines and practices for handling empty pesticides are as follows; a) All pesticide containers are tripled rinsed and hole punctured at the bottom only if the waste generator is to dispose as non-scheduled waste. b) Containers to be disposed as scheduled waste need not go the triple rinsing and hole punctured process.
	7.2.9 (C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	YES	Aerial spraying was not practiced by both Cluny and Bikam Estate.
	7.2.10 (C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	YES	Selaba CU continued to have in place procedures to conduct specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions.
	7.2.11 (C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.	YES	Both Estates had Internal Memos "No Work with Pesticides for Confirmed Pregnant and Breast-Feeding Women" signed by the respective Managers. There was no evidence of pregnant and breast-feeding women sprayers performed spraying activity in both estates. Workers interviewed were aware that pregnant and breast-feeding women should not handle chemicals. 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.
7.3 Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.	7.3.1 A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.	YES	SOU Selaba had identified all wastes and sources of pollution. The Waste Management Action Plan FY 2019 were established to mitigate and control the identified wastes and source of pollution. For the identified waste and pollutants, there were procedures and guideline established as to guide the waste disposal activities and to reduce pollution on the routine operation.
	7.3.2 Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is	YES	On Selaba CU waste disposal of both Scheduled and Domestic waste were disposed according to established procedures that were understood by all (confirmed at interviews). The procedures for handling used chemicals classified under Environment Quality

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	demonstrated.		Regulation (Scheduled Waste) 2005, Environmental Quality Act, 1974 are available prepared on Group level by PSQM.
	7.3.3 The unit of certification does not use open fire for waste disposal.	YES	During site visit at all units of certification, there was no evidence of open burning had been used for waste disposal. Records showed that Domestic Waste was disposed at Government Landfills in Tanjong Malim and Bidor while scheduled waste was disposed through licensed vendors.
7.4 Practices maintain soil fertility at, or where improve soil fertility to, a level that ensures optimal and sustained yield.	7.4.1 Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	YES	Selaba SOU practiced the maintenance of long-term soil fertility by annual application of fertilizers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and some EFB and compost application, water management and by maintaining soft weeds within interlines. Fertilizer application, which was of paramount importance for maintenance of soil fertility, was carried out based on the recommendation made by the agronomist from Sime Darby Research Sdn. Bhd. Annual fertilizer recommendations were made based on annual foliar sampling while soil sampling was carried out on a 5 year cycle basis by Sime Darby Research Sdn. Bhd. The recommendation by the Agronomist were also available during the inspection and the application of fertilizers had been carried out as recommended and scheduled.
	7.4.2 Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	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 accordingly. The soil analysis provided the indication of soil health and monitor the changes in the organic carbon and total nitrogen. Soil sampling was carried out on a 5 year cycle basis by Sime Darby Research Sdn. Bhd.
	7.4.3 A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	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.
	7.4.4 Records of fertiliser inputs are maintained.	YES	Selaba SOU continued to monitor their fertilizer inputs as recommended by their agronomist, Sime Darby Research Sdn Bhd who visited both estates during the annual foliar sampling. Fertiliser application program was monitored using records like manuring master plan, program sheets, bin cards, field cost book, manuring audits by Planning and Monitoring Department under Upstream Department from headquarters. Records of programs and applications of fertilisers were made available to auditors.
7.5 Practices minimise and control erosion and degradation of	7.5.1 (C) Maps identifying marginal and fragile soils, including steep terrain, are available.	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.

RSPO PUBLIC SUMMARY REPORT

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soils.	7.5.2 No replanting of any individual, contiguous area of steep terrain (greater than 25°) larger than 25 Ha within the Unit of Certification.	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: <ul style="list-style-type: none"> Slope & River Protection Policy updated on January 2015. Buffer Zone & 25degree slope and in item 8 Section 4 Land Preparation for Terracing in ARM Manual.
	7.5.3 There is no new planting of oil palm on steep terrain.	YES	Selaba SOU had a management strategy for planting on slopes to minimise and control erosion and degradation of soils. It was observed that there is no new planting of oil palm on steep terrain.
7.6 Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	7.6.1 (C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	YES	Selaba SOU had a management strategy for palm oil cultivation, taking into account the soil maps and surveys identifying marginal and fragile soils, including steep terrain for the palm oil long term suitability. The soil maps were provided and reviewed by the auditors it was observed that no fragile or marginal soils were found in Selaba SOU.
	7.6.2 Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	YES	There were no marginal and fragile soils in both estates.
	7.6.3 Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. '	YES	Selaba SOU had a management strategy for palm oil cultivation taking into account the soil surveys and topographic information in planning of drainage and irrigation systems, roads and other infrastructure. The topographic information were provided and reviewed by the auditors.
7.7 No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.	7.7.1 (C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	YES	Auditors have verified through checking the www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to all four estates. Based on the audit findings, it is confirmed that there were no new planting or new development of areas at both Cluny and Bikam Estates.
	7.7.2 Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peat land Working Group (PLWG) audit guidance (see Procedural	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research

