



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

File Ref. : ES10170018

RSPO PUBLIC SUMMARY REPORT

CLIENT : SIME DARBY PLANTATION (SABAH) SDN BHD – SOU 28 BINUANG

PARENT COMPANY : SIME DARBY PLANTATION SDN BHD

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	
Binunag Strategic Operating Unit (SOU 28)	Binuang Oil Mill	4° 42' 15" N	118° 3' 39" E	91207 Kunak, Sabah, Malaysia
	Binuang Estate	4° 42' 3" N	118° 4' 11" E	91207 Kunak, Sabah, Malaysia
	Sungang Estate	4° 39' 38" N	118° 07' 15" E	91207 Kunak, Sabah, Malaysia
	Tingkayu Estate	4° 43' 3" N	118° 4' 46" E	91207 Kunak, Sabah, Malaysia
	Jeleta Bumi Estate	4° 43' 48" N	117° 59' 55" E	91207 Kunak, Sabah, Malaysia
	Binuang Oil Mill	4° 42' 15" N	118° 3' 39" E	91207 Kunak, Sabah, Malaysia

MAP : See Attachment 1

AUDIT DATE : 16 – 19 April 2018

DURATION : 16 auditor days

TYPE OF AUDIT :



Annual Surveillance Audit No. 3



Recertification Audit

STANDARD : RSPO PRINCIPLE & CRITERIA MYNI 2014, AND RSPO SUPPLY CHAIN CERTIFICATION STANDARD 2014 (REVISED 14 JUNE 2017)

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using the Identity Preserved Supply Chain Model

VALIDITY OF RSPO CERTIFICATE : 13/7/2015 – 12/7/2020

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 : Mohd Razman Salim

Signature :

Date : 23 July 2018

Name : SIME DARBY PLANTATION (SABAH) SDN. BHD.

Signature :

(MOHD S. THAILANI)

Senior Manager

Date :

27/07/2018

RSPO PUBLIC SUMMARY REPORT

SUMMARY OF AUDITS

Stage 2 audit / Recertification audit				
On-site audit date	:	6-9 April 2015	No. of auditor days	: 16
Audit team	:	Hazani Othman (LA), Valence Shem, Mohamed Hidir Zainal Abidin, Hj. Mohd Norddin Abd. Jalil.		
No. of major NCR	:	18	Indicator: 1.1.1, 2.1, 2.1.1, 3.1, 4.1, 4.1.2, 4.4, 4.4.1, 4.6, 4.7, 4.7.1, 4.8.1, 5.1, 5.3, 6.2, 6.4, 6.5.2, 6.6, 6.7.1, 6.8.1, 6.9 and 8.1.	Closing date : 25/4/2015
No. of minor NCR	:	7	Indicator : 2.1.4, 4.2, 4.3, 4.5, 5.1.2, 5.2.3 and 6.8.2	
Indicate the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers / Local communities
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:			Independent growers
	:	Indigenous people	Contractor	Others (Please specify)
	:		X	
Supply base sampled	:	Binuang Estate, Sungang Estate and Tingkayu Estate		

Annual Surveillance Audit 1				
On-site audit date	:	30 May 2016	No. of auditor days	: 16
Audit team	:	Mohd Zulfakar Kamaruzaman (LA) , Mohd Razman Salim, Jagathesan a/l Suppiah, Selvasingam T. Kandiah, Ruzita Abd Gani		
No. of major NCR	:	3	Indicator: 2.1.1, 4.7.3 and 5.2.2	Closing date : 1/7/2016
No. of minor NCR	:	3	Indicator : 4.1.2, 4.5.2 and 4.8.2	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers / Local communities
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:			Independent growers
	:	Indigenous people	Contractor	Others (Please specify)
	:		X	
Supply base sampled	:	Binuang Estate and Jeleta Bumi Estate		
Changes since the last audit	:	No changes.		

Annual Surveillance Audit 2				
On-site audit date	:	16-19 May 2017	No. of auditor days	: 16
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Rahayu Zulkifli, Hazani Othman, Jagathesan a/l Suppiah		
No. of major NCR	:	3	Indicator: 2.1.1, 4.7.2 ,4.8.1	Closing date : 10/8/2017
No. of minor NCR	:	5	Indicator : 4.1.3, 4.4.3, 5.3.3, 6.2.3, 6.5.3	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers / Local communities
	:	X		X
	:	Contract workers	NGOs	Govt. agency
	:			Independent growers
	:	Indigenous people	Contractor	Others (Please specify)
	:			
Supply base sampled	:	Tingkayu Estate and Sunggang Estate		
Changes since the last audit	:	No changes.		

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Annual Surveillance Audit 3				
On-site audit date	:	16-19 April 2018	No. of auditor days :	16
Audit team	:	Mohd Razman Salim, Rahayu Zulkifli, Ruzita Abd Gani & Rozaimée Abd Rahman		
No. of major NCR	:	2	Indicator: MRS 01/2018 & RZ 01/2018	Closing date : 13/07/2018
No. of minor NCR	:	NA	Indicator : NA	
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers / Local communities
		X		X
		Contract workers	NGOs	Govt. agency
		X		Independent growers
		Indigenous people	Contractor	Others (Please specify)
		X		
Supply base sampled	:	Binunag Estate and Jeleta Bumi Estate		
Changes since the last audit	:	As verified by lead auditor and social auditor during site visit and as per Social Impact Assessment report, there was no local community or indigenous people living within or nearby to the boundary of Binuang Estate and Jeleta Bumi Estate during this audit.		
Justification of audit planning	:	Total allocation of auditor days were: <ul style="list-style-type: none"> • Mill = 4 days (3 days for safety and health, environment, mill best practices, GHG verification + 1 day for supply chain certification systems) • Binuang & Jeleta Bumi Estates = 6 days each for verification of safety and health, environment, good agriculture best practices, GHG verification. More mandays allocated for both estates due to location of the estate (> 1 hour travelling) and required more time for site visit and interview with stakeholders.		
Report approved by	:	Radziah Mohd Daud	Approval date : 23/07/2018	

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

SUMMARY OF INFORMATION

RSPO PUBLIC SUMMARY REPORT

TABLE 1

	STAGE 2 / RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period			May 2017- April 2018	April 2018 – March 2019	
Certified FFB Processed (MT)			169,284.65	171,059.13	
Production of Certified CPO (MT)			38,935.47	40,359.63	
Production of Certified PK (MT)			8,464.23	8,630.50	
Certified Areas (Ha)			11,703.91	11,703.91	
Planted Areas (Ha)			9,791.99	9,791.99	
Production Areas (Ha)			NA	7,598.77	
HCV Areas / Conservation Areas (Ha)			753.915 (638.25 is area >25 planted but cannot harvested)	753.915 (638.25 is area >25 planted but cannot harvested)	
REMARKS			Changes in production area due to adjustment made after re survey and exclusion the reserve buffer zone.	No changes.	

TABLE 2

	PO	PK
Last years certified volume (MT)	38,935.47	8,464.23
Last years actual certified sold (MT)	0.00	1,634.15
Last years actual sold under other schemes (MT)	0.00	0.00
Last years sold conventional (MT)	38,444.65	6,330.66
New year certified volume (MT)	40,359.63	8,630.50

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Overall comment in terms of acceptance or non-acceptance on the changes in the time-bound plan (including details of non-adherence or the conditions justifying a time-bound plan have changed)	10
All associated smallholders (including scheme smallholders) where their fruit supply is included , by the mill, are audited within 3 years from when their fruit was first included in the mill certification.	10
Any new acquisition which has replaced primary forests or HCV areas	10
3.3 Other changes (e.g. organizational structure, new contact person, addresses, etc.)	10
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1.0 AUDIT PROCESS

1.1 Certification Body

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

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

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualification
Mohd Razman Salim	Lead Auditor / Occupational Health and Safety, Biodiversity	Possessed B.Sc.Forestry (Hons) from University Putra Malaysia with more than 6 years of working experience in the Forest Management, forest, HCVF and ecology.
Rahayu Zulkifli	Auditor / Social	Holds a Degree in LLB (Hon). She was a practicing lawyer before joining WWF-Malaysia and RSPO as a Dispute Settlement Facility Manager. She is now working as a freelance RSPO auditor.
Ruzita Abd Gani	Auditor / Environmental related to mill and plantation, Supply Chain	Experienced in auditing on ISO 14001, OHSAS 18001 & RSPO. Five years' experience working in a palm oil mill.
Rozaimiee Abd Rahman	Auditor, Good Agricultural Practices	Holds a B.Sc. of Agriculture from University Putra Malaysia. He had more than 5 years of working experience in the oil palm operation.

1.3 Audit methodology

The audit covered the Binuang palm oil mill and two of its supply base. The sampling of the number of the supply base was using the formula of $0.8\sqrt{y}$. The two supply base covered during the audit are Binuang Estate and Jeleta Bumi Estate. The audit included an on-site audit to the estates and mill 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

SIRIM QAS International had initiated the stakeholder consultation by announcing the invitation in the RSPO and SIRIM QAS International's websites in 15 March 2018. In addition, SIRIM QAS International had also sent invitations through letters to the relevant stakeholders, including government agencies and Non-Governmental Organisations (NGOs).

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.

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2.0 SCOPE OF CERTIFICATION AUDIT

2.1 Description of the certification unit

The Sime Darby Plantation Sdn Bhd - SOU 28 Binuang is a certification unit which consisted of Binuang Oil Mill, Binuang Estate, Sungang Estate, Tingkayu Estate and Jeleta Bumi Estate. Located in Kunak, Sabah, East Malaysia, the palm oil mill has a capacity of 40 mt/hr.

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

The FFB is sourced from company owned estates that are certified. Details of the FFB actual and projected contribution from each source to the mill are shown in the following tables.

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

Estates	FFB Production	
	Tonnes	Percentage (%)
Binuang	61,042.65	34.28
Sungang	31,459.05	17.67
Tingkayu	47,255.98	26.54
Jeleta Bumi	38,291.01	21.51
Total	178,048.69	100.00

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

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Binuang	52,978.34	30.97
Sungang	25,584.54	14.96
Tingkayu	55,260.09	32.30
Jeleta Bumi	37,236.16	21.77
Total	171,059.13	100
Other Supply Bases		
Third parties (non-certified)	NA	NA
Grand Total	171,059.13	100

Table 3: Actual FFB received and CPO & PK dispatch by the Mill for the last reporting period (April 2017 – March 2018)

	Total (MT)
FFB Received	173,831.520
FFB Processed	173,945.356
CPO Production	38,504.292
PK Production	7,902.525
CPO delivered as RSPO certified	0
CPO delivered as non-RSPO certified	38,444.65
PK delivered as RSPO certified	1,634.15
PK delivered as non-RSPO certified	6,330.55

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

	Total (MT)
FFB Received	171,059.13
FFB Processed	171,059.13
CPO Production	40,359.63
PK Production	8,630.50
CPO delivered as RSPO certified	40,359.63
CPO delivered as non-RSPO certified	NA
PK delivered as RSPO certified	8,630.50
PK delivered as non-RSPO certified	NA

Table 5 Planted and certified area of the CU

Estate	Planted (ha)	Certified (ha)
Binuang	2,673.02	3,271.08
Sungang	1,959.62	2,786.41
Tingkayu	2,387.70	2,546.98
Jeleta Bumi	2,771.65	3,099.44
Total	9,791.99	11,703.91

Table 6 Planting profile for Binuang Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1991	1 st	Mature	20	0.75
2002	2 nd	Mature	311.77	11.66
2005	2 nd	Mature	307.41	11.50
2007	2 nd	Mature	483.83	18.10
2009	2 nd	Mature	465.96	17.43
2010	2 nd	Mature	183.42	6.86
2011	2 nd	Mature	106.95	4.00
2012	2 nd	Mature	143.51	5.37
2013	2 nd	Mature	142.58	5.33
2014	2 nd	Mature	165.28	6.18
2015	2 nd	Immature	151.01	5.65
2016	2 nd	Immature	153.94	5.76
2017	2 nd	Immature	37.36	1.40
Total			2,673.02	100

Table 7 Planting profile for Sunggang Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1994	1 st	Mature	470.32	23.92
2002	1 st	Mature	237.72	12.09
2011	2 nd	Mature	177.27	9.04
2012	2 nd	Mature	113.16	5.92
2013	2 nd	Mature	143.00	7.18
2014	2 nd	Mature	222.83	11.67
2015	2 nd	Immature	198.65	10.24
2016	2 nd	Immature	179.20	8.82
2017	2 nd	Immature	217.47	11.12
Total			1,959.62	100

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Table 8: Planting profile for Tingkayu Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
2003	2 nd	Mature	162.05	6.78
2004	2 nd	Mature	123.49	5.17
2005	2 nd	Mature	351.95	14.74
2007	2 nd	Mature	627.92	26.30
2009	2 nd	Mature	238.93	10.01
2010	2 nd	Mature	241.61	10.12
2014	2 nd	Mature	206.14	8.63
2015	2 nd	Mature	120.56	5.05
2015	2 nd	Immature	115.29	4.83
2016	2 nd	Immature	199.76	8.37
Total			2,387.70	100

Table 9: Planting profile for Jeleta Bumi Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1993	1 st	Mature	161.47	5.83
1994	1 st	Mature	682.23	24.61
1995	1 st	Mature	977.96	35.28
2002	1 st	Mature	9.45	0.34
2014	2 nd	Immature	270.48	9.76
2015	2 nd	Immature	205.94	7.43
2017	2 nd	Immature	209.04	7.55
2018	2 nd	Immature	255.08	9.2
Total			2,771.65	100

2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

Name	:	Mohd Safirus Hailani
Position	:	Manager, Binuang Estate
Address	:	Ladang Binuang, P.O Box 130, 91207 Kunak, Sabah, Malaysia.
Phone no.	:	+6089-855197
Fax no.	:	+6089-855190
Email	:	ldg.binuang@simedarby.com

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3.0 AUDIT FINDINGS

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

There was no changes regarding to certified products.

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

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

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

Sime Darby Plantation – Indonesian Operations is in progress to certify all 8 new SOUs from 2017 to 2020 as verified through the Time Bound Plan (updated in December 2017) The SOUs are PT Sime Indo Agro, PT Sajang Heulang, PT Bersama Sejahtera Sakti, PT Bahari Gembira Ria, PT Guthrie Pecconina Indonesia, PT Mitra Austral Sejahtera (MAS), 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 December 2017 is provided in Attachment 7 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?

