SIRIM QAS INTERNATIONAL	SIRIM QAS INTERNATIONAL SDN. BHD. Building 4, SIRIM Complex, No. 1 ,Persiaran Dato' Menteri, Section 2, 40700 Shah Alam, Selangor, Malaysia.	File Ref. : ES10170017
	RSPO PUBLIC SUMMARY REPORT	

CLIENT : SIME DARBY PLANTATION SDN BHD – SOU 30 MEROTAI

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 / Estate	Location		
		Latitude	Longitude	Address
MEROTAI Strategic Operating Unit (SOU 30)	Merotai Palm Oil Mill	4° 23'N	117° 83' E	91007, Tawau, Sabah
	Merotai Estate	4° 23'N	117° 47' E	91007, Tawau, Sabah
	Tiger Estate	4° 25'N	117° 50' E	91007, Tawau, Sabah
	Table Estate	4° 22'N	117° 52' E	91007, Tawau, Sabah
	Imam Estate	4° 20'N	117° 50' E	91007, Tawau, Sabah

MAP : See Attachment 1

AUDIT DATE : 25 - 29 April 2017 DURATION : 13.5 auditor days

TYPE OF AUDIT : [X] Annual Surveillance Audit [ ] Recertification Audit

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

SCOPE OF CERTIFICATION: Production of Sustainable Crude Palm Oil and Palm Kernel Using the Mass Balance 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) [X] List of additional site(s) [ ]

Report by Audit Team Leader		Acknowledgement by Client's Representative	
Name :	MOHD ZULFAKAR KAMARUZAMAN	Name :	SIME DARBY PLANTATION (SABAH) SDN. BHD. MEROTAI ESTATE
Signature :		Signature :	 3/8/17
Date :	2 August 2017	Date :	ALI ANUAR BIN HUSSIN SAADI MANAGER

SUMMARY OF AUDITS

Stage 2 Audit					
On-site audit date	:	15-18/12/14		No. of auditor days :	14
Audit team	:	Valence (LA), Hazani, Jagathesan			
No. of major NCR	:	3	Indicator: 2.1.1, 4.7.1 (g), 6.10.2		Closing date : 20/3/15
No. of minor NCR	:	2	Indicator : 2.1.4, 5.1.2		
Indicate the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers	Suppliers
		x		x	x
		Contract workers	NGOs	Govt. agency	Independent growers
		Indigenous people	Contractor	Others (Please specify)	
			x		
Supply base sampled	:	All 4 Estates (Merotai, Table, Imam, Tiger)			

Annual Surveillance Audit 1					
On-site audit date	:	18-21/4/16		No. of auditor days :	13
Audit team	:	Hazani (LA), Razman, Selvasingam			
No. of major NCR	:	1	Indicator: 8.1.1		Closing date 3/6/16
No. of minor NCR	:	2	Indicator :5.4.1, 6.5.3		
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers	Suppliers
		x		x	x
		Contract workers	NGOs	Govt. agency	Independent growers
		Indigenous people	Contractor	Others (Please specify)	
			x		
Supply base sampled	:	Merotai and Tiger Estate			
Changes since the last audit	:	Common rotation of managerial and middle management at operating units in the CU.			

Annual Surveillance Audit 2					
On-site audit date	:	25-29 April 2017		No. of auditor days :	13.5 Auditor Days
Audit team	:	Mohd Zulfakar Kamaruzaman (LA), Rahayu Zulkifli, Rozaimee Ab Rahman			
No. of major NCR	:	3	Indicator: 4.4.2, 5.3.2, 6.5.3		Closing date : 28/06/2017
No. of minor NCR	:	3	Indicator :2.1.3, 4.8.2, 6.1.4		
Indicate by ticking the stakeholders interviewed during the on-site audit	:	Employees	Settlers	Villagers	Suppliers
		X		X	X
		Contract workers	NGOs	Govt. agency	Independent growers
				X	
		Indigenous people	Contractor	Others (Please specify)	
			X		
Supply base sampled	:	Table Estate and Imam Estate			
Changes since the last audit	:	No Changes			

RSPO PUBLIC SUMMARY REPORT

Annual Surveillance Audit 3					
On-site audit date :				No. of auditor days :	
Audit team :					
No. of major NCR :					Closing date :
No. of minor NCR :					
Indicate by ticking the stakeholders interviewed during the on-site audit :	Employees		Settlers	Villagers	Suppliers
	Contract workers		NGOs	Govt. agency	Independent growers
	Indigenous people		Contractor	Others (Please specify)	
Supply base sampled :					
Changes since the last audit :					

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	Suppliers
	Contract workers		NGOs	Govt. agency	Independent growers
	Indigenous people		Contractors	Others (Please specify)	
Supply base sampled :					
Changes since the last audit :					

RSPO PUBLIC SUMMARY REPORT

SUMMARY OF INFORMATION

TYPE OF AUDIT	~~STAGE 2~~ / RA	ASA 1	ASA 2	ASA 3	ASA 4
Projection Period		March 2016 – February 2017	April 2017- March 2018		
Certified Area (Ha)		11,446.69	11,446.69		
Planted Area (Ha)		10,319.49	10,431.89		
Production Area (Ha)		8,962.72	9,693.77		
HCV Area (Ha)		23.72	23.72		
Certified FFB Processed (MT)		274,468.41	242,353.75		
Production of Certified CPO (MT)		63,566.88	56,347.52		
Production of Certified PK (MT)		13,962.15	12,117.75		
REMARKS		-	-		