RSPO PUBLIC SUMMARY REPORT

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	Note for 7.7.5 below).		
	7.7.3 (C) Subsidence of peat is monitored, documented and minimised.	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research.
	7.7.4 (C) A documented water and ground cover management programme is in place.	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research.
	7.7.5 (C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation. This is subject to transitional (5 years: 2019 to 2025) arrangement stated in the Drainability Assessment Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research
	7.7.6 (C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research
	7.7.7 (C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as	NA	There was no peat soils in both Cluny and Bikam Estate based on the new soils map provided by Precision Agriculture Unit (NHM) of Sime Darby Research

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	“peatland conservation areas”; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the ‘RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat’, version 2 (2018) and associated audit guidance.		
7.8 Practices maintain the quality and availability of surface and groundwater.	7.8.1 A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:	YES	All estates had in place and implemented water management plans. Plans for 2019 were sighted. The water management plans were tailored towards how to reduce rain water collection, to Improve user awareness and domestic use.
	7.8.1a The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	YES	Based on stakeholder consultation with local communities and field visit, there was evidence that the CU does not restrict access to clean water or contribute to pollution of water used by communities.
	7.8.1b Workers have adequate access to clean water.	YES	As verified at SOU facilities for workers and through interview with workers, all workers have obtained adequate access to clean water via Syarikat Air Perak.
	7.8.2 (C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with ‘RSPO Manual on BMPs for the management and rehabilitation of riparian reserves’ (April 2017).	NO	SOU 5 continues to implement their SOP and Policy to protect and to maintain appropriate bufferzones. 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. However, It was observed that during the audit that at Bikam Estate, Sungkai Division a. Buffer zone along the natural water way in field 2007S – palm circles had been sprayed clean and buffer zone not clearly demarcated b. There is no buffer maintained along River Sungai Klah in the 2019 replant Thus, the Major NCR STK 02 2019 was issued
	7.8.3 Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.	YES	Mill effluent was treated as per EQ (Prescribed Premise) Crude Palm Oil Regulations 1977 <ul style="list-style-type: none"> License number and valid until 30/06/2020 for 40mt/hr Discharge method – Water course at 100 mg./l 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.

RSPO PUBLIC SUMMARY REPORT

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	7.8.4 Mill water use per tonne of FFB is monitored and recorded.	YES	Selaba POM continued to monitor and record water use per tonne of FFB. Average per year was reported as 1.20 water/FFB.																																																																
7.9 Efficiency of fossil fuel use and the use of renewable energy is optimised.	7.9.1 A plan for efficiency of the use of fossil fuels and to optimise renewable energy is in place, monitored and documented.	YES	A plan for improving the efficiency of the use of fossil fuels is in place incorporated into the Environmental Aspect and Impact activities report for 2019, identified in the following i) Environmental Aspect Identification Summary FY 2019 reviewed accordingly. ii) Environmental Impact Evaluation Summary FY 2019 reviewed accordingly.																																																																
7.10 Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.	7.10.1 (C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.	YES	GHG emission has been identified and assessed to the all estates and mill through list of waste, EIA, pollution prevention plan, etc. for year 2018 CU calculated the emission through RSPO Palm GHG calculator version 3 (data as table below). SOU Selaba has calculate GHG using RSPO Palm GHG calculator and use the Option 2 <u>Summary of Net GHG Emissions</u> <table><tr><td>Emissions per Product</td><td>tCO2e/tProduct</td><td>Extraction</td><td>%</td></tr><tr><td>CPO</td><td>1.29</td><td>OER</td><td>19.65</td></tr><tr><td>PK</td><td>1.29</td><td>KER</td><td>5.14</td></tr></table> <table><tr><td>Land Use</td><td>Ha</td></tr><tr><td>OP planted area</td><td>15,863.90</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>15,863.90</td></tr></table> <u>Summary of Field Emissions and Sinks</u> <table><tr><td></td><td colspan="2">Own Crop</td><td colspan="2">Group</td></tr><tr><td></td><td>tCO2e</td><td>tCO2e/tFFB</td><td>tCO2e</td><td>tCO2e/tFFB</td></tr><tr><td>Emissions</td><td></td><td></td><td></td><td></td></tr><tr><td>Land Conversion</td><td>17007.53</td><td>0.48</td><td>4646.55</td><td>0.43</td></tr><tr><td>*CO2 Emissions from Fertiliser</td><td>1518.87</td><td>0.05</td><td>406.73</td><td>0.04</td></tr><tr><td>**N2O Emissions</td><td>2195.05</td><td>0.04</td><td>330.00</td><td>0.03</td></tr><tr><td>Fuel Consumption</td><td>192.63</td><td>0.01</td><td>72.99</td><td>0.01</td></tr><tr><td>Peat Oxidation</td><td>0</td><td>0.13</td><td>0</td><td>0</td></tr></table>	Emissions per Product	tCO2e/tProduct	Extraction	%	CPO	1.29	OER	19.65	PK	1.29	KER	5.14	Land Use	Ha	OP planted area	15,863.90	OP planted on peat	0	Conservation (forested)	0	Conservation (non-forested)	0	Total	15,863.90		Own Crop		Group			tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB	Emissions					Land Conversion	17007.53	0.48	4646.55	0.43	*CO2 Emissions from Fertiliser	1518.87	0.05	406.73	0.04	**N2O Emissions	2195.05	0.04	330.00	0.03	Fuel Consumption	192.63	0.01	72.99	0.01	Peat Oxidation	0	0.13	0	0
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RSPO PUBLIC SUMMARY REPORT