If no, please state reasons

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

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

No changes since previous audit.

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

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

3.5 Complaint received from stakeholder (if any)

There were some stakeholders interviewed during the conduct of this audit. These include workers, contractors and suppliers. In general, all the interviewed stakeholders had given positive feedback on the CU.

There was no local communities or indigenous people living within or nearby to the boundary of Binuang Estate and Jeleta Bumi Estate as verified during site visit and also as reported in the Social Impact Assessment for both mill and estates.

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4.0 DETAILS OF NON-CONFORMITY REPORT

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

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

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

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

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

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

5.0 AUDIT CONCLUSION

The audit team concludes that the organization has / ~~has not~~* 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.

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.

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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 :

Mohd Razman Salim



13/7/2018

(Name)

(Signature)

(Date)

Location map of SOU 28 Binuang



RSPO SURVEILLANCE 3 AUDIT PLAN

1. Objectives

The objectives of the audit are as follows:

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

2. Date of audit : 16-19 April 2018

3. Site of audit : SOU Binuang

- Binuang Palm Oil Mill
- Binuang Estate
- Jeleta Bumi Estate

4. Scope of certification : Production of sustainable crude palm oil and palm kernel using the Identity Preserved supply chain model.

5. Audit Criteria:

- RSPO P&C MYNI: 2014
- RSPO Certification Systems, June 2007
- RSPO Supply Chain Standard, 14 June 2017
- Company's audit criteria including Company's Manual/Procedures

6. Audit Team

a) Audit Team Leader : Mohd Razman Salim
b) Auditor : Rahayu Zulkifli
Ruzita Abd Gani
Rozaimie Abd Rahman

7. Audit Method

Site audits including observation of practices, interviews with interested parties (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.

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9. Confidentiality Requirements

SIRIM QAS International shall not disclose any information concerning the company regarding all matters arising or coming to its attention with the conduct of the programme, which is of confidential in nature other than information, which is in the public domain. In the event that there be any legal requirements for disclosing any information concerning the organization, SIRIM QAS International shall inform the organization of the information to be disclosed.

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

11. Reporting

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

11. Facilities Required

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

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

Date / Time	Coverage of assessment / Activity / Site	Razman	Rahayu	Rozaimée	Ruzita
Day 0: 15 April 2018 (Sunday)					
2.40 pm – 5.30pm	<ul style="list-style-type: none"> MH 2664 : Travelling day : KLIA to Tawau Airport Tawau Airport to Binuang Certification unit Guest House 	/	/	/	/
Day 1: 16 April 2018 (Monday)					
8.30am – 9.15am	Opening Meeting – Venue: Binuang 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 Binuang POM P1, P2, P4, P5, P6, P8 <ul style="list-style-type: none"> Verification of basic information mill & estate Confirmation of time bound plan & review of partial certification Land titles user rights Social aspects - SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the CU Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Occupational safety & health aspects, chemical management 	/	/		

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	Site observation to Binuang Estate P1, P2, P3, P4, P5, P7, P8 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, • New planting • Occupational safety & health aspects , chemical management • Interview with workers, contractors etc. • Environmental management, waste & chemical management 			/	/
12.30pm – 1.30pm	Lunch Break				
1.30pm – 5.00pm	Continue assessment at respective sites	/	/	/	/
Date / Time	Coverage of assessment / Activity / Site	Razman	Rahayu	Rozaimée	Ruzita
Day 2: 17 April 2018 (Tuesday)					
8.30am – 12.30pm	Site observation to Binuang Estate P1, P2, P3, P4, P5, P7, P8 <ul style="list-style-type: none"> • Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, • New planting • Training and safe use of agro-chemicals. • Environmental management, waste & chemical management 			/	/
	Site observation to Jeleta Bumi Estate P1, P2, P4, P5, P6, P7, P8 <ul style="list-style-type: none"> • Social aspects -SIA, management plan & implementation, workers' quarters, • Stakeholder consultation with affected communities surrounding the estate • Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. • Land titles user rights • Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone • Occupational safety & health practice – witness activities at site 	/	/		
12.30pm – 1.30pm	Lunch Break				
1.30pm – 5.00pm	Continue assessment at respective sites	/	/	/	/
Day 3: 18 April 2018 (Wednesday)					
8.30am – 12.30pm	Site observation to Binuang POM P1, P2, P5, P8 <ul style="list-style-type: none"> • Laws and regulations • Environmental management, waste & chemical management • Interview with workers & contractor • GHG RSPO Supply Chain 2014 RSPO Supply chain standard implementation including model requirements			/	/
	Site observation to Jeleta Bumi Estate P1, P2, P4, P5, P6, P7, P8 <ul style="list-style-type: none"> • Social aspects -SIA, management plan & implementation, workers' quarters, • Stakeholder consultation with affected communities surrounding the estate • Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. • Land titles user rights • Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone 	/	/		

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	<ul style="list-style-type: none"> Occupational safety & health practice – witness activities at site 				
12.30pm – 1.30pm	Lunch Break				
1.30pm – 5.00pm	Continue assessment at respective sites	/	/	/	/
Day 4: 19 April 2018 (Thursday)					
8.30am – 12.30pm	Site observation to Binuang Estate P1, P2, P4, P5, P6, P7, P8 <ul style="list-style-type: none"> Social aspects -SIA, management plan & implementation, workers' quarters, Stakeholder consultation with affected communities surrounding the estate Interview with gender committee, safety committee, worker representative, contractors, supplier, etc. Land titles user rights Inspection of protected sites with HCV attributes, forested area, plantation boundary, adjacent and neighbouring land use, riparian zone Occupational safety & health practice – witness activities at site 	/	/		
	Site observation to Jeleta Bumi Estate P1, P2, P3, P4, P5, P7, P8 <ul style="list-style-type: none"> Good Agricultural Practice such as harvesting, weeding, spraying, EFB mulching, POME application, IPM, New planting Training and safe use of agro-chemicals. Environmental management, waste & chemical management 			/	/
12.30pm – 1.30pm	Lunch Break				
1.30pm – 4.00pm	<ul style="list-style-type: none"> Verification on outstanding issues Audit team discussion, preparation on audit findings and issuance of nonconformity report (if any) 				
4.00pm -5.00pm	<ul style="list-style-type: none"> Closing meeting – venue at Binuang POM Presentation of audit findings, positive comment, Question & answer 	/	/	/	/
	Total mandays allocated per visited area: <ol style="list-style-type: none"> Binuang POM = 4 mandays Binuang Estate = 6 mandays Jeleta Bumi Estate = 6 mandays 				

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Attachment 3

RSPO P&C AUDIT CHECKLIST AND FINDINGS

Principle 1: COMMITMENT TO TRANSPARENCY

Clause	Indicators		Comply Yes/No	Findings
C 1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	1.1.1	There shall be evidence that growers and millers provide adequate information upon request for information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.	Yes	Binuang CU 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. Both Estates and Mill continued to maintain the stakeholders list which included the contractors, vendors/suppliers, government agencies, schools, local communities, etc. 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	Records of requests for information and responses shall be maintained. Major Compliance	YES	Binuang 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. All records relating to communication with the authorities have been appropriately identified and maintained.
C 1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.	1.2.1	Land titles/user rights (Criterion 2.2);	YES	Information relating to land titles are available at the SDPSB website at http://plantation.simedarby.com . The auditor had verified the land titles for SOU 28 and confirmed that SDPSB owned the SOU.
		Occupational health and safety plans (Criterion 4.7);	YES	SDPB continued to use internet for disseminating public information. Information relating to safety and health plans maintained available through SDPB website at http://www.simedarbyplantation.com .
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	YES	Social Impact Assessment for the SOU 28 Binuang was dated September 2013, and was carried out in July 2013. This document is publicly available at the respective Mill/Estate offices. Among the documents sighted for the Mill and Estates were the SIA Report, stakeholder consultation attendance lists, and the updated action plans. Among the social impacts covered in the plans and impact assessments include issues pertaining to illegal hunting and drug abuse, house repair, domestic waste disposal, water pressure at workers' housing, etc. All these documents were placed at the Mill and Estate offices and is publicly available.
		HCV documentation summary (Criteria 5.2 and 7.3);	YES	HCV documentation summary was made available at Binuang Estate and Jeleta Bumi Estate. As verified in the 'HCV Re-Assessment for Strategic Operating Unit (SOU) Sabah Central – South Zone, Final Report (Version II) – January 2014' at Table 11: Decision on

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Clause	Indicators		Comply Yes/No	Findings
				HCV Status.
		Pollution prevention and reduction plans (Criterion 5.6);	YES	Environmental Improvement Plan 2017 / 2018 was established in Aug 2017. The plan also includes Pollution Prevention Plan which defined the detail actions, and the timeline. The status of the actions taken was monitored.
		Details of complaints and grievances (Criterion 6.3);	YES	The procedure was in place. Details of complaints and grievances of the Binuang 28 SOU were recorded in several books depending on the types of complaints lodged.
		Negotiation procedures (Criterion 6.4);	YES	Negotiation procedure for the SOU 28 Binuang was defined in the "Flowchart and Procedures On Handling Land Dispute". This document was made available and sighted during the audit. No land dispute observed.
		Continual improvement plans (Criterion 8.1);	YES	The CU maintained publicly available its continuous improvement plan.
		Public summary of certification assessment report;	YES	The public summary made publicly available at website by SIRIM QAS.
		Human Rights Policy (Criterion 6.13).	YES	The human rights policy maintained available. The policy is posted at office notice boards.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	The documented policy committing to a code of ethical conduct and integrity of the company maintained available. The CU continued communicated the policy to their staffs including foreign workers during the induction course.

Principle 2: COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

Clause	Indicators		Comply Yes/No	Findings
C 2.1 There is compliance with all applicable local, national and ratified international laws and regulations.	2.1.1	Evidence of compliance with relevant legal requirements shall be available. Major Compliance	YES	Generally, Binuang CU has continued to comply with all applicable local, national and ratified international laws and regulations. The legal registers were updated accordingly. Relevant licenses and permits were verified at Binunag CU such as MPOB license, license from Energy Comm. and the DOE, Fire Certificate, Diesel Permit, Weigh Bridge etc. Noted that the CU monitors it compliance with applicable laws and regulations. It is evident that the POM and both estates were complying with the relevant laws and regulations.
	2.1.2	A doc. system, which incl. written info on legal requirements shall be maintained. Minor Compliance	YES	Binuang CU have identified, documented and maintained their legal register with written information on legal requirements which related to their operation in legal register. PSQM Department were responsible to track changes and the information was disseminated to all its plantations and Mill department.

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Clause	Indicators		Comply Yes/No	Findings
	2.1.3	A mechanism for ensuring compliance shall be implemented. Minor Compliance	YES	The CU had a documented system for identifying and updating the changes of legal requirements and to monitor the status of legal compliance. This was as documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual. PSQM Department and respective operating units have undertaken the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance. The compliance to legal requirements was evaluated on an annual basis. These were carried out via Internal & External Audits, PA visits, RSPO Audits and by Preliminary Group Corporate Assurance Reports.
	2.1.4	A system for tracking any changes in the law shall be implemented. Minor Compliance	YES	PSQM department, which is based in Kuala Lumpur is responsible in tracking any changes to the Acts and Regulations. This was done through communicating with the publisher of the documents. This mechanism was outlined in its procedure. The updating of the legal register was carried out on a periodical basis. Any change in the legal register is communicated to the respective SOUs.
C 2.2 The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.	2.2.1	Documents showing legal ownership or lease, history of land tenure (confirmation from community leaders based on history of customary land tenure, recognised NCR land) and the actual legal use of the land shall be available. Major Compliance	YES	The estate area used to belongs to Sabah State Government. These estates are leasing by Sabah State Government to Sime Darby Plantation (Sabah) Sdn Bhd for 99 years. There was no record of customary land tenure, recognized Native Customary Rights land on any of the above. The land titles were observed at the Mill and Estates.
	2.2.2	There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves. Minor Compliance	YES	For Binuang Palm Oil Mill, since it is located within the Binuang Estate title, there was no specific boundary between the mill premises and Binuang Estate except for the actual location of the assets such as the mill, mill office, weighbridge, etc. For Jeleta Bumi Estate and Binuang Estate, the boundaries were determined by way of boundary stones and boundary pegs. Auditor has verified that boundary stones and pegs were visibly maintained along the legal boundaries with Madai Baturong Forest Reserve.
	2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with FPIC. Minor Compliance	YES	There is no local communities or indigenous people living within or nearby to the boundary of Binuang Estate and Jeleta Bumi Estate as verified during site visit and also as reported in the Social Impact Assessment for both mill and estates. There is no evidence of any land dispute at Binuang Estate, Jeleta Bumi Estate and Binuang Palm Oil Mill.

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Clause	Indicators		Comply Yes/No	Findings
	2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes are implemented and accepted by the parties involved. Major Compliance	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is legitimately owned by Sabah State Government, leased to Sime Darby Plantation (Sabah) Sdn Bhd. There is no land conflict anticipated and no need for acceptable conflict resolution processes. The audit team has also interviewed relevant stakeholders and from the interviews, it can be concluded that there was no evidence of any land dispute at Binunag CU with their neighbouring private oil palm estates and villagers.
	2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties. Minor Compliance	YES	As reported in 2.2.1, it has been verified that there is no conflict or dispute over the land. There is no local communities or indigenous people living within or nearby to the boundary of Binuang Estate and Jeleta Bumi Estate as verified during site visit and also as reported in the Social Impact Assessment for both mill and estates. There is no evidence of any land dispute at Binuang Estate, Jeleta Bumi Estate and Binuang Palm Oil Mill.
	2.2.6	To avoid escalation of conflict, no evidence that oil palm operations have instigated violence in maintaining peace and order in their current&planned ops. Major Compliance	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is legitimately owned by Sabah State Government, leased to Sime Darby Plantation (Sabah) Sdn Bhd. Maintenance of peace and order was carried out by respective teams of auxiliary police, whose responsibility is to guard the safety of the Mill and Estates, protection of its employees, properties and company assets.
C 2.3 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior, and informed consent.	2.3.1	Maps of an appropriate scale showing the extent of recognised legal, customary or user rights shall be developed through participatory mapping involving affected parties. Major Compliance	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is legitimately owned by Sabah State Government, leased to Sime Darby Plantation (Sabah) Sdn Bhd. There were no issues regarding land with villagers, local community and neighboring estate. Hence, there was no need for the establishment of map showing the legal, customary, or user right of other users as required by this indicator.
	2.3.2	Copies of negotiated agreements detailing the process of FPIC shall be available and shall include:	YES	As reported in 2.2.1 of this checklist, it has been verified that the land is legitimately owned by Sabah State Government, leased to Sime Darby Plantation (Sabah) Sdn Bhd. There were no issues regarding land with villagers, local community and neighboring estate. The audit team had also confirmed this through interviews of relevant stakeholders and based on the audit findings, copies of negotiated agreements on FPIC and other evidences required by these indicators a) to c) were not applicable.
	a)	Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that info		

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Clause	Indicators		Comply Yes/No	Findings
		has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision-making;		
	b)	Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;		As above.
	c)	Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. Minor Compliance		
	2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. Minor Compliance	YES	As mentioned in 2.3.2 a) to c) of this checklist, this requirement in this indicator does not apply to Binuang CU.
	2.3.4	Evidence shall be available to show that communities are represented through institutions/representatives of their own choosing, including legal counsel. Major Compliance	YES	As mentioned in 2.3.2 a) to c) of this checklist, this requirement in this indicator does not apply to Binuang CU.