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	7.10.2 (C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimise them prepared and implemented (guided by the	YES	Auditors has verified through checking the www.globalforestwatch.com , Google Maps, Estate Maps and also through site visit to the sampled estates areas. Based on the observation during the audit, it is confirmed that there were no new planting or new development of areas at Selaba CU. Hence, RSPO GHG Assessment Procedure for New Development was not applicable.																																												

RSPO PUBLIC SUMMARY REPORT

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	RSPO GHG Assessment Procedure for New Development).		
	7.10.3 (C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	YES	The significant pollutants in the mill has been identified in the pollution prevention Plan – FY 2019.
7.11 Fire is not used for preparing land and is prevented in the managed area.	7.11.1 (C) Land for new planting or replanting is not prepared by burning.	YES	Both Cluny & Bikam Estates complied to the strict Zero Burning Replanting Technique practiced in relation to all new plantings, replanting or other development which published in their website http://www.simedarbyplantation.com/sustainability/beliefs-progress/practices-key-initiatives/good-agricultural-practices/zero-burning-replanting-technique . There was no evidence to show that fire had been used for preparing land for replanting. 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.
	7.11.2 The unit of certification establishes fire prevention and control measures for the areas under its direct management.	YES	Selaba SOU had established the fire prevention and control measures for the areas under its direct management. Accident and emergency procedures were available in adherence to the Sime Darby Plantation Berhad's policy on 'Crisis Management & Emergency Response' plan - chapter 13 of PQMS, OSH manual and "Accident and Reporting and Investigation Procedure" in chapter 14 of the same manual. Each estate had a standard procedures for emergencies situation. There was formation of ERP Team & ERP for all the identified incidences. The organization chart for the ERP team was established and displayed for information to the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were issued by SQM and amended to tailor to the situation differences in the estates and mills.
	7.11.3 The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	YES	The CU had not practiced any open burning and there was no evidence to show that fire had been used for preparing land for replanting activity. The SOU also engaged with adjacent to stakeholder on fire prevention and control measures by inviting them to join training. Currently management has plan to do in the middle of July 2020.
7.12 Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the	7.12.1 (C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.	NA	No new land clearing since Nov 2015 available at SOU Selaba, Thus this Indicator was not Applicable.