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

Clause	Indicators		Comply Yes/No	Findings
C 3.1 There is an implemented management plan that aims to achieve long-term economic and financial viability.	3.1.1	A business or management plan (minimum 3yrs) shall be documented. That includes, where appropriate, a business case for scheme smallholders. Major Compliance	YES	Both estates continued to commit to long-term economic and financial viability. The annual budgets for 2017/18 to 2019/2020 were sighted. The budget covers activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO compliance etc. The budget also included projections on yield/ha, and total cost of production per m ton & per ha.
	3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, shall be available. Minor Compliance	YES	The replanting programme for the next five years had been prepared as sighted in the Long-Range Replanting Programme (LRRP) 2017/18 to 2022/2023. This programme reviewed once a year and is incorporated in their annual financial budget.

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

Clause	Indicators		Comply Yes/No	Findings
C 4.1 Operating procedures are appropriately documented, consistently implemented and monitored.	4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. Major Compliance	NO	In Binuang CU, continued to use the Plantations Quality Management System (PQMS) Manual, Standard Operating Manual and Procedures (SOP), Agriculture Reference Manual (ARM), "Guidelines On River Management" manual, Sustainable Plantation Management System (SPMS) Manual, ESH Management System Manual, Occupational Safety and Health Manual, Pictorial Safety Standards, and Security Guidelines. It includes the operation activities in the mill FFB receipt, grading, processing, quality analysis and security. On top of the PQMS, technical guidelines as listed in the Mill Reference Manual were also used. Contents of the Manual were disseminated to the workers through trainings and briefing. The Manual is also kept in the administration office where everyone can refer to. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Mill Practice and the care for their safety and health and the environment. During site visit at Binuang Estate, auditor has observed 7 children cycling at field road at replanting area (P91B1). This assessment has found that certain requirement stated in the operating procedure entitled ' <i>Ladang Binuang, Arahan Tetap – Mandor Operasi Penyelenggaraan Kebun</i> ' was not complied with. Thus, a Major NCR MRS 01/2018 was raised.
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	YES	Both estates monitored good agricultural practices as per SOPs by on-site visits, inspections and discussions with relevant personnel and by conducting Assessments and audits like Internal Audits, PA visits and by RSPO Audits.

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Clause	Indicators		Comply Yes/No	Findings
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	Generally, there were evidence of monitoring implemented by the estates and mill in Binuang CU e.g. pertaining to scheduled wastes management, emission from boiler and river water quality, suppliers and contractors control, FFB quality control, domestic water quality etc. Records of monitoring maintained available. Sighted the monitoring data and found within the stipulated limit.
	4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). Major Compliance	YES	There was no third party FFB supplier send their FFB to Binuang POM. It was confirmed through interviewed with weighbridge operator and sighted weighbridge summary record no fresh fruit bunches were sourced from third-party.
C 4.2 Practices maintain soil fertility at or, where possible, improve oil fertility to a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	YES	Both Estates practiced the maintenance of long-term soil fertility by annual application of fertilisers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and some EFB and compost application. Fertiliser application, which is important for the maintenance of soil fertility was carried based on the recommendation made by the Agronomist from the Sime Darby Research Sdn. Bhd. Annual fertiliser recommendations were made based on annual foliar sampling. And soil sampling analysis has been conducted by 5-year basis.
	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	YES	Fertiliser inputs were based on recommendation made by Sime Darby Research Sdn. Bhd. in Oct 2017 for Binuang and Jelata Bumi Estate. The visit was carried to cover all the oil palm field and the findings were used as guidance in formulating the fertilizer input and recommendation on good agricultural practices to improve growth and subsequently the FFB yield. The application programs were monitored using program sheets, bin cards, field cost book and manuring program sheets. Records of programs and applications of fertilisers were available. Records showed that actual applied in 2018 was in line with recommendations in both estates.
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	YES	Both Estate Binuang & Jeleta Bumi) have conducted periodic tissue in Oct 2017 and soil sampling in Feb-Mar 2014 to monitor changes in nutrient status.
	4.2.4	A nutrient recycling strategy shall be in place, and may include use of EFB, POME and palm residues. Minor Compliance	YES	Both estates had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose. EFB were also applied as a mulching system in replanting areas to prevent from growth of weeds and to keep a moisture. At Binuang Estate farrow system has been used to channel POME residue to field.
C 4.3 Practices minimise	4.3.1	Maps of any fragile/marginal soils shall be available.	YES	Based on the soil map provided, there was no fragile/marginal soils in both audited estates.

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Clause		Indicators	Comply Yes/No	Findings
and control erosion and degradation of soils.		Major Compliance		
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25° unless specified otherwise by the company's SOP. Minor Compliance	YES	SDPSB had a management strategy in place for planting on slopes to minimise and control erosion and degradation of soils. The strategy in place for plantings on slopes between 9 and 25 degrees was in Slope & River Protection Policy, Buffer Zone & 25degree slope and in item 8 Section 4 and Land Preparation for Terracing in ARM Manual.
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	YES	During the field visit, it was noted road conditions was well maintained in both estates. Accessibility was made possible by regular maintenance, guided by its road maintenance programmes. The program had been supported by adequate provisions in the budgets. For road maintenance both estates had used motor graders and tractor (own), back hoes and compactor were rent from Sime Darby Industry (SDI). For resurfacing crusher run was purchased.
	4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. Major Compliance	YES	There were no peat soils in both audited estates.
	4.3.5	Drainability assessments where necessary will be conducted prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. Minor Compliance	YES	There were no peats soils in both estates.
	4.3.6	A management strategy shall be in place for other fragile and problem soils. Minor Compliance	YES	There were no problematic soils in both estates. Refer to soil types at 4.3.1
C 4.4 Practices maintain the quality and availability of surface and ground water.	4.4.1	An implemented water management plan shall be in place. Minor Compliance	YES	Both estates continued to be guided by the CU Water Management Plan was to reduce fresh water usage and contingency plan during water shortage for financial year 2017/2018 which was developed in order to maintain availability of natural water resources. The plan was update on July 2017 included practicing efficient water consumption through various methods such as to used (recycle) rain water for washing tractors, drain cleaning and premixing chemical. As for the mill, Water Management plan 2017/2018 was updated on July 2017 and explain about Recycling Processing water,

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Clause	Indicators		Comply Yes/No	Findings
				Recycle condensate water, to use back water treated from POME to cleaning purpose at mill and hydro cyclone operation during water shortage, collection of rain Waters, Linesite Water usage Monitoring, Contingency Plan to covered dry spell/shortage.
	4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones shall be demonstrated. Major Compliance	YES	Generally, Binuang Estate and Jeleta Bumi Estate have continued to protect water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at or before replanting along riparian buffer with signboard erected along its rivers. The oil palm trees at the buffer zone were ring sprayed with white paint at the trunk to differentiate them with the other non-riparian zone oil palm trees. The boundary markers for the buffer zones were sufficient and maintained. This practice was in accordance with the Riparian Zones Management Guidelines (Sabah Water Resources Enactment 1998).
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, shall be in compliance with national regulations. Minor Compliance	YES	Sighted monthly report on treated effluent. It has been confirmed that the latest quarterly report has been submitted to DOE in Apr 2018 for period January 2018 until March 2018. Site visit to the effluent treatment plant was observed all ponds in good condition and well maintained. No trace of effluent over flow was sighted and flow meter reading was recorded on daily basis.
	4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) shall be monitored. Minor Compliance	YES	Mill water usage per tonne of fresh fruit bunches (FFB) continued to be monitored on monthly basis. A slightly higher water usage noted, probably due to the proportionate reduction in volume of FFB being processed.
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	YES	The implementation of IPM programme for year 2017/2018 has been carried by planting beneficial plant such as tunera subulata, cassia cabenensis and antigonan along the main road. Sighted a record of new planting has been implemented along of the main road at Binuang Estate. Meanwhile at Jeleta Bumi Estate ipm plan has been conducted by to do upkeep for existing beneficial plant, to add beneficial plant at strategic area such as replanting and immature areas and rat baiting programme. Sighted rat baiting programme has been conducted on month of January and February for 754.8 ha.
	4.5.2	Training of those involved in IPM implementation shall be demonstrated. Minor Compliance	YES	At Binuang Estate - IPM training (beneficial plant) and Pest & Disease spraying training were conducted in Apr 2018 by PSQM and the Assistant Manager. As for Jelata Bumi Estate – The IPM (ganoderma) training was conducted in Sept 2017 while beneficial plant training was done in Apr 2018 by the Assistant Manager. Records of training were available for verification.
C 4.6 Pesticides are used in ways that do not endanger health or the environment.	4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and	YES	Written justification in SOP of all agrochemical was available in the Agricultural Reference Manual by Sime Darby Plantation Sdn. Bhd. The use of selective products that are specific to the target pest, weed or disease were demonstrated in the Agricultural Reference Manual. Chemical registers indicate the purpose of usage (intended target), hazards signage, trade and generic names.

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Clause	Indicators	Comply Yes/No	Findings
	which have minimal effect on non-target species shall be used where available. Major Compliance		
	4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per Ha and number of applications) shall be provided. Major Compliance	YES	Both estates had 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 Ai/Ha. Pesticides are used only when justified and areas used are 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.
	4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with IPM plans. There shall be no prophylactic use of pesticides, except in specific situations identified in industry's Best Practice. Major Compliance	YES	As part of the IPM plans, the management of both estates had established nectariferous beneficial plants (<i>Cassia cobanensis</i> , <i>Antigonon leptopus</i> , <i>Turnera sublata</i> , and <i>Mucuna bracteata</i>) nurseries for continuous planting in order to attract natural predators and thus reducing the use of insecticides. As mentioned in 4.5.1, observed that Beneficial Plants and LCC were planted. Both estates had plants ready for planting in the nurseries.
	4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in industry's Best Practice. The use of such pesticides shall be minimised and/or eliminated as part of a plan, and shall only be used in exceptional circumstances. Pesticides selected for use are those officially registered under the Pesticides Act 1974	YES	Both estates only used pesticides that are officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision Pesticides Act 1974 (Act 149) (Section 53A); and in accordance with USECHH Regulations (2000). There was no evidence of pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, had been used. The chemical store and chemical list indicated both estates had none of the chemicals. The use of paraquat was banned in all SDPSB estates. Most pesticides used were class III & class IV.

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Clause	Indicators	Comply Yes/No	Findings
	(Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). Minor Compliance		
	4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers. Major Compliance	YES	The estates had a SOP for use of PPE and handling chemical/pesticide during working as all workers involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issue and replacements records were verified by the auditors. It was also observed that PPE was used by workers working in the fields. The employees involved in the chemical handling such as the storekeepers, sprayers, fertilizer and rat bait workers were trained in chemical handling and they understood the hazards of the chemicals and how the chemicals should be used in a safe manner. The trade and generic names of the chemicals were made known to them through the MSDS/CSDS training. It was also noted that MSDS/CSDS are available at all sites during the audit.
	4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes. Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders, Pesticides Act 1974 (Act 149) and Regulations. Major Compliance	YES	Pesticides were stored in accordance with the legal requirement. The chemical stores in both estates were observed to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as the Pesticides Act 1974 (Act 149) and Regulations. The stores were well secured and keys held by only the store keeper and attendant. Record of purchase, storage and used were maintained. All chemicals were segregated and fertilisers were stacked. Both stores were ventilated. Only authorised personnel were allowed to handle the chemicals. Relevant MSDS/SDS were available in the stores. Empty pesticides containers had been triple rinsed, holes and punched, and had been stored separately in the scheduled waste store awaiting disposal.
	4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. Minor Compliance	YES	Pesticide applications were guided by SDPSB's ARM, Pictorial Guide, CHRA and by MSDS supplied by the manufacturer.
	4.6.8 Pesticides shall be applied aerially only where there is	YES	Aerial spraying was not practiced by both estates and there was no evidence to show that any had been carried out.

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Clause	Indicators	Comply Yes/No	Findings
	documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. Major Compliance		
	4.6.9 Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide-handling shall be demonstrated or made available. Minor Compliance	YES	The staffs and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they understood the hazards involved and how the chemicals should be used in a safe manner. Records showed that trainings were carried out and training records were sighted during the audit.
	4.6.10 Proper disposal of waste material, according to procedures that are fully-understood by workers and managers shall be demonstrated. Minor Compliance	YES	In Binuang POM, Binuang estate and Jelata Bumi estate, the scheduled wastes has been disposed through licensed DOE contractor. The estates maintaining the 'Empty Pesticide Container Record Log.
	4.6.11 Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. Major Compliance	YES	At Jeleta Bumi Estate, the relevant employees were sent for medical surveillance in Nov 2017. The medical surveillance was carried out by registered OHD and based on cholinesterase result, the assessment has found that all pesticide operators were certified fit to work with controlled exposure to pesticides. As for Binuang Estate, the relevant employees were sent for medical surveillance in Apr 2017. The medical surveillance was carried out by registered OHD. Based on cholinesterase result, the assessment has found that all pesticide operators were certified fit to work with controlled exposure to pesticides. The next medical surveillance will be conducted after received quotation and suggestion date for the assessment from the clinic.
	4.6.12 No work with pesticides shall be undertaken by pregnant or breast-feeding women. Major Compliance	YES	The estates had issued Internal Office Memo stating "No work with pesticides shall be undertaken by pregnant or breast-feeding women". At both estates, the HA during the monthly medical check-up interview their women workers on the last menstrual period date. Pregnancy test was carried on doubtful cases. There was no evidence that work with pesticides was undertaken by pregnant or breast-feeding women.