RSPO PUBLIC SUMMARY REPORT

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managed area are identified and protected or enhanced.	7.12.2 (C) HCVs, HCS forests and other conservation areas are identified as follows:		
	7.12.2a For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.	YES	SOU Selaba has reviewed their HCV with new assessment conducted on December 2015. The new HCV assessment titled 'HCV Re-Assessment For SOU 5 – Seri Intan / Selaba' which included both the planted area and relevant wider landscape-level considerations with villages and forest reserved. The total area of HCV area for SOU Selaba is 6.49ha HCV area.
	7.12.2b: Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.	YES	SOU Selaba has reviewed their HCV with new assessment conducted on 17-20 February 2014. The new HCV assessment titled 'HCV Re-Assessment For Strategic Operating Unit (SOU 5 – Seri Intan / Selaba'. 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.
	7.12.4 (C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).	YES	Progress of implementation of the action plans 'HCV Management Plan FY: 2019 Objectives & Target – for Cluny Estate and Bikam Estate' were reviewed and verified on the ground. The action Plan contains monitoring requirements and updated every year and already consult with stakeholder during stakeholder meeting.
	7.12.5 Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland	YES	HCV Re Assessment has been done on December 2015, but no rights of local communities have been identified in HCV areas. Thus this indicator was not applicable.

RSPO PUBLIC SUMMARY REPORT

Clause	Indicators	Comply Yes/No	Findings
	and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.		
	7.12.6 All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	YES	Although there was no RTE species found in the CU, SOU Selaba still conduct programme to regularly educate the workforce about the status of RTE species in Malaysia. If found any activities to capture, harm, collect or kill RTE species, the estates will make a report to the Wildlife Department immediately.
	7.12.7 The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	YES	Progress of implementation of the action plans 'HCV Management Plan FY: 2019 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.
	7.12.8 (C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) Applies.	NA	Not applicable since there is no new land clearing

RSPO PUBLIC SUMMARY REPORT

RSPO Certifications Systems for Principles & Criteria June 2017

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)	As a minimum, all estates and mills shall be certified within 5 years after obtaining RSPO membership. Any new acquisitions shall be certified within a 3-year timeframe. Any deviations from these maximum periods requires approval by the RSPO Secretariat.	YES	<p>SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.</p> <p>Indonesia 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 - https://rspo.secure.force.com/membership/servlet/servlet.FileDownload?retURL=%2Fmembership%2Fapex%2FRSPOCertSearch&file=00P9000001OioYJEAZ</p> PT Sandika Natapalma & PT Budidaya Agro Lestari Perijinan informasi lahan is obtained in 2015 while the other 'perijinan' is still in processing. 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. 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. PT Ladang Rumpun Subu Rubadi SAP 1 Estate PLASMA will be undergone 2 nd stage audit on 2019. PT Guthrie Pecconina Sungai Jernih Estate and the KKPA Estates has undergone audit. PT Sime Indo Agro Only East estate not yet certified – land legalization still in progress. <p>Liberia SDPL has undergone RSPO Main Certification audit scheduled on 19 to 23/3/2018, 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. A letter of Request for Extension of RSPO Certification Time Bound Plan for Sime Darby Plantation dated 22/5/2019 was sent to RSPO Secretariat, Head of Certification, and with response to Sime</p>

RSPO PUBLIC SUMMARY REPORT

				<p>Darby Plantation on 23/5/2019 with no objections on the extension.</p> <p><u>Papua New Guinea (NBPOL)</u></p> <p>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 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.</p> <p>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	<p>Time bound plan was verified by CB and it can be confirmed that there were several changes to the current time bound plan as verified during this audit. Liberia has receive and extension of Timebound Plan which is until 2020 and PT Mitra Austral Sejahtera has been sold to PT Inti Nusa Sejahtera Refer letter dated 27/6/2019 to RSPO Secretariat and announcement at Bursa Malaysia http://www.bursamalaysia.com/market/listed-companies/company-announcements/6202965 .</p>
	(c)	Any revision to the time-bound plan or to the circumstances of the company shall cause the time-bound plan to be reviewed by the CB. Changes to the time-bound plan are	YES	<p>Time bound plan was verified by CB and it can be confirmed that there were several changes to the current time bound plan as verified during this audit. Liberia has receive and extension of Timebound Plan which is until 2020 and PT Mitra Austral Sejahtera has been sold to PT Inti Nusa Sejahtera Refer letter dated 27/6/2019 to RSPO Secretariat and announcement at Bursa Malaysia http://www.bursamalaysia.com/market/listed-companies/company-announcements/6202965 .</p>

RSPO PUBLIC SUMMARY REPORT

		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	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

RSPO PUBLIC SUMMARY REPORT

		RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6;		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 However, sighted as at June 2019 PT Mitra Austral Sejahtera has been sold to PT Inti Nusa Sejahtera Refer letter dated 27 June 2019 to RSPO Secretariat and announcement at Bursa Malaysia http://www.bursamalaysia.com/market/listed-companies/company-announcements/6202965
	(c)	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3;	YES	Based on the internal audit report, there were no labour dispute that were not being resolved yet through an agreed process for all uncertified units for all 7 uncertified units of Sime Darby Plantation Sdn Bhd - Indonesia as at June 2019.
	(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 legal non-compliance 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	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. However, it has ben noted that as at June 2019, PT Mitra Austral Sejahtera was sold to PT Inti Nusa Sejahtera. Refer letter dated 27/6/2019 to RSPO Secretariat and announcement at Bursa Malaysia http://www.bursamalaysia.com/market/listed-companies/company-announcements/6202965

RSPO PUBLIC SUMMARY REPORT

		documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:																									
		<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;	YES	<table><tr><th>#</th><th>Name of SOU</th><th>Name of Units</th><th>Positive assurance statement and self-assessment</th></tr><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 22/2/2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24/3/2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6/3/2017) 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 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.</td></tr><tr><td>3</td><td>PT Bersama Sejahtera Sakti</td><td>KKPA BSS</td><td>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 21/4/2018.</td></tr><tr><td>4</td><td>PT Bahari Gembira Ria</td><td>Plasma BGR</td><td>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.</td></tr></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 22/2/2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24/3/2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6/3/2017) 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 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	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 21/4/2018.	4	PT Bahari Gembira Ria	Plasma BGR	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.
#	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 22/2/2017. The Subur Abadi Plasma 1 Scheme is currently undergoing RSPO Certification under PT Ladangrumpun Suburabadi pending certification. RSPO Pre-assessment has been completed on 20-24/3/2017. The contract between the Certification Body (PT Mutuagung Lestari) and PT Ladangrumpun Suburabadi is available (dated 6/3/2017) 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 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	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 21/4/2018.																								
4	PT Bahari Gembira Ria	Plasma BGR	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.																								

RSPO PUBLIC SUMMARY REPORT

						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. Refer to RSPO Certificate & Report for PT BGR - https://rspo.secure.force.com/membership/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 Peconina 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 – 20/5/2017.		
						6	PT Sandika Nata Palma	Karya Palma KKPA SNP	Internal assessment was conducted on 10/2/2017.		
						7	PT Budidaya Agro Lestari	Pelanjau (PT BAL)	Internal assessment was conducted on 18 – 23/9/2016. This PT also has conducted Stage 1 audit on RSPO Certification System, P&C RSPO (2016) and RSPO Supply Chain Certification Standard on 17 – 22/4/2017.		
								Sungai Putih (PT BAL)			
								Beturus (PT BAL)			
								KKPA BAL	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.		
							<ul style="list-style-type: none">If necessary, the audit team may decide on further stakeholder consultation or field	Yes	Further information can be obtained from https://askrspo.force.com/Complaint/s/case/50090000028ErzsAAC/detail . However, Sighted as at June 2019 PT Mitra Austral Sejahtera has been sold to PT Inti Nusa Sejahtera Refer letter dated 27/6/2019 to RSPO Secretariat and announcement at Bursa Malaysia http://www.bursamalaysia.com/market/listed-companies/company-announcements/6202965		

RSPO PUBLIC SUMMARY REPORT

		inspection, assessing the risk of any non- compliance with the requirements.		
<p>4.6.4</p> <p>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.</p>		No additional indicators	Yes	<p>As it has been mentioned in 2.2.1 of this checklist, The Land Title for All Estate has been verified, for all estates. The Land Title was under the name of Sime Darby Plantation Bhd. Each estate had legal use of the land through Lands and Surveys Department following the payment of premium and Land fee. Based on this, it has been confirmed that there was no such case concerning the rights of local communities or indigenous people in the SOU.</p>
<p>Note:</p> <p>1. 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;</p> <p>2. 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.</p>				