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Clause	Indicators		Comply Yes/No	Findings
C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented. The occupational health and safety plan shall cover the following:	4.7.1	An occupational health and safety policy shall be in place. An occupational health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. Major Compliance	YES	Environment, Safety & Health Program for the CU has been established. The OHS management plan sighted addressed issues related to hazards and risks, legal register and its requirements for compliance, OSH awareness and training program, accident and emergency procedures, treatment of illness/injury during the job, use of PPE, OSH Committee meetings, etc. Generally, the ESH program noted to be satisfactory.
	4.7.2	All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. Major Compliance	YES	<u>Binuang POM</u> Mill has review HIRARC due to 3 accidents recorded in 2017 with the latest review carried out in Sept 2017. HIRARC was prepared by QA Conductor and approved by Mill Manager. CHRA recommendation report was reviewed on a periodic basis taking into consideration the progress made in implementing the recommendation. Mitigating actions were identified, implemented and followed through. <u>Jeleta Bumi Estate</u> HIRARC has been established with the latest review carried out in Jan 2018. The HIRARC was prepared by the Quality Assurance and approved by Estate Manager. On CHRA, discussion on findings with respect to Pesticide Operation, Manuring Operation and Workshop operation were included in the report. For the audiometric test, it has been concluded that there was no hearing impairment detected – normal hearing (fit to work). <u>Binuang Estate</u> HIRARC has been established with the latest review carried out in July 2017. HIRARC was prepared by the Quality Officer, reviewed by Estate Assistant and approved by Senior Manager. HIRARC has been reviewed for harvesting and loading FFB activities after 11 accidents recorded at the estate. As per the CHRA recommendation, all sprayers, storekeepers and workers handling pesticides in both estates were sent for medical surveillance and the records presented to the auditors.
	4.7.3	All workers involved in the operation shall be adequately trained in safe working practices. Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land	YES	<u>Binuang POM</u> Workers were provided with the necessary safe working practices. Appropriate PPEs have been identified through the HIRARC exercise and have been provided accordingly to the concerned workers. PPE issuance records were maintained. During visit to the field, noted that workers were using the issued PPE. Monitoring via Personal Protective Equipment Card – verified. <u>Jeleta Bumi & Binuang Estate</u> Personal Protective Equipment Matrix was used to identify activity vs the appropriate PPE to be used. PPE Protective Equipment Card used for the recording of PPE distribution to the employees. Among the PPE provided are Apron, Rubber Glove, Dust Mask, 3M Mask, Goggles, Safety Boots, Safety Helmet, Helmet Harness, Chain strip, Ear Plug,

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Clause	Indicators	Comply Yes/No	Findings
	preparation, harvesting and, if it is used, burning. Major Compliance		Safety Vest as per the applicable equipment identified in the PPE Matrix.
4.7.4	The responsible person/s shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. Major Compliance	YES	Binuang CU Safety & Health Committee has been established through the ESH committee. ESH safety committee organisation chart for 2017/2018 was reviewed. The committee is chaired by the Mill Manager and the secretary is the QA. Periodic meetings were carried out accordingly and the minutes of the meeting was maintained. The ESH committee meeting minutes were reviewed.
4.7.5	Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. Minor Compliance	YES	Accident and Emergency procedures have been established, the following were reviewed : i) SDPB / 01/08 - Accident Investigation and Investigation Procedure ii) SDPB / 01 / 08 - Crisis Management & Emergency Response Plan which addressed responses to emergency situation related to bund break, fire breakout, CPO pipe burst & fire, flood and chemical spill. iii) Emergency Evacuation Procedures Each estates and mill had procedures for handling of fire & flood, chemical spillage & motor vehicle, wild & poisonous animal attack, first aid team. There are formation of ERP Team & ERP for all the identified incidences. The organisation chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were produced by PSQM and amended to tailor to the situation differences in the estates and mills. Sighted drills conducted by the estates for chemical spillage and fire drill.
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. Minor Compliance	YES	The CU provides medical care to all its workers with clinics established within the premises. For serious cases, the workers are referred to Hospital Kunak which is about 40 km from the CU. Ambulance service to Hospital Kunak is available. CU continues to provide group insurance for all foreign workers as required under the Workmen Compensation Act 1992 while the local workers are covered by SOCSO.
4.7.7	Occupational injuries shall be recorded using Lost Time	YES	<u>Binuang - POM</u> Accident statistics was reviewed during Health and Safety committee meeting. It was

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Clause	Indicators		Comply Yes/No	Findings
		Accident (LTA) metrics. Minor Compliance		evident in the minutes of the meeting. The following information was reviewed regarding the Accident Statistic : JKPP 8 for 2017 was submitted to DOSH on 6/1/2018. 3 accidents were recorded for 2017. LTI statistic from Jan- Dec 2017 was 32 days. <u>Jeleta Bumi Estate</u> No accident recorded at Jeleta Bumi Estate from May 2017 until March 2018. The JKPP 8 for 2017 was submitted to DOSH on 12/1/2018. <u>Binuang Estate</u> Accident statistics was reviewed during Health and Safety committee meeting. This was evidence in the minutes of the meeting. The JKPP 8 for 2017 has been submitted to DOSH on 13/1/2018. Noted that 13 accidents were recorded for 2017. LTI statistic from Jan- Dec 2017 was 30 days.
C 4.8 All staff, workers, smallholders and contract workers are appropriately trained.	4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. Major Compliance	YES	Formal training programmes for 2017/2018 covered all aspects of the RSPO Principles and Criteria. Regular assessments of training needs were presented to auditors by the Binuang POM and both estates Binuang and Jelata Bumi Estate Year 2017/2018 Training Plan was established in July 2017. A training needs identification matrix has been established with target dates for the training to be conducted. The training program includes ESH Legal & Other requirements, Safe handling of Electrical Equipment, Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000, Accident Investigation Techniques, Emergency Respond Plan Training (e.g. Chemical spill, poisoning, Fire Lightening), First Aid Training etc.
	4.8.2	Records of training for each employee shall be maintained.Minor Compliance	YES	Training records reviewed during the audit. Records of training was retained by the supply bases. Related records of training consist of training material and attendance.

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

Clause	Indicators		Comply Yes/No	Findings
C 5.1 Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the	5.1.1	An environmental impact assessment (EIA) shall be documented. Major Compliance	YES	SOU Binuang has established its register associated with their activities. Environmental aspect and impact which covers form upstream activities such as FFB reception until downstream processes was sighted during assessment. Established for 2017/ 2018. Identification and evaluation of environmental impact was done for all activities and processes related to the mill operation. Among the most significant environmental receptors are the boiler stack emission which associated with air emission, palm oil mill effluent (POME) discharge and land contamination which related to managing the schedule waste and general waste. Sighted latest EIA was updated related to construction for new building in Oct 2017. For the estate operation, all activities from harvesting, pest and disease, upkeep programme until delivery to mill has been identified.

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Clause	Indicators		Comply Yes/No	Findings
negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive action plan. The action plan shall identify the responsible person/s. Minor Compliance	YES	Environmental Aspect and Impact Identification Form & Environmental Impact Evaluation Form was used to identify Aspect & Impact and take necessary action. The record was reviewed in Oct 2017 by the Assistant Engineer and approved by the Mill Manager. No changes were made to the record. Waste Management Plan FY 2017/2018 comprising of Pollution Prevention Plan 2017/2018 has been established in Septv2017. Among the pollution prevention being identified are control of black smoke emissions, monitoring water course, Schedule Waste and effluent discharge monitoring. Sighted records of monitoring by the mill.
	5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. Minor Compliance	YES	Pollution Identification Environmental improvement action plan' to monitor the effectiveness of the mitigation measures taken, are in place. The following indexes are being monitored: i) Black Smoke Monitoring ii) Effluent Discharge Monitoring iii) Monitoring Water course iv) Centralized collecting Schedule Waste
C 5.2 The status of rare, threatened or endangered species other HCV habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	5.2.1	Information shall be collated in a HCV assessment that includes both the planted area itself and relevant wider landscape-level considerations. Major Compliance	YES	The CU maintained its documented assessment of HCV, i.e. "HCV Re-Assessment for Strategic Operating Unit (SOU) Sabah Central – South Zone, by PSQM, Final Report (Ver. II), Jan. 2014". The assessment covered the planted area itself and relevant wider landscape-level. The HCV assessment had identified 8 potential HCV in the Binuang CU which cover area 753.915 Ha around the Binuang CU.
	5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan. Major Compliance	YES	Appropriate measures to maintain and protect HCV area and RTE species has been implemented by the estate as demonstrated in the 'Management Plan on Biodiversity & HCV Action Plan FY2017/2018' as updated accordingly. Among the activities conducted by estate such as: 1. Monitoring no agrochemical activities at buffer zone 2. Monitoring and discourage illegal hunting and logging 3. Maintain hot spring area 4. Awareness among staff and workers not to disturb the protected wildlife

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Clause	Indicators		Comply Yes/No	Findings
	5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instituted in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. Minor Compliance	YES	Annual training programme was established, which included refresher training on HCV / RTE. Picture, training material and attendance retained. The training included pertaining disciplinary measures should found violated company rules. Auditor has verified HCV training record for Jeleta Bumi Estate dated in Mar 2018 and Binuang Estate dated in Jan 2018.
	5.2.4	Where an action plan has been created there shall be ongoing monitoring: The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; Outcomes of monitoring shall be fed back into the action plan. Minor Compliance	YES	The CU continued to monitor the HCV area as stated in the action plan. Monitoring activities was recorded in the logbook titled 'Buku Laporan Pemeriksaan HCV Area' and 'Buku Rondaan Sempadan Hutan'. The monitoring was conducted by monthly basis with latest monitoring April 2018. It was also noted that signages pertaining to the identification and restriction of activities at buffer zone and left-over steep areas maintained and no activities inside the areas were evidence.
	5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. Minor Compliance	YES	No HCVs set aside associated with right of local communities since there was no local communities lived neighbouring with Binuang Estate and Jeleta Bumi Estate.
C 5.3 Waste is reduced, recycled, re-used, and disposed of in an environmentally and socially responsible manner.	5.3.1	All waste products and sources of pollution shall be identified and documented. Major Compliance	YES	SOU Binuang has identified all wastes and sources of pollution. The Waste Management Action Plan FY 2017/2018 were established to mitigate and control the identified wastes and source of pollution.
	5.3.2	All chemicals and their containers shall be disposed of responsibly. Major Compliance	YES	Among the identified wastes include empty chemical containers including pesticides containers. Empty pesticides containers were washed at washing station prior to disposal. Disposals were carried out in compliance with relevant regulation of scheduled waste. Inventory and consignment documents verified for confirmation of proper management and disposal.
	5.3.3	A waste management and disposal plan to avoid or reduce	YES	Binuang CU has continued to established "Waste management Action Plan 2017/2018" for each estate. Type of waste include scheduled waste, Domestic waste, industrial waste

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Clause	Indicators		Comply Yes/No	Findings
		pollution shall be documented and implemented. Minor Compliance		and sewage waste. Domestic waste generated from office and worker housing complex . bin were provided to each house and collected 2X / week by contractor and send to landfill site at Field 92B1. Binuang CU continue to implement PQMS, Sustainable Plantation Management System - Procedure for handling of domestic waste. Site visit was confirmed waste were segregated and sighted waste collection log book which indicated the collection date, linesite and payment date. Training on 3R was conducted, site visit to JB division line site was confirm the waste well segregated.
C 5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.	5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. Minor Compliance	YES	A plan for improving the efficiency of the use of fossil fuels is in place incorporated into the Environmental Aspect and Impact activities report for 2017, identified in the following i) Environmental Aspect Identification Summary FY 2017 / 2018 reviewed accordingly. ii) Environmental Impact Evaluation Summary FY 2017 / 2018 reviewed accordingly. Fossil fuel Reduction Plan (energy management plan) for Financial Year 2017 / 2018 was established and monitored. To Reduce Diesel usage – by maintenance of the boiler & machineries to ensure at optimum level, to monitor diesel usage, provide training to workers regarding reduce fuel and diesel usage for boiler. <u>Binuang Estate</u> Diesel use per ton FFB from period July 2017 to March 2018 recorded in the range from 1.78 to 2.36 ton/FFB. 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 2017 i.e. Environmental Aspect Identification Summary and Environmental Impact Evaluation Summary. <u>Jeleta Bumi Estate</u> Monitoring diesel : Diesel use per ton FFB from period July 2017 to March 2018 recorded in the range from 1.44 to 2.71 ton/FFB.
C 5.5 Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice	5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Major Compliance	YES	SDPSB has a policy of no open burning. As advocated, both estates practiced Zero burning. In the 2016 replants visited during the audit in both Estates, it was evident that all palms were felled, shredded, windrowed and left to decompose
	5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003. Minor Compliance	YES	There was no evidence fire has been used for preparing land for replanting in both estates. The estates had adhered to the Zero Burning Policy of SDPSD.