RSPO PUBLIC SUMMARY REPORT

ATTACHMENT 4

STATUS OF NON-CONFORMITIES IDENTIFIED

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
3.3.2 STK 01	Minor	<p>Finding: At time of visit consistent implementation of procedures was not in place</p> <p>Objective evidence:</p> <p>It was observed that during the audit that:</p> <p>a) Selaba Oil Palm Mill: A grass cutter was not using all appropriate PPE.</p> <p>Cluny Estate: The foreman at the workshop was not using all appropriate PPE as per CHRA dated 26/06/2019 & 10/07/2019</p> <p>b) Cluny Estate, Torlak Division: The emergency eye wash & shower had no water.</p>	<p>To conduct safety & health awareness training on the PPE application as per job/ task given and;</p> <p>To emphasize the spot-checks program to ensure all provided PPE is used properly via weekly basis</p> <p>To provide new water tank water.</p>	<p>Corrective action accept.</p> <p>Status: Open – to be verified during the next audit</p>
7.8.2 STK 02	Major	<p>Finding: Water courses and wetlands were not well protected</p> <p>Objective evidence:</p> <p>It was observed that during the audit that: Bikam Estate, Sungkai Division</p> <p>a. Buffer zone along the natural water way in field 2007S – palm circles had been sprayed clean and buffer zone not clearly demarcated.</p> <p>There is no buffer maintained along River Sungai Klah in the 2019 replant.</p>	<p>To enhance and restore the function of the river reserve or buffer zone, estate will take consideration to plant the land cover crop or any suitable species. In the field maintenance, the application of the agrochemical including the fertilizer application is prohibited at the demarcation area. The refresher training for the sprayer will be conducted in periodically</p>	<p>Evidence received:</p> <p>Plan to plant beneficial plants.</p> <p>Training material, records and photographs of training conducted on 12.12.2019 and attended by 1 Assistant, 1 Staff, 1 Mandor and 4 Sprayers.</p> <p>Photographs of marked buffer zone</p> <p>Status: Closed</p>

RSPO PUBLIC SUMMARY REPORT

ATTACHMENT 5

STATUS OF NON-CONFORMITIES PREVIOUSLY IDENTIFIED

P & C Indicator	Specification Major/Minor	Detail Non-conformances	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>	<p>Verification: On both Cluny and Bikam Estate it was observed that all Harvesters were using safety helmets</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>	<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>

RSPO PUBLIC SUMMARY REPORT

ATTACHMENT 6 – Timebound Plan

Table 1: Initial Timebound Plan and Summary of RSPO Certification Status

Financial year (July – June)	Targeted	Achieved/Status	Attachments
Jun-08	5 SOUs	<p>Achievement of Timebound Plan</p> <p>Sime Darby Plantation has had all its SOUs (Malaysian & Indonesian) completing the RSPO Main Assessment by end Dec 2011 in accordance to the initial timebound plan. As at Dec 2011, all Malaysian SOUs have been RSPO certified (with the exception of 2 new oil mills commissioned to replace the current oil mills after the initial timebound plan targets).</p> <p>97% of Sime Darby Plantation's upstream operations is RSPO certified, one SOU - PT MAS pending certification in Indonesia due to some social disputes. Sime Darby Plantation will proceed with the next steps of certification upon satisfactory resolution of the matter. A new mill in Liberia is planned to be commissioned.</p> <p>Note: Time-bound plan to achieve 100% RSPO certification has shifted to 2015 .</p>	<p>For details please refer to Attachments:</p> <p>i) SDP - RSPO Certification Status for Malaysia Operations</p> <p>ii) SDP- RSPO Certification Status for Indonesia Operations</p> <p>iii) Updates on PT MAS</p> <p>iii) RSPO SCCS status for Sime Darby Plantation (Downstream Operations)</p>
2008/2009	20 SOUs (from Malaysia and Indonesia)		
2009/2010	20 SOUs (from Malaysia and Indonesia)		
2010/2011 (End Dec 2011)	17 SOUs (from Malaysia and Indonesia)		

Note: SOU - Strategic Operating Units (consisting of one oil mill and supplying estates)