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Clause	Indicators		Comply Yes/No	Findings																													
C 5.6 Preamble Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions. Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).	YES	An assessment of identified polluting activities is being conducted and monitored, inclusive of gaseous emissions, particulate / soot emissions and effluent. ‘Pollution prevention plan and waste management action plan” – is used to identify the waste products and sources of pollution – is in place and is being reviewed and implemented accordingly. Among of action has been taken by CU were: Schedule waste – were disposed through approved contractor, Domestic waste has been disposed to designated area which located far from housing complexes and waterways and Full compliance to zero burning practices																													
	5.6.2	Significant pollutants and GHG emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	YES	Pollution Identification Environmental improvement action plan’ – is used to identify the waste products and sources of pollution and actions taken to mitigate and reduce them are in place and are being reviewed accordingly.																													
	5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. Minor Compliance	YES	<u>Summary of net GHG emissions from PalmGHG calculator</u> PalmGHG calculation option used: Option 1 <u>Summary of Net GHG Emissions</u> <table><tr><td>Emissions per Product</td><td>tCO2e/tProduct</td></tr><tr><td>CPO</td><td>1.21</td></tr><tr><td>PK</td><td>1.21</td></tr></table> <table><tr><td>Extraction</td><td>%</td></tr><tr><td>OER</td><td>22.16</td></tr><tr><td>KER</td><td>4.5</td></tr></table> <table><tr><td>Production</td><td>t/yr</td></tr><tr><td>FFB Processed</td><td>167533.93</td></tr><tr><td>CPO Produced</td><td>37126.38</td></tr></table> <table><tr><td>Land Use</td><td>ha</td></tr><tr><td>OP planted area</td><td>12951.12</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>12951.12</td></tr></table>	Emissions per Product	tCO2e/tProduct	CPO	1.21	PK	1.21	Extraction	%	OER	22.16	KER	4.5	Production	t/yr	FFB Processed	167533.93	CPO Produced	37126.38	Land Use	ha	OP planted area	12951.12	OP planted on peat	0	Conservation (forested)	0	Conservation (non-forested)	0	Total
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Clause	Indicators		Comply Yes/No	Findings																																																
RSPO. Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.				Summary of Field Emissions and Sinks																																																
				<table><tr><td></td><td colspan="3">Own Crop</td></tr><tr><td></td><td>tCO2e</td><td>tCO2e/ha</td><td>tCO2e/ha</td></tr><tr><td>Emissions</td><td></td><td></td><td></td></tr><tr><td>Land Conversion</td><td>112451.97</td><td>9.76</td><td>0.75</td></tr><tr><td>*CO2 Emissions from Fertiliser</td><td>13342.87</td><td>1.15</td><td>0.09</td></tr><tr><td>**N2O Emissions</td><td>8235.65</td><td>0.7</td><td>0.05</td></tr><tr><td>Fuel Consumption</td><td>3444.32</td><td>0.7</td><td>0.05</td></tr><tr><td>Peat Oxidation</td><td>0</td><td>0</td><td></td></tr><tr><td>Sinks</td><td></td><td></td><td></td></tr><tr><td>Crop Sequestration</td><td>-105484.87</td><td>-9.17</td><td>-0.71</td></tr><tr><td>Conservation Sequestration</td><td>0</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>31989.94</td><td>2.72</td><td>0.21</td></tr></table>		Own Crop				tCO2e	tCO2e/ha	tCO2e/ha	Emissions				Land Conversion	112451.97	9.76	0.75	*CO2 Emissions from Fertiliser	13342.87	1.15	0.09	**N2O Emissions	8235.65	0.7	0.05	Fuel Consumption	3444.32	0.7	0.05	Peat Oxidation	0	0		Sinks				Crop Sequestration	-105484.87	-9.17	-0.71	Conservation Sequestration	0	0	0	Total	31989.94	2.72	0.21
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				<table><tr><td></td><td>tCO2e</td><td>tCo2e/tFFB</td></tr><tr><td>Emissions</td><td></td><td></td></tr><tr><td>POME</td><td>20169.91</td><td>0.12</td></tr><tr><td>Fuel Consumption</td><td>1830.53</td><td>0.01</td></tr><tr><td>Grid Electricity Utilisation</td><td>0</td><td>0</td></tr><tr><td>Credits</td><td>0</td><td>0</td></tr><tr><td>Export of Grid Electricity</td><td>0</td><td>0</td></tr><tr><td>Sales of PKS</td><td>0</td><td>0</td></tr><tr><td>Sales of EFB</td><td>0</td><td>0</td></tr><tr><td>Total</td><td>22000.44</td><td>0.13</td></tr></table>		tCO2e	tCo2e/tFFB	Emissions			POME	20169.91	0.12	Fuel Consumption	1830.53	0.01	Grid Electricity Utilisation	0	0	Credits	0	0	Export of Grid Electricity	0	0	Sales of PKS	0	0	Sales of EFB	0	0	Total	22000.44	0.13																		
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Clause	Indicators		Comply Yes/No	Findings		
				(flaring) Divert to methane capture (electricity generation)	0%	

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

Clause	Indicators		Comply Yes/No	Findings		
C 6.1 Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. Major Compliance	YES	The Social Impact Assessment (SIA) for SOU 28 Binuang was carried out from 22 July 2013 to 27 July 2013. Records of meetings, such as meeting dates with stakeholders, issues raised during the discussions and attendance lists were all documented and sighted during the audit.		
	6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. Major Compliance	YES	Based on the records available, there was evidence that the assessment was done with the participation of affected parties. Their attendance in stakeholder consultation meetings were documented on attendance sheets and these were sighted during the audit. The issues discussed were also documented in the SIA Report.		
	6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. Major Compliance	YES	Each unit within the SOU 28 Binuang mitigates negative social impacts and promote positive ones by calling for meetings with their respective stakeholders, documenting the discussions, and identifying persons in charge to address the issues. Issues that require followed up for further action were included in the respective site's specific SIA Action Plan. The Action Plan consists of areas of concern, action plan, person-in-charge, expected completion date and remarks.		
	6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. Minor Compliance	YES	The SIA Action Plans were updated every year, or sooner, such as when issues arise and are discussed with the affected parties. Based on minutes of meetings, there is evidence that the plans were reviewed with the participation of the affected parties.		
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes. Minor Compliance	YES	There are no smallholder schemes at SOU 28 Binuang.		

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Clause	Indicators		Comply Yes/No	Findings
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1	Consultation and communication procedures shall be documented. Major Compliance	YES	Consultation and communications procedures for SOU 28 Binuang was documented in the Standard Operating Manual in April 2008 entitled "Procedure for External Communications". This document was sighted during the audit.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	Letter of appointments for the management official responsible for handling the social issues were available. Each appointment was for one year. Among the roles and responsibilities of the management official are to investigate complaints, counsel and advice on social issues, assist in carrying out programs or trainings on social issues.
	6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. Minor Compliance	YES	The list of stakeholders for SOU 28 Binuang was maintained by the respective sites. The stakeholders comprise of contractors, vendors, neighbouring estates/smallholders, government agencies, etc. Records of communications were documented and filed. Records also showed actions taken in response to inputs from stakeholders, and that efforts were made to ensure understanding by affected parties.
C 6.3 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties	6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. Major Compliance	YES	The system used by the SOU 28 Binuang in resolving disputes exists in the procedure called "Tatacara Perundingan Dalam Menangani Masalah Sempadan". The implementation of this procedure was evident.
	6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. Major Compliance	YES	As of the date of audit, no dispute has been documented, except for complaints on housing defects. Record of the resolution of the complaints was made available during the audit.
C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples,	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Sustainable Plantation Management System document issued on 1 November 2008 (Version 1), the procedures stipulate that ex-workers issues are to be handled by the Employee Relations, and the land issues by the Land Management Department of the Head Office. Both procedures stipulate the negotiation procedures, calculation and distribution of compensation to the affected parties.
	6.4.2	A procedure for calculating and distributing fair compensation shall be established and implemented, monitored and evaluated in a participatory way,	YES	In accordance with the Procedures for Handling Boundaries Disputes, the procedure for calculating and distributing fair compensation falls within the purview of the Land Management Department of at the Sime Darby Head Office. The procedure stipulates for negotiation procedures to involve the respective estate management, Land Office, NGOs and the affected parties.

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Clause	Indicators		Comply Yes/No	Findings
local communities and other stakeholders to express their views through their own representative institutions.		and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal vs communal ownership of land. Minor Compliance		
	6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. Major Compliance	YES	As of the date of the audit, no case of negotiation and payment of compensation has been carried out for verification.
C 6.5 Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages	6.5.1	Documentation of pay and conditions shall be available. Major Compliance	YES	For the SOU 28 Binuang, documentation of pay is in the form of monthly pay slips which were given to the workers at the end of the month. Conditions of pay are contained in the workers' respective employment contracts.
	6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment, shall be available in the languages understood by the workers or explained carefully to them by a management official. Major Compliance	NO	Contracts for local and Indonesian workers at Binuang Palm Oil Mill, Jeleta Bumi Estate and Binuang Estate were sampled. The terms and conditions of employment were contained in the employment contracts which included the duration of employment, place of work, salary, working hours, medical benefits, accommodation, annual leave, sick leave, termination of service, and other benefits provided (housing, employment cost, etc). For contracts that were prepared in English, explanation and briefing were given to the workers prior to signing. This was further confirmed by the workers during interviews. Letters of employment of two female workers and their terms of employment state that "Your terms of and conditions of service will be in accordance with the currently applicable MAPA/AMESU Collective Agreement...". The Section 75(1) of the Sabah Labour Ordinance prohibits night work for women employees between 10PM to 5AM provided an exemption is obtained from the Labour Office. During the audit, it was discovered that the employees' conditions of employment (i.e. working hours) in the letter was not explained carefully to the relevant workers. No explanation was given to the employees that the overtime working hours is subjected to the Sabah Labour Ordinance Chapter XIA Employment of Women – Prohibition of Night Work. (Section 75 (1) SLO). As a result of which, the two workers worked overtime until 11:29PM on 30 May 2017 and 11:26PM on

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Clause	Indicators		Comply Yes/No	Findings
				15 September 2017, respectively. Based on this non-compliance, a Major NCR RZ 01/2018 was raised.
	6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, in accordance with Workers' Minimum Standard of Housing and Amenities Act 1990 (Act 446) or above, where no such public facilities are available or accessible. Minor Compliance	YES	Housing was provided to all employees of Binuang Palm Oil Mill, Binuang Estate and Jeleta Bumi estate. Workers interviewed confirmed that the houses and amenities provided were adequate, comfortable and requests for repairs are attended to in a timely manner. Site visits were carried out to the workers' housing, and the houses were generally in good condition. Other benefits accorded to the workers include free transportation for workers' children to attend the HUMANA/Community Learning Centre/SK Ladang Binuang, and monetary aids during festive seasons and phone allowance.
	6.5.4	Growers and millers shall make demonstrable efforts to monitor and where able, improve workers' access to adequate, sufficient and affordable food. Minor Compliance	YES	Sime Darby Plantation Berhad provides each worker and staff at SOU 28 Binuang a 5kg of rice bag and 5kg of cooking oil every two months. Access to adequate, sufficient and affordable food is also available via sundry shops near the workers' housing. Two shops were visited during the audit. Among the items sold include sugar, tea, coffee, rice, flour, cooking oil, eggs, detergent and other daily necessities. The estates also allow third party vendors to sell vegetables, fish and other perishable items at the workers' housing area.
C 6.6 The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.	6.6.1	A published statement in local languages recognising freedom of association shall be available. Major Compliance	YES	Recognition of freedom of association is available in the Sime Darby Plantation Social Policy dated 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 displayed on all major notice boards, and near muster grounds.
	6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. Minor Compliance	YES	The Sabah Plantation Industrial Employee Union (SPIEU) is the union that represents workers of SOU 28 Binuang. Union membership is open to both local and foreign workers.

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Clause	Indicators		Comply Yes/No	Findings
C 6.7 Children are not employed or exploited.	6.7.1	There shall be documentary evidence that minimum age requirements are met. Major Compliance	YES	The policy on non-employment of children is contained in the Sime Darby Social Policy dated January 2015. This Policy is displayed at prominent places such as the muster grounds, near the workers' housing, and at the office. There was no evidence that the Binuang POM, Binuang Estate and Jeleta Bumi Estate employ anyone below the age of 18 years. This was verified by examining the master lists of workers which contains details of the workers' date of birth, interviews with workers and staff, as well as observations made during field visits.
C 6.8 Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.	6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. Major Compliance	YES	The equal opportunities policy is contained within the Sime Darby Social Policy dated January 2015, which states that all employees shall be treated fairly in terms of recruitment, progression, terms and conditions of work regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and age. The Social Policy was displayed at notice boards near the muster grounds, workers' housing and the office.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	YES	Apart from the Social Policy which states that all employees shall be treated equally, there is also no evidence that there has been any form of discrimination against any employee, or group of employees. Payment of wages/salaries, provision of housing and access to benefits and amenities is fair based on observation, review of pay checks, contracts of employment, and interviews of staff, local and foreign workers. Foreign workers are also accorded the same living standards and accommodations as local workers.
	6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion where relevant are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. Minor Compliance	YES	Based on interviews with the estates and mill management and documentation review (interview assessment and medical report), recruitment selection, hiring and promotion are based on suitable job vacancies, experience, qualification/skill and medical fitness appropriate for the job. Interview of candidates is carried out by the Manager and the Assistant Managers where an evaluation form is filled up to determine the suitability of the candidate.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to prevent sexual and other forms of violence is contained in the Sime Darby Social Policy dated January 2015. This policy was communicated to all levels of workforce through training held in Feb 2017 entitled "RSPO P&C, RSPO Supply Chain Training & Gender Committee Training for SOU 28 Binuang". The training was attended by both male and female, participants. The topics cover, among other things, policy, functions of the Gender Committee, what are reproductive rights, and child protection. The training also briefed on how to lodge a complaint and to whom. In addition, briefings on sexual and other forms of harassment and violence are also conducted during muster. Interviews with workers also confirmed that they understood what constitutes sexual harassment, rights the victims have and how to lodge a complaint.
	6.9.2	A policy to protect the reproductive rights of all,	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

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Clause		Indicators	Comply Yes/No	Findings
		especially of women, shall be implemented and communicated to all levels of the workforce. Major Compliance		Binuang Palm Oil Mill, Jeleta Bumi Estate and Binuang Estate to implement and monitor the policy. The Gender Committee meetings and muster briefings are being used as an avenue to disseminate information to its members regarding reproductive rights. This is further confirmed during interviews held with female workers at Jelata Bumi Estate, Binuang Estate which showed their understanding of womens' their reproductive rights.
	6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. Minor Compliance	YES	A grievance mechanism which respects anonymity and protects complainants is in place at SOU 28 Binuang, as per the Sime Darby Gender Committee Handbook 1st Edition 2014. Employees were aware of the avenue and mechanism for lodging complaint. This was communicated to all staff during muster briefings and training.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. Minor Compliance	YES	Not applicable because the Binuang Palm Oil Mill only receives FFB from its own supply within SOU 28 Binuang, and none from third party suppliers.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented. Major Compliance	YES	Not applicable because the Binuang Palm Oil Mill only receives FFB from its own supply within SOU 28 Binuang, and none from third party suppliers.
	6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. Minor Compliance	YES	Based on interviews conducted with suppliers/contractors, there was evidence that they understand their legal obligations under the contractual arrangements, that it is fair, legal and transparent. The interviewees mentioned that due to tough competition, profit margin is low.
	6.10.4	Agreed payments shall be made in a timely manner. Minor Compliance	YES	All contractors and suppliers interviewed, confirmed that even if payments are handled by the Sime Darby headquarters, there is no delay in payments, and the process is smooth and payments are received within one month of the issuance of invoice.
C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. Minor Compliance	YES	Based on records, interviews and site verification, contributions made to local development were made based on the requests from the local communities, as the case may be.
	6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or	YES	There is no smallholder scheme for SOU 28 Binuang, and therefore this indicator is not applicable.

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Clause	Indicators		Comply Yes/No	Findings
		resources have been allocated to improve smallholder productivity. Minor Compliance		
C 6.12 No forms of forced or trafficked labour are used.	6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. Major Compliance	YES	Based on interview with workers, review of employment contracts and records of wages, overtime payment, as well as rest day accorded to the workers, there is no evidence of any form of forced or trafficked labour. SDPB also has a written commitment to safeguarding operations from employing forced labour.
	6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. Minor Compliance	YES	Based on interviews with foreign workers all of them were aware of the types of work they would be doing before they arrived in Malaysia. The actual job undertaken was the same as what they were informed of while they were still in their home country. No contract substitution has therefore occurred.
	6.12.3	Where temporary or foreign workers are employed, a special labour policy and procedures shall be established and implemented. Major Compliance	YES	The SOU 28 Binuang adopts the Social Policy dated January 2015 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". Based on observations and interviews of foreign workers there is no evidence of contract substitution and no discriminatory practices against foreign workers. A post-arrival briefing is also given, in particular on the contents of their employment contracts, safety, benefits, etc.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations. Major Compliance	YES	The policy to respect human rights was documented in the Sime Darby Plantation's Social and Humanity Management Policy. This Policy states among others, that it will develop its businesses with a sense of humanity, ensuring that they are socially beneficial and do not infringe basic human rights.
	6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation. Minor Compliance	YES	A HUMANA school and Community Learning Centre (CLC) are located at Jelata Bumi Estate (Tingkayu Division). HUMANA school is for children between 7 to 15 years, and the subjects taught include Bahasa Malaysia, Bahasa Indonesia, Science, Mathematics, and Civics. The CLC is for children aged 12 – 17 years where they are taught Religion, Bahasa Indonesia, Science, Mathematics, Computer, Culture, etc. All children of foreign workers in Binuang CU was sent into this School.

Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

Auditors has verified through checking the www.globalforestwatch.com, GOOGLE Maps, Estate Maps and also through site visit to the sampled estates area i.e. Binuang and Jeleta Bumi Estate. Based on the audit findings, it is confirmed that there were no new planting or new development of areas at Binuang CU.

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

Clause	Indicators		Comply Yes/No	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to:		
	a)	Reduction in use of pesticides (Criterion 4.6);	YES	The CU adopted several continuous improvement in reducing of pesticides i.e. increasing planting of beneficial plants mainly <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> and continue to monitor pest through Early Warning System. The CU also adopted planting of <i>Legominious</i> Cover Crop mainly <i>Pueraria Javanica</i> and <i>Calopogonium Mucunoides</i> at replanting area in order to minimizing circle and selective weeding. <i>Neproliphis biserata</i> was maintained and encouraged to be planted in Binuang SOU. This can be seen in their continuous improvement plan. This was to suppress growth of noxious weeds and thus reduce the use of pesticides for selective weeding. Woody sprayings were carried out whenever necessary and only twice a year. Blanket spraying was not practiced in order to encourage soft grasses in inter row and frond stacking area.
	b)	Environmental impacts (Criteria 4.3, 5.1 and 5.2);	YES	To reduce composting cost in financial year 2017/2018. LSS (Lean six sigma). CAPEX FY2017/2018 did include Purchase of 2 unit FORD New Holland to replace 2 unit tractor which was identified poor performance in term of high fuel consumption & efficiency. As todate 1 unit tractor has been purchased and used in the field.
	c)	Waste reduction (Criterion 5.3);	YES	The CU continued to have documented and implemented waste management plan. i.e. "Waste Management Action Plan 2017/2018". No wastes chemicals were observed. However, scheduled wastes, including empty agrochemical containers continued to be disposed as per applicable regulation. Domestic wastes continued disposed to landfill. Use of EFB for mulching and POME application as field irrigation.
	d)	Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	YES	The management of both estates and mill had plan to reduce emission by daily inspection and monitoring for their farm tractor / lorry and gen set / water treatment plant to prevent any leakage and problem which can impact on smoke emission.
	e)	Social impacts (Criterion 6.1);	YES	Social impacts were constantly updated based on inputs received from stakeholder

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Clause	Indicators	Comply Yes/No	Findings
			consultations/meetings. This was evidenced in the minutes of the following meetings, and the updated Action Plans. These stakeholder meetings include Gender Committee meetings, OSH meetings and meetings with external stakeholders.
	f) Encourage optimising the yield of the supply base Major Compliance	YES	To optimise yields, both estates implemented best agricultural practices, inclusive of: timely and proper fertiliser application and EFB & Compost application, Improving on accessibility to maximize crop evacuation, expanding in field mechanized collection of FFB, constructing water bodies and water conservation pits to conserve moisture, reducing surface run off to prevent leaching of fertilisers and paying harvesters incentives.

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Clause	Indicators	Comply Yes/No	Findings																																				
4.5.3 Time-bound plan 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;	(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>Sime Darby Plantation – Indonesian Operations is in progress to certify all 8 new SOUs from 2017 to 2020 as verified through Time Bound Plan as at December 2017. The new SOUs are:</p> <table> <tr> <th>No</th><th>Name of SOU</th><th>Name of Units</th><th>Time Bound Plan</th></tr> <tr> <td>1</td><td>PT Sime Indo Agro</td><td>East Sei Mawang</td><td>2019</td></tr> <tr> <td>2</td><td>PT Sajang Heulang</td><td>Subur Abadi Plasma 1</td><td>2019</td></tr> <tr> <td>3</td><td>PT Bersama Sejahtera Sakti</td><td>KKPA BSS</td><td>2019</td></tr> <tr> <td>4</td><td>PT Bahari Gembira Ria</td><td>Plasma BGR</td><td>2020</td></tr> <tr> <td>5</td><td>PT Guthrie Pecconina Indonesia</td><td>Sungai Jernih Estate and GPP KKPA</td><td>2017</td></tr> <tr> <td>6</td><td>PT Mitra Austral Sejahtera (MAS)</td><td>MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS</td><td>2019 2019 2019 2019 2020</td></tr> <tr> <td>7</td><td>PT Sandika Nata Palma</td><td>Karya Palma KKPA SNP</td><td>2018 2020</td></tr> <tr> <td>8</td><td>PT Budidaya Agro Lestari</td><td>Pelanjau (PT BAL) Sungai Putih (PT BAL)</td><td>2018 2018</td></tr> </table>	No	Name of SOU	Name of Units	Time Bound Plan	1	PT Sime Indo Agro	East Sei Mawang	2019	2	PT Sajang Heulang	Subur Abadi Plasma 1	2019	3	PT Bersama Sejahtera Sakti	KKPA BSS	2019	4	PT Bahari Gembira Ria	Plasma BGR	2020	5	PT Guthrie Pecconina Indonesia	Sungai Jernih Estate and GPP KKPA	2017	6	PT Mitra Austral Sejahtera (MAS)	MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS	2019 2019 2019 2019 2020	7	PT Sandika Nata Palma	Karya Palma KKPA SNP	2018 2020	8	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Sungai Putih (PT BAL)	2018 2018
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						Beturus (PT BAL)	2018																									
						KKPA BAL	2020																									
	(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	The time bound plan set for 8 new/uncertified SOUs was appropriate and within the timeframe of three years for RSPO certification.																												
	(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 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);	YES	CB has received and verified time bound plan for 8 new/uncertified SOUs as at December 2017. The time bound plan was revised and endorsed by the Head of PSQM, Sime Darby Plantation Sdn Bhd - Indonesia.																												
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	The status of 8 uncertified SOUs through Mutuagung Assessment Report were as follows: <table><tr><th>No</th><th>Name of SOU</th><th>Name of Units</th><th>Replacement of primary forest or HCV area and new planting</th></tr><tr><td>1</td><td>PT Sime Indo Agro</td><td>East Sei Mawang</td><td>No new planting since November 2005.</td></tr><tr><td>2</td><td>PT Sajang Heulang</td><td>Subur Abadi Plasma 1</td><td>Smallholder project – SAP 1 is targeted for certification by 2019</td></tr><tr><td>3</td><td>PT Bersama Sejahtera Sakti</td><td>KKPA BSS</td><td>New smallholder project - KKPA Maju Bersama targeted for Certification by 2019</td></tr><tr><td>4</td><td>PT Bahari Gembira Ria</td><td>Plasma BGR</td><td>Smallholder Project – socialization is on going with the Koperasi Unit Desa (KUD).</td></tr><tr><td>5</td><td>PT Guthrie Pecconina</td><td>Sungai Jernih</td><td>The Certificate Holder has sent Liability Disclosure and LUCA for PT GPI and GPP KKPA to RSPO</td></tr></table>					No	Name of SOU	Name of Units	Replacement of primary forest or HCV area and new planting	1	PT Sime Indo Agro	East Sei Mawang	No new planting since November 2005.	2	PT Sajang Heulang	Subur Abadi Plasma 1	Smallholder project – SAP 1 is targeted for certification by 2019	3	PT Bersama Sejahtera Sakti	KKPA BSS	New smallholder project - KKPA Maju Bersama targeted for Certification by 2019	4	PT Bahari Gembira Ria	Plasma BGR	Smallholder Project – socialization is on going with the Koperasi Unit Desa (KUD).	5	PT Guthrie Pecconina	Sungai Jernih	The Certificate Holder has sent Liability Disclosure and LUCA for PT GPI and GPP KKPA to RSPO
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				Indonesia	Estate and GPP KKPA	Compensation.	
				6	PT Mitra Austral Sejahtera (MAS)	MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS	HCV assessment was conducted in March 2009. A disclosure of liability including LUCA analysis sent to RSPO Secretariat on 24 June 2016 and expected to submit final LUCA to RSPO Secretariat office by end Dec 2017.
				7	PT Sandika Nata Palma	Karya Palma KKPA SNP	There was a new planting area in the estate. Need to submit NPP.
				8	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Sungai Putih (PT BAL) Baturus (PT BAL) KKPA BAL	No new planting activities. There was a new planting area in the estate. Need to submit NPP. No new planting activities.
	(b)	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6;	YES	The status of 8 uncertified SOUs through Mutuagung Assessment Report were:			
				No	Name of SOU	Name of Units	Land conflicts
				1	PT Sime Indo Agro	East Sei Mawang	Confirmation of the status is in progress.
				2	PT Sajang Heulang	Subur Abadi Plasma 1	Smallholder project – SAP 1. No land conflict.
				3	PT Bersama Sejahtera Sakti	KKPA BSS	New smallholder project - KKPA Maju Bersama. No land conflict.
				4	PT Bahari Gembira Ria	Plasma BGR	Smallholder Project. No land conflict.
				5	PT Guthrie Pecconina Indonesia	Sungai Jernih Estate and GPP KKPA	Still in process to get certificate of land use right. Head of Musi Banyuasin District concerning the Granting of Plantation Business License of PT Guthrie dated 25 Feb 2010.
				6	PT Mitra Austral Sejahtera (MAS)	MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS	There are land conflict. Sime Darby Plantation is submitting quarterly progress report to RSPO. The latest report was submitted on 18 Dec 2017. The details of the case is available on RSPO Website https://www.rspo.org/members/complaints/status-of-complaints/view/29
				7	PT Sandika Nata Palma	Karya Palma KKPA SNP	No land conflict.

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			8	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Sungai Putih (PT BAL) Beturus (PT BAL) KKPA BAL	No land conflict.																				
(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 internal audit report, there were no labour dispute that are not being resolved through an agreed process for all uncertified units for all 8 uncertified units of Sime Darby Plantation Sdn Bhd - Indonesia as at December 2017.																							
(d)	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1;	YES	There were issues on legal non-compliances on land title for 5 uncertified SOUs as listed. These PTs were waiting for land title process ; PT Sime Indo Agro, PT Bersama Sejahtera Sakti, PT Bahari Gembira Ria, PT Guthrie Pecconina Indonesia and PT Budidaya Agro Lestari. PT Mitra Austral Sejahtera was in progress to close non-compliances in relation to legal requirements as raised during Internal Audit Nov 2017.																							
(e)	The audit team shall assess compliance with these rules at each assessment of any of the applicable management units. Assessment of compliance with requirements 4.5.4 (a) – (d) above by the audit team based on self-declarations only by the company, with no other supporting documentation, shall not be acceptable. Verification of compliance shall be based on the following approach:																									
	<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	<div>The status of 8 uncertified SOUs through Mutuagung Assessment Report were:</div> <table><tr><th>No</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 Sajang Heulang</td><td>Subur Abadi Plasma 1</td><td>Confirmation of the status is in progress.</td></tr><tr><td>3</td><td>PT Bersama Sejahtera Sakti</td><td>KKPA BSS</td><td>Confirmation of the status is in progress.</td></tr><tr><td>4</td><td>PT Bahari Gembira Ria</td><td>Plasma BGR</td><td>Confirmation of the status is in progress.</td></tr></table>				No	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 Sajang Heulang	Subur Abadi Plasma 1	Confirmation of the status is in progress.	3	PT Bersama Sejahtera Sakti	KKPA BSS	Confirmation of the status is in progress.	4	PT Bahari Gembira Ria	Plasma BGR	Confirmation of the status is in progress.
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4	PT Bahari Gembira Ria	Plasma BGR	Confirmation of the status is in progress.																							