RSPO PUBLIC SUMMARY REPORT

Table 2: Details of RSPO Certification Status as at June 2019

Status	Malaysia	Indonesia	Liberia	Total	Remarks
RSPO Certified	33	23	0	56	<p>Malaysia * Effectively 33 Mills (Excluding Bintang Oil Mill) - Note: Sg Samak and Jeleta Bumi, Yong Peng, Sepang, Mostyn and Segaliud POM has been closed down, and Pekaka POM is being mothballed.</p> <p>*SDP acquired Bintang Palm Oil Mill, Talisman Estate, and Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bk Paloh Estate of SOU 21 Gunung Mas, while Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut. Lian Seng will be incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018, whilst Talisman Estate has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2017. For Bintang Oil Mill, 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 Dec 2017.</p> <p>Indonesia *Effectively 23 Mills *Note: <i>Angsana Mini POM closed down in 2016. Selabak POM is being mothballed.</i></p>
Planned for Certification/Under going Stage 1 or Stage 2 Assessment/ RSPO EB Review	0	1	1	2	<p>SDP is progressively undergoing the RSPO Certification process towards 100% RSPO certification of estates/mills.</p> <p>Indonesia PT MAS has undergone RSPO Main assessment and is delayed due to some social disputes. The target date for certification is by 2017 subject to the progress of the matter being resolved.</p> <p>Smallholders As at Dec 2017, a total of 28,712 Ha of smallholders have been certified. The entire KKPA (1-5) in Sebam, KKPA Sg. Cengal, and Plasma TGK and SIA (East and West Plasma) are now RSPO certified with a production capacity of 465,602 mt of FFB. Total scheme smallholders hectares are 51,353 and total communities are 22,613.</p> <p>Certification process for the remaining associated smallholders areas is on-going. SDP expect to achieve 100% RSPO certification of associated smallholders and outgrowers by end 2020.</p> <p>Liberia Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification Stage 2 Assessment in March/April 2018. RSPO NPP process has been completed in 2011.</p>
Total SOUs	33	24	1	58	<p>Other remarks: In March 2015, Sime Darby Plantation completed the acquisition of New Britain Palm Oil Limited (NBPOL). NBPOL is managed under a separate entity and the reporting of timebound plan will be under NBPOL's management. NBPOL is considered as a different entity/member under the RSPO and NBPOL is 100% RSPO Certified.</p>

RSPO PUBLIC SUMMARY REPORT

SDP - RSPO Certification Status for Malaysia Operations

SOU NO	Name of SOU	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	Sg. Dingin	Karangan, Kedah	12 Aug '11	11-Aug-20	SPO 550179	
2	Chersonese	Kuala Kurau, Perak	5 Oct '11	4-Oct-21	CU-RSPO-815148, RSPO 590800	
3	Elphil	Sg Siput, Perak	18 Jun '11	17-Jun-21	RSPO 550180	
4	Flemington	Teluk Intan, Perak	5 Oct '11	4-Oct-21	CU-RSPO-819144, RSPO 590802	
5	Seri Intan	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-811218, RSPO 0015	
5	Selaba	Teluk Intan, Perak	3 Mar '11	2-Mar-21	CU-RSPO-819142, RSPO 0016	
5a	Sg Samak		3 Mar '11	NA	NA	
6	Tennamaram	Bestari Jaya, Selangor	3 Mar '11	2-Mar-21	CU-RSPO-819143, RSPO 0014	
7	Bkt Kerayong	Kapar, Selangor	15 Apr '11	14-Apr-21	RSPO 550181	
8	East	Carey Island, Selangor	19 May '10	18-May-20	SPO 543543	
9	West	Carey Island, Selangor	19 May '10	18-May-20	SPO 543594	
9a	Sepang	Sepang, Selangor	19 May '10	NA	NA	
10	Bukit Puteri	Raub, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-815147, 18502206 001, 824 502 14020	
11	Kerdau	Temerloh, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819155, 18502207 001, 824 502 14019	
12	Jabor	Kuantan, Pahang	7 Jul '11	6-Jul-21	CU-RSPO-819156, RSPO 928288, 824 502 16049	
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29-Dec-21	CU-RSPO-819163, SGSRSPO/PM/MY13/01284, 824 502 16039, SGS-RSPO/PC17-00004, CURSPO-855480	
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18-May-20	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18/2/2014	17-Feb-24	SGS-RSPOPM-MY14/01364, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill with Certificate No: CU- RSPO-819165, certification date: 30 Dec 2011.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '11	6-Jul-21	CU-RSPO-819157, RSPO 928188, 824 502 16051	
17	Kempas	Jasin, Melaka	20 May '15	19-May-20	RSPO-PC 00101	
18	Diamond Jubilee	Jasin, Melaka	5 Oct '11	4-Oct-21	CU-RSPO-819146, RSPO 591224	
19	Pagoh	Muar, Johor	28/1/2014	27-Jan-24	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.