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				5	PT Guthrie Pecconina Indonesia	Sungai Jernih Estate and GPI KKPA	Sungai Jernih Estate and GPI KKPA were audited by Mutuagung as verified through Recertification Audit report. The assessment was conducted on 15 – 20 May 2017.
				6	PT Mitra Austral Sejahtera (MAS)	MAS 1 MAS 2 MAS 3 Mas Factory Plasma MAS	Internal assessment was conducted on 9 - 10 Nov 2017 by PSQM Indonesia.
				7	PT Sandika Nata Palma	Karya Palma KKPA SNP	Internal assessment was conducted on 10 Feb 2017.
				8	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Sungai Putih (PT BAL) Beturus (PT BAL) KKPA BAL	Internal assessment was conducted on 18 - 23 Sept 2016. This PT also has conducted Stage 1 audit on RSPO Certification System, P&C RSPO (2016) and RSPO Supply Chain Certification Standard on 17 – 22 April 2017.
							Smallholder project – targeted for certification by 2020.
		<ul style="list-style-type: none"> Targeted stakeholder consultation, including consultation with the relevant NGO's will be carried out by the audit team. 	YES	Mutuagung Lestari had conducted the consultation with relevant NGO's as verified by audit team through the Mutuagung Assessment Report.			
		<ul style="list-style-type: none"> Desktop study e.g. web check on relevant complaints 	YES	Verified through RSPO website: https://www.rspo.org/members/status-of-complaints/			
		<ul style="list-style-type: none"> If necessary, the audit team may decide on further stakeholder consultation or field inspection, assessing the risk of any non-compliance with the requirements. 	YES	Mutuagung Lestari had conducted the consultation with relevant NGO's and field inspection as verified by audit team through the Mutuagung Assessment Report.			
4.6.4 The CB shall review whether oil palm operations have been established in areas which were previously owned by users and/or are subject to customary rights of local communities and indigenous peoples. If		No additional indicators	YES	As it has been mentioned in 2.2.1 of this checklist, Binuang CU owned the land as it was bought from the previous land owner, the Sabah State Government. Based on the interviews and this audit finding, it has been confirmed that there was no such case concerning the rights of local communities and indigenous peoples at Binuang CU..			

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<p>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>				
<p>Note:</p> <ol style="list-style-type: none"> 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; 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. 				

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Attachment 4

Details of Non-conformities and Corrective Actions Taken for RSPO P&C MYNI 2014

P & C Indicator	Spec. Major/Minor	Detail Non-conformances	Corrective Action Taken by the CU and Verification by Auditors
Indicator 4.1.1 NCR No: MRS 01/2018	Major	Finding : Certain requirement stated in the operating procedure entitled ' <i>Ladang Binuang, Arahkan Tetap – Mandor Operasi Penyelenggaraan Kebun</i> ' was not complied with. Objective evidence : inuang Estate: Site visit observed 7 children cycling at field road at replanting area (P91B1).	<ol style="list-style-type: none"> 1. Estate has constructed boundary trenches between field (P91B1) and linesite area. 2. Installation of gates to prevent from unauthorized person especially children from entering the respective field/working area. 3. Briefing has been given to all workers during morning muster dated 21 April 2018 due to prohibition for children from using field road for any kind of activities. Status: Closed.
Indicator 6.5.2 NCR No: RZ 01/2018	Major	Finding: a) Employees' conditions of employment (i.e. working hours) was not explained carefully to the relevant workers. Objective evidence: Letter dated 12 September 2013 sent to two female employees (No. 34509 and No. 92049) entitled "Masa lanjutan (overtime) di Timbangan (Weighbridge), KKS Binuang" does not explain that the overtime working hours is subjected to the Sabah Labour Ordinance Chapter XIA Employment of Women – Prohibition of Night Work. (Section 75 (1) SLO).	<ol style="list-style-type: none"> 1. Binuang POM management has made an amendment on the two (2) female employees work contract agreement which include the clause from Section 75(1) Sabah Labour Ordinance and has been explained and accepted by the said employees on 15 May 2018. 2. Binuang POM management has submitted an application to Kunak Labour Office for female employees working time extension exceeding 10PM on 15 May 2018 and has been duly received by them on 16 May 2018. Status: Closed

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Attachment 5

RSPO Supply Chain at the Binuang POM – Identity Preserved Model – Module D

SECTION B : GENERAL CHAIN OF CUSTODY REQUIREMENTS FOR THE SUPPLY CHAIN

	Requirements	Remarks
1	Applicability of the general chain of custody requirements for the supply chain	
1.1	Organization takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors.	It was confirmed Binuang mill has received and process certified fresh fruit bunches (FFB) to produce certified crude palm oil (CPO) and certified palm kernel (PK).
1.2	Traders and distributors require a licence obtained from RSPO to sell RSPO certified product but do not themselves require certification. When selling RSPO certified product a licensed trader and/or distributor must pass on the certification number of the product manufacturer and the applicable supply chain model.	Not applicable.
1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Binuang mill is whole own of Sime Darby Plantation and the RSPO membership no. : 1-0008-04-000-00. All the transaction was registered in the PalmTrace.
1.4	Processing aids do not need to be included within an organization's scope of certification.	No processing aid involved in Binuang mill scope of certification.
2	Supply chain model	
2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	Binuang mill was aware on the provision to downgrade of supply chain model. However, it has been confirmed that based on the incoming FFB and products despatch record verified, no downgrading carried out.
2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Binuang mill has continued to maintain IP model.
3	Documented procedures	
3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:	Binuang Mill has continued to implement Standard Operating Procedure (SOP) for sustainable supply chain and traceability. All elements of the RSPO Supply Chain standard revised June 2017 were addressed in the said SOP.
a)	Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements.	Since no changes in the Binuang Mill activity therefore the current SOP entitle <i>Standard Operating Procedure (SOP) for sustainable supply chain and traceability, version2, issue 3</i> are still valid and up to date.
b)	Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).	Sighted weighbridge report, FFB consignment note , despatch record for the month of January 2017 and February 2018. The records have indicated the RSPO certificate no. and RSPO supply Chain model i.e. IP. Training was conducted on 2017 and representatives from mill has attended and attendant list were maintained.

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c)	Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.	RSPO supply Chain Management Representative is Assistant Mill Manager. The appointment letter was sighted and interview with him was confirm he understood the requirements of supply chain model.
3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>ii. Effectively implements and maintains the standard requirements within its organization.</p> <p>Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct nonconformities shall be subject to management review at least annually. The organization shall be able to maintain the internal audit records and reports.</p>	RSPO internal audit was conducted in Jan 2018 by RSPO & Certification Unit , Plantation Sustainability & Quality Management Department (PSQM) of Sime Darby Plantation Sdn Bhd. The assessment report entitle RSPO SCCS Internal consultative assessment report were verified and confirmed the internal audit has covered all the supply chain standard requirements including communication and claim procedure. Binuang mill has taken necessary action to address 2 minor nonconformance raise by internal audit. No RSPO trademark logo used by Binuang mill.
4	Purchasing and goods in	
4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number. <p>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p>	Binuang mill has continued received and process certified FFB came from own supply base/estates namely Binuang Estate, Jelata Bumi Estate, Tingkayu Estate and Sungang Estate. All delivery documents of certified FFB were verified to ensure the certified status of the FFB. Volumes of certified FFBs received by the mill had been properly recorded and monitored.

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a)	The site shall have documentation that demonstrate that purchases are made to the material category agreed with their supplier (IP, SG or MB).	Binuang mill had continued received source of RSPO certified FFB from own group estate only. Binuang mill has continued to implement and comply with the procedure in handling of purchasing and receiving as per RSPO standard requirements. Among the samples of all document (FFB consignment note & estate weighbridge ticket) has clearly indicate the RSPO supply chain model i.e. IP.
b)	The site ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcement and Shipping Confirmation on the RSPO IT platform on the level of each shipment.	Shipping announcement of certified CPO produce were made in the PalmTrace. Random verified the transaction for the period of 1 April 2017 to 31 March 2018 and it was found accurate.
c)	A check of the validity of the Supply Chain Certification of suppliers for all sites that are SC certified. This shall be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements.	Sighted summary of weighbridge report and confirmed Binuang mill had continued received source of RSPO certified FFB i.e. own group estates.
4.2	The site shall have a mechanism in place for handling non-conforming material and/or documents.	The established SOP is in place.
5	Outsourcing activities	
5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard.</p> <p><i>This requirement should not apply to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the organization (not the tank farm manager).</i></p>	The outsource activity mainly for CPO and PK transport to the bulking station. The agreement document was available and communication on the RSPO supply chain requirement were communicated to them. Record of training dated in Apr 2018 were available in the file. The training attendant list and training material were verified and kept in the mill office for reference.
5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ul style="list-style-type: none"> a) The site has legal ownership of all input material to be included in outsourced processes; b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The responsibility is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to 	Binuang mill has outsource the transportation of certified CPO and certified PK. The transporter company has legal ownership. The agreement document was available and both parties (Binuang mill & transporter) had signed the agreement. Term and condition were defined clearly such as sustainability and traceability of product, term of payment and compliance with applicable laws and guidelines. The established SOP has defined the outsources process and its control mechanism. As todate both transport company were not certified with RSPO SC.

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	<p>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>	
5.3	The site shall record the names and contact details of all contractors used for the processing or production of RSPO certified materials.	Binuang mill continued to maintain contractor who provide service to transport certified FFB to Binuang mill.
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 production of RSPO certified materials.	As todate no new contractor and all the contact detail remain unchanged.
6	Sales and goods out	
6.1	<p>The organization shall ensure that the following minimum information for RSPO certified products is made available in document form. Information must be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation):</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number; • A unique identification number. 	<p>The procedure in handling of sale and delivery was sighted and found adequate. Sales activities usually handled by Global Trading & Marketing (GTM) Department on behalf of Binuang mill. Base on the announcement made in palm trace for period 1 April 2017 to 31 March 2018, Sample of deliveries document were sighted during the audit and it was found all related information were adequate i.e. Binuang mill's RSPO certificate number, product name as well as RSPO supply chain model used (IP) were stated in the products delivery documents.</p>
7	Registration of transactions	
7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> • are supply chain actors between the mill and final refinery; • take legal ownership and physically handle RSPO Certified Sustainable oil palm products; and • are part of the supply chain of RSPO Certified Sustainable oil palm products <p>must register their transaction in the RSPO IT platform at the time of physical shipment as required by the rules set by RSPO.</p>	<p>Binuang mill has aware on the needs to maintain Palmtrace account for the sale of certified CPO and PK. Sighted Palmtrace transaction record and found accurate. All transaction were registered in Palmtrace.</p>

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8	Training	
8.1	The organization shall have a defined training plan, which is subject to on-going review and is supported by records of the training provided to staff.	Training plan has included the RSPO Supply chain training scheduled in 2018/2019 for staff & workers.
8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification system. Training shall be specific and relevant to the task(s) performed.	Training entitle RSPO Supply Chain New Updates Training was conducted in Mar 2018 by PSQM were attended by representative from Binuang Mill i.e. weighbridge staff, Binuang mill RSPO SC Management Representative and Admin clerk. Based on training material found its relevant to the task performed. Interview with Management Representative concluded he understood the standard requirements.
9	Record keeping	
9.1	The site shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	All relevant document and records were sighted and found that Binuang mill maintained accurate, complete, up to date, and accessible records and reports covering all aspects of these RSPO SC Standard requirements. Among the record sighted incoming FFB consignment note, FFB weighbridge ticket, delivery note, mill production report, despatch note, contract order and training record.
9.2	Retention times for all records and reports shall be a minimum of two (2) years and must comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	All records related to RSPO SC were maintain minimum for 2 years. Sample PK despatch note Jan 2016 was available and well maintained.
9.3	The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The estimate volume for period April 2017 – March 2018 as follows FFB process from certified source = 173,945.356 mt Certified CPO produce = 38,504.292 mt Certified Palm Kernel produce = 7,902.525 mt
10	Conversion factors	
5.10.1	Where applicable a conversion rate must be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which must be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org). This is in particular relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries. The guidance document for oleochemicals is available on the RSPO website (www.rspo.org).	The OER and KER has been used as the conversion factor.
10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	It has been based on the actual performance of the mill.
11	Claims	
11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO rules on communications and claims.	RSPO Management representative is aware on the requirement of RSPO rules on communication and claim. No trademark logo was used at any mill documentation such as letter head, website, envelop and etc.

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12	Complaints	
12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Procedure was available to handle stakeholder complaint. Interview and record assessment was confirmed no complaint received from stakeholder related CSPO and CSPK.
13	Management review	
13.1	The organization is required to hold management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	Documented procedure has defined management review will be conducted annually.
13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO SCCS • Customer feedback • Status of preventive and corrective actions • Follow-up actions from management reviews • Changes that could affect the management system • Recommendations for improvement 	Management review meeting dated in April 2018 and among the issue discuss on mass balance sheet, internal audit findings, training for transporter and agreement document with transporter however customer feedback, changes that could affect the management system and recommendation for improvement was not clearly minuted.
13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes • Resource needs 	Minute of meeting to be improve to clearly highlight recommendation for improvement as well as resource sufficient (if any).

SECTION C : SUPPLY CHAIN MODELS

	Module D – CPO Mills: Identity Preserved	
D.3	Documented procedures	
D.3.1	The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The 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 site's procedures for the implementation of this standard.	Binuang Mill has continued to implement Standard Operating Procedure (SOP) for sustainable supply chain and traceability, version2 , issue 3. RSPO supply Chain Management Representative is the Assistant Mill Manager. The appointment letter were sighted dated in Oct 2017 and interview with him was confirm he understood the requirements of supply chain model.
D.3.2	The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	Binuang Mill has continued to implement Standard Operating Procedure (SOP) for sustainable supply chain and traceability, version2 , issue 3.
D.4	Purchasing and goods in	
D.4.1	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.	Binuang mill maintain the tonnage and sources of FFB supply. An inventory record were up todate and accurate. Verified summary of weighbridge report was confirmed no uncertified FFB received by Binuang mill.

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D.4.2	The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	No overproduction of CPO and PK.
D.5	Record keeping	
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.	Master record list : RSPO SCCS – retention 5 year . Information about name of estate, FBB volume, PK despatch & CPO despatch. Information record in the “Mass balance sheet – IP”
D.6	Processing	
D.6.1	The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified oil palm product including during transport and storage.	Binuang mill has continued receive and process only FFB from own estates. An inventory record also up to date and accurate.
	The objective is for 100 % segregated material to be reached.	Interview with Supply chain responsible person, weighbridge operator, mill supervisor as well as verified incoming FFB record, production report and out going products despatch was confirmed hundred percent segregated were achieved.

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Attachment 6

Status of Non-conformities Previously Identified

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
Indicator 2.1.1	Major	<p>#NCR No : HO-01 2017</p> <p>Finding : The requirement pertaining Installation and operation of generator (Genset) not fulfilled.</p> <p>Objective evidence : In Tingkayu Estate and Sunggang Estate there are 4 and 3 genset respectively. However, there were no evidence that installation and operation of the genset has been notified / approved by DOE, except 1 in Sunggang Estate. Further, there was no evidence the conditions of approved genset has been fulfilled.</p>	<p>Corrective Action:</p> <ul style="list-style-type: none"> - Estate will communicate with DOE by sending an e-mail in seeking guidelines on how to obtain approval for gensets in the estate. - Estate will establish action plan for obtaining genset written approval from DOE which stating the process and timeline. - Estate will engage with consultant (Standard Electric Sdn Bhd) to assist in document preparation required for genset written approval. - Estate will get further approval from Sabah Regional Office for the incurred cost. - Estate will submit to DOE the application of written approval for genset assist by the appointed consultant. <p>Auditor Verification: Auditor has verify the email dated 1 June 17 from Estates to DOE and Reply by DOE on 5 June 17 to get "Kelulusan Bertulis". Both estates had appointed The Consultant/Contractor to get the necessary approval. Sighted appointment letter to Standard Electric Sdn Bhd dated 17 June 2017 and the action plan to get approval by September 2017.</p> <p>Status: Closed. The effectiveness of</p>	<p>Auditor has verify the email dated 1 June 17 from Estates to DOE and Reply by DOE on 5 June 17 to get "Kelulusan Bertulis". Both estates had appointed The Consultant/Contractor to get the necessary approval. Sighted appointment letter to Standard Electric Sdn Bhd dated 17 June 2017 and the action plan to get approval by September 2017. As additional requirement prior to the approval by DOE air emission monitoring to be conducted and this exercise will be conducted by contractor i.e. Standard Electric Sdn Bhd.</p> <p>Status: Closed.</p>

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			the corrective action plan will be verified during next audit.	
Indicator 4.1.3	Minor	<p>#NCR No : HO-02 2017</p> <p><u>Finding:</u> There were evidence of monitoring implemented. However, there were no evidence of actions taken pertaining nonconformities observed.</p> <p><u>Objective evidence:</u> There were some nonconformities observed against SPMS, Appendix 7 of Standard Operation Procedure (SOP) pertaining results of river water analysis. However, no evidence of actions taken. E.g.: <ul style="list-style-type: none"> - Tingkayu: Test Report No.: IE150/2017, 21/1/17 (Midstream: COD, SS), (Downstream: COD, SS); Test Report No.: IE84/2017, 10/1/17, (Midstream: COD); Test Report No.: IE616/2016, 20/6/16, (Downstream: SS). - Sunggang: Test Report No.: IE328/2017, 28/2/17 (Sg. Panas - Midstream & Downstream: COD); Test Report No. IE552/2016, (Sg. Sunggang - Midstream & Downstream: COD). </p> <p>#NCR No : RZ 03 2017</p> <p><u>Finding:</u> Non-compliance with Sime Darby Plantation SOP on Water Quality Sampling which requires water quality sampling be taken on a monthly basis.</p> <p><u>Objective evidence:</u> At Sungang Estate, drinking water quality sampling was taken on 20 February 2017, 4 May 2017 (not monthly basis).</p>	<p>#NCR No : HO-02 2017</p> <p>Corrective Action: <ul style="list-style-type: none"> - The estate will request refreshment training on SOP & SPMS from Regional SQM Team related to water sampling manual reference & method to improve estate's staff & assistant manager knowledge. - The person in charge will fill up corrective /preventive action report form for any non-conforming results. - Completion date: August 2017 </p> <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit</p> <p>#NCR No : RZ 03 2017</p> <p>Corrective Action: Estate will improve monitoring system by creating a proper schedule / programme for water sampling to avoid delay. Completion date: June 2017</p> <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit.</p>	<p>#NCR No : HO-02 2017</p> <p>There were evidence of monitoring implemented by the estates and mill, e.g. pertaining to river water quality. Records of monitoring maintained available. Sighted the monitoring data and found within the stipulated limit.</p> <p>#NCR No : RZ 03 2017</p> <p>Sighted records of monitoring included that of domestic water quality sampling which are maintained and made available. For example, drinking water quality sampling have been conducted monthly as follows: a. Binuang Estate: On 10 Jan 2018, 8 Feb 2018, 7 March 2018. b. Jeleta Bumi Estate: On 22 January 2018, 14 February 2018, and 15 March 2018.</p> <p>Status: Closed</p>
Indicator 4.4.3	Minor	<p>#NCR No : JS 02 2017</p> <p><u>Finding:</u></p>	<p>Corrective Action: <ul style="list-style-type: none"> - Mill Management to revise the Identification & Management of </p>	<p>Sighted monthly report on treated effluent discharge for the months of March 2018</p>

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		<p>The process of monitoring and ensuring 'Mill waste water outlets' through the monsoon drain, are in compliance with national regulations is not effective.</p> <p><u>Objective evidence:</u> At Binuang Oil Mill :</p> <p>i) 'Identification & Management of Waste Water' – Y2017 – requires the waste water produced from the 'Engine Room' to go through an 'Oil Trap' followed by the ETP before being used for Land Application, noted the waste water after the 'Oil Trap' was directed for Land Application, bypassing the ETP, through monsoon drain No : 2.</p> <p>ii) The contamination of waste water with respect to BOD and O &G, going through monsoon drain No. 2 is not known, as the last test was carried out in 2015.</p>	<p>Waste Water.</p> <ul style="list-style-type: none"> - Mill Management to set a cleaning schedule for all drains and oil traps. - To establish and labelling dedicated sampling points at mill's monsoon drain. The water sample from monsoon drain will be taken and sent to R&D lab for analysis for every 3 months. - Completion date: June 2017. <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit</p>	<p>(Report ref. EP83/2018), February 2018 (Report ref. EP51/2018) January 2018 (Report ref. EP21/2018). Among the parameters monitored are Bio-oxygen demand (BOD), Suspended Solid (SS), Total Nitrogen (TN), Oil & Grease and Ammonical Nitrogen (AN) and result within the DOEs' limit. Sighted latest quarterly report has been submitted to DOE on 06/04/2018 for period January 2018 until March 2018.</p> <p>Status: Closed.</p>
Indicator 4.7.2	Major	<p>#NCR No : JS 01 2017</p> <p><u>Finding:</u> The process of carrying out Risk Assessment for perceived Hazards related to activities carried out, was not comprehensive.</p> <p><u>Objective evidence:</u> At Tingkayu and Sungang Estate</p> <ul style="list-style-type: none"> - The replanting activity section of the HIRARC established does not identify nor assess the hazards associated with the 'Palm Planting' process. - The HIRARC established for activities carried out at the 'Small Palm', 'Replanting' and 'Nursery' area did not take into account 'Heat Stress' as an hazard and come up with appropriate controls to mitigate its effect. 	<p>Corrective Action: HIRARC for Tingkayu Estate and Sungang Estate will be reviewed to include 'palm planting' process and to take account of 'Heat Stress' as an hazard for activities carried out at 'Small Palm', 'Replanting' and 'Nursery' area which also stating the appropriate control measure to mitigate its effect.</p> <p>Completion date: July 2017 Auditor Verification: Auditor has verified the revised HIRARC dated 23/5/17 for Sungang Estate and 24/5/17 for Tingkayu Estate.</p> <p>Status: Closed. The effectiveness of the correction will be verified during next audit</p>	<p>Auditor has verified that Binuang Estate and Jeleta Bumi Estate have identified hazard and appropriate controls to mitigate its effect for replanting activity associated with the 'Palm Planting', 'Small Palm,' and 'Nursery' process in the HIRARC record which was reviewed and updated on 3/7/2017 at Binuang Estate and 30/1/2018 at Jeleta Bumi Estate.</p> <p>Status: Closed</p>
Indicator 4.8.1	Major	<p>#NCR No : MZK 01 2017</p> <p><u>Finding:</u> There is no formal training programme to cover all relevant operations</p>	<p>Corrective Action: - The training plan for GAP, Environmental and social will be established separately.</p>	<p>First Aider at Jeleta Bumi Estate has attended First Aid training on 21/8/2017. First Aider certificate has been</p>

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		<p>in Both Estates</p> <p><u>Objective evidence:</u> Sungang and Tingkayu Estate</p> <ul style="list-style-type: none"> - There is no training plan cover GAP, Environmental and Social. - A formal / certified training to qualify 'First Aiders' is yet to be carried out. 	<ul style="list-style-type: none"> - Certified training to qualify First Aiders will be conducted which organized by KKS Binuang on June 2017. Sungang estate and Tingkayu Estate will send representatives to attend the training. Estate HA/MA will monitor the expiry of certified first aider. - Completion date: July 2017 <p>Auditor Verification: Auditor has received evidence of first aider training basic occupational First Aid, CPR & AED training by Borneo First Response Sdn Bhd dated 14/5/17-15/5/17. Training Plan for 2017 was updated by both estates.</p>	<p>renewed and valid until 14/6/2020. While at Binuang Estate, the First Aider has attended First Aid training on 14-15/6/2017. The certificate has been renewed and valid until 14/6/2020. Training plan FY 2017/2018 for all visited sites had covered on GAP, Environmental and Social aspects.</p> <p>Status: Closed</p>
Indicator 5.3.3	Minor	<p>#NCR No : HO-03 2017</p> <p><u>Finding:</u> Implementation of domestic wastes disposal observed not fulfils the Indicator requirement.</p> <p><u>Objective evidence:</u> Domestic wastes in Tingkayu Estate were not segregated prior to land-filled as per own requirement of "SPMS Appendix 9 Procedure for Handling of Domestic Waste".</p>	<p>Corrective Action:</p> <ol style="list-style-type: none"> Estate will conduct a briefing to the workers on how to handle domestic waste and include the 3R (Reduce, Reuse & Recycle) initiative. The plan on the proper handling of domestic waste which include 3R initiative will be included in the estate's waste management action plan which updated on yearly basis. Completion date: August 2017 <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit.</p>	<p>Binuang CU has continued to established "Waste management Action Plan 2017/2018" for each estate. Type of waste include scheduled waste, Domestic waste, industrial waste and sewage waste. Domestic waste generated from office and worker housing complex . bin were provided to each house and collected 2X / week by contractor and send to landfill site at Field 92B1. Binuang CU continue to implement PQMS, Sustainable Plantation Management System, Appendix 9 Procedure for handling of domestic waste. Site visit was confirmed waste were segregated and sighted waste collection log book which indicate collection date, linesite and payment date.</p>

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				<p>Training on 3R was conducted, site visit to JB division line site was confirm the waste well segregated.</p> <p>Status: Closed</p>
Indicator 6.2.3	Minor	<p>#NCR No : RZ 02 2017</p> <p><u>Finding:</u></p> <ul style="list-style-type: none"> a) Tingkayu Estate: The stakeholder list dated 1 July 2016 is incomplete. b) Sungang Estate: The stakeholder list 2017 is incomplete. c) Binuang Palm Oil Mill: The stakeholder list 2017 is incomplete. <p><u>Objective evidence:</u></p> <ul style="list-style-type: none"> a) Tingkayu Estate: The stakeholder list dated 1 July 2016 is incomplete as it does not include a neighbouring smallholder. b) Sungang Estate: The stakeholder list 2017 is incomplete as it does not include a neighbouring smallholder (Yap Lye Peng). c) Binuang Palm Oil Mill: The stakeholder list 2017 is incomplete as it does not include the Kunak Labour Office. 	<p>Corrective Action:</p> <ul style="list-style-type: none"> • Estates and mill will update the stakeholder list. The updated stakeholder list will be verified by the estates and mill management. • Estates will establish stakeholder map which locate and identified the estate's neighbour. • Completion date: July 2017 <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit</p>	<p>It was verified that Binuang POM's stakeholder list as of March 2018 lists all its relevant stakeholders including the Kunak Labour Office.</p> <p>Status: Closed</p>
Indicator 6.5.3	Minor	<p>#NCR No : RZ 01 2017</p> <p><u>Finding:</u></p> <p>Non-compliance with Section 23(2) of the Workers' Minimum Standards of Housing & Amenities Act 1990</p> <p><u>Objective evidence:</u></p> <p>At Tingkayu Estate, workers' housing inspection was carried out on 17 August 2016, 14 October 2016, 26 October 2016, 15 November 2016, 10 January 2017, 24 January 2017, 9 March 2017, 22 March 2017, 13 April 2017, 21 April 2017, 11 May 2017. (not weekly basis)</p>	<p>Corrective Action:</p> <p>Estate Management will prepare schedule for weekly workers housing inspection for easy monitoring and the inspection report will be verified by the estate management.</p> <p>Completion date: July 2017</p> <p>Auditor Verification: Corrective action plan accepted</p> <p>Status: Open. The effectiveness of the corrective action plan will be verified during next audit.</p>	<p>The current Surveillance Audit has verified that the housing inspections were carried out in accordance with the requirements of the Act as evidenced by the inspection records as follows: Housing inspections are also carried out weekly as required under the Workers' Minimum Standard of Housing and Amenities Act 1990:</p> <p>a)Tingkayu Estate: 24 February 2018, 2 March 2018, 5 March 2018, 7 March 2018, 9 March 2018,</p>

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				<p>19 March 2018, 24 March 2018, 28 March 2018.</p> <p>b) Jeleta Bumi Estate: 24 February 2018, 28 February 2018, 5 March 2018, 10 March 2018, 17 March 2018, 24 March 2018, 31 March 2018.</p> <p>c) Baturong Estate: 24 February 2018, 3 March 2018, 10 March 2018, 14 March 2018, 24 March 2018, 31 March 2018</p> <p>Status: Closed</p>
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Attachment 7

RSPO Certification Timebound Plan for Sime Darby Plantation (SDP)

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)

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Table 2: Details of RSPO Certification Status as at Dec 2017

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 Sebamban, 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>

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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 '10	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-19	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	19 May '10	18-May-20	RSPO 005	
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-19	RSPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill with Certificate No: SPO 549297, certification date: 7 Jan 2011.

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19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19-Oct-15	RSPO 550182	
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	RSPO 547123	
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30-Sep-18	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

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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	3-Jul-18	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 TUNGAL 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.
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	21-Oct-16	20-Oct-21	MUTU-RSPO/005	

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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	1-April-19	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 1 April 2014	30-Nov-21 1 April 2019	MUTU-RSPO/008	
19		MANDAH				MUTU-RSPO/036	
20	PT ANEKA INTIPERSADA	TELUK SIAK	Tualang, Perawang, Siak, Riau	8-Dec-16	7-Dec-21	MUTU-RSPO/007	
21	PT TAMACO GRAHA KRIDA	UNGKAYA	Witaponda, Kolonodale, Morowali, Sulawesi Tengah	10-Jul-12	28-Dec-22	MUTU-RSPO/018	

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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	3-May-18	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-19	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
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NA - NOT APPLICABLE