RSPO PUBLIC SUMMARY REPORT

19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	NA	
20	Chaah	Chaah, Johor	18 Nov '10	17-Nov-20	RSPO 548299	
21	Gunung Mas	Kluang, Johor	19 May '10	18-May-20	RSPO 901888	
22	Bukit Benut	Kluang, Johor	5 Oct '11	4-Oct-21	CU-RSPO-819147, RSPO 591229	
23	Ulu Remis	Layang-layang, Johor	11 Apr '11	10-Apr-21	SGS-RSPO/PM-00722, 824 502 16042	
24	Hadapan	Layang-layang, Johor	29 Mar '11	28-Mar-21	SGS-RSPO/PM-00715, 824 502 16040, BVC-RSPO20170623-01	
25	Segaliud	Sandakan, Sabah	20 May '10	19-May-15	NA	
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-23	RSPO 537872	
27	Melalap	Tenom, Sabah	21 Jan '11	20-Jan-21	RSPO 547124	
28	Binuang	Kunak, Sabah	16 Jan '09	12-Jul-20	RSPO 001	
29	Giram	Kunak Sabah	16 Jan '09	12-Jul-20	RSPO 002	
30	Merotai	Tawau, Sabah	16 Jan '09	12-Jul-20	RSPO 004	
30a	Jeleta Bumi	Kunak, Sabah	24/5/2010	NA	NA	
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	
31	Lavang	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819166, MUTU-RSPO/053	
32	Rajawali	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819167, RSPO 0020	
33	Derawan	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-819169, RSPO 0019	
34	Pekaka	Bintulu, Sarawak	30 Dec '11	29-Dec-21	CU-RSPO-815150, MUTU-RSPO/054	Mill is mothballed, supply base merged into Lavang effective Dec 2017.

Legends:

Certification
Withdrawal

RSPO PUBLIC SUMMARY REPORT

SDP- RSPO Certification Status for Indonesia Operations

NO	Name of PT	Name of Mill	Location	Date of Certification	End Date of Certification	Certificate Number	Remarks
1	PT LAHAN TANI SAKTI	ALUR DUMAI	Bagan Sinembah/Tanh Putih, Pujud, Rokan Hilir, Riau	16-Jan-12	15-Jan-22	MUTU-RSPO/011, SGS-RSPO/PC17-00005, SGS-RSPO/PC17-00005	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6-Jul-11	6-Jul-16	MUTU-RSPO/006b	Mill closed down
3	PT SAJANG HEULANG	MUSTIKA	Sebamban, Indonesia	3-Jul-13	2-Jul-23	MUTU-RSPO/027	
4	PT LADANGRUMPUN SUBURUBADI	ANGSANA	Sebamban, Indonesia	9-Nov-16	8-Nov-21	MUTU-RSPO/006a	
5	PT LANGGENG MUARAMAKMUR	BEBUNGA	Pamukan Utara, Tanah Grogot, Kotabaru/Pasir, Kalimantan Selatan/Kalimantan Timur	16-Mar-12	3-Aug-22	MUTU-RSPO/014	Recertification of Bebunga POM is in progress.
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2-Sep-16	1-Sep-21	MUTU-RSPO/003	
7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9-Jul-12	28-Nov-22	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25-Nov-10	24-Nov-20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	19-Jul-22	MUTU-RSPO/016	Recertification of Pondok Labu POM is in progress.

RSPO PUBLIC SUMMARY REPORT

10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16-Mar-12	19-Nov-22	MUTU-RSPO/017	Recertification of Rantau Panjang POM is in progress.
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30-Dec-11	05-Feb-22	MUTU-RSPO/009	
13		BETUNG		1-April-14	31-Mar-24	MUTU-RSPO/035	
14	PT INDOTRUBA TENGAH	SEKUNYIR	Kalimantan Tengah, Indonesia	23-Nov-10	22-Nov-20	MUTU-RSPO/001	
15	PT SWADAYA ANDIKA	SELABAK	Sungai Durian, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/015	Mill is mothballed.
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11-Sep-12	28-Nov-22	MUTU-RSPO/020	
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9-Sep-16	8-Sep-21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg. Guntung, Indragiri Ilir, Riau	01-Dec-16	30-Nov-21	MUTU-RSPO/008	
19		MANDAH		1-April-14	31-Mar-24	MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	

RSPO PUBLIC SUMMARY REPORT

21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18-Jul-16	17-Jul-21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3-May-13	2-May-23	MUTU-RSPO/026	
24	PT SANDIKA NATAPALMA/PT BUDIDAYA AGRO LESTARI	LEMBIRU	Desa Suka Karya Kec. Marau Kab. Ketapang, Kalimantan Barat	3-Jul-14	2-Jul-24	MUTU-RSPO/044	
25	PT MITRAL AUSTRAL SEJAHTERA	MAS Mill	Desa Rahayu Kec. Parindu Kab.Sanggau, Kalimantan Barat	NA	NA	NA	

Legends

Pending Certification
by RSPO

Mill closed
down/Mothballed

NA - NOT
APPLICABLE