Table of contents

		Page
1.0	AUDIT PROCESS	6
	1.1 Certification body	6
	1.2 Qualification of audit team	6
	1.3 Audit methodology	6
	1.4 Stakeholder Consultation	6
	1.5 Audit plan	6
	1.6 Date of next audit	6
2.0	SCOPE OF CERTIFICATION AUDIT	7
	2.1 Description of the certification unit	7
	2.2 Description of the Supply Base (including planting profile)	7
	2.3 Organization Information / Contact Person(s)	10
3.0	AUDIT FINDINGS	10
	3.1 Changes to certified products in accordance to the production of the previous year	10
	3.2 Time bound plans including changes and reasons for the changes see below	11
	3.3. 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)	11
	3.4 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.	11
	3.5 Any new acquisition which has replaced primary forests or HCV areas	11
	3.6 Other changes (e.g. organizational structure, new contact person, addresses, etc.)	11
	3.7 Status of previous non-conformities * (refer to Attachment 6)	11
	3.8 Complaint received from stakeholder (if any)	11
4.0	DETAILS OF NON-CONFORMITY REPORT	11
	4.1 For P&C (Details checklist refer to Attachment 3)	11
	4.2 For SC (Details checklist refer to Attachment 5)	11
5.0	AUDIT CONCLUSION	12
6.0	RECOMMENDATION	12

List of Attachment

Attachment 1	:	Map of SOU Merotai	13
Attachment 2	:	RSPO Surveillance Audit Plan	18
Attachment 3		RSPO P&C Audit Checklist And Findings	23
Attachment 4	:	Details of Non-conformities and Corrective Actions Taken	46
Attachment 5		RSPO Supply Chain at Merotai Palm Oil Mill – Mass Balance model – Module E	49
Attachment 6	:	Status of Non-conformities Previously Identified	52
Attachment 7	:	Sime Darby Plantation Sdn Bhd time bound plan	54

1.0 AUDIT PROCESS

1.1 Certification Body

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

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

1.2 Qualification of audit team

Member of the Audit Team	Role/area of RSPO requirements	Qualifications
Mohd Zulfakar Kamaruzaman	Lead Auditor / Safety & Health, HCV and Supply Chain	Holds a B. Sc. In Forestry from University Putra Malaysia. He had more than 4 years of working experience in the oil palm operation.
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.
Rozaimee Ab Rahman	Auditor / Good Agricultural Practices/ Environment	Holds a B. Sc. in 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 Merotai 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 Imam Estate and Table Estate. The audit included on-site audit to the estates, mill and settlers' houses to verify the implementation of the requirement of the certification. Interviews with the CU's management, 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 the SIRIM QAS International's websites. There was no comment received for this Certification Unit.

1.5 Audit plan : Refer to Attachment 2

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

2.0 SCOPE OF CERTIFICATION AUDIT

2.1 Description of the certification unit

The Merotai Certification Unit (Merotai CU) is one of the Strategic Operating Unit (SOU) of Sime Darby Plantation Sdn. Bhd. (SDPSB). Located in Tawau, Sabah, East Malaysia, the CU is also known as SOU 30. The CU was initially certified to the RSPO P&C by SIRIM QAS International Sdn Bhd in 2009 until 2014. However, since the renewal was not carried out prior to the expiry of the certificate, a new stage 2 was carried out in 2015 and was later certified again on 13 July 2015.

The Merotai CU comprises of the Merotai Palm Oil Mill (Merotai POM) and four supply base i.e. the Merotai Estate, Tiger Estate, Table Estate and Imam Estate. All the estates are owned by SDPSB. The Merotai POM has a mill capacity of 90 mt/hr.

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

The FFB sourced from company owned estates that are certified and a small propotion from third party suppliers. Details of the FFB contribution from each source to the Merotai Palm Oil Mill were as follow

Table 1: Actual FFB production by the supply base for the period from April 2016 to March 2017

Estates	FFB Production	
	Tonnes	Percentage (%)
Merotai Estate	59,528.92	20.08
Tiger Estate	58,661.91	19.79
Table Estate	48,048.66	16.21
Imam Estate	57,597.910	19.43
Total	**223,837.400**	**75.51**
Independent smallholders		
Chee Foo Development	149.79	0.051
Chen Nyuk Siong	155.60	0.052
Chew Guat Poh	37.06	0.013
Chin Syn Fook	125.51	0.042
Chung Ka Tze & Lim Nyuk Moi	97.14	0.033
Hatawa (tawau) Sdn Bhd	436.23	0.147
Hon Wun Nee	386.70	0.130
Hoo Yun Hien	173.88	0.059
Lee Kon Yu @Lee Kon Fook	91.47	0.031
Majulah Harta (h) Sdn Bhd	3725.01	1.257
Ooi choon sun	143.98	0.049
Siah binti abang ali	84.72	0.029
Suratmin bin Jais	421.07	0.142
Syarikat Keeta sdn bhd	245.99	0.083
Tang Teck Soi	488.93	0.165
Teh Boon Heng	40.23	0.014
Usaha Assest sdn bhd	164.54	0.056
Wong Millenium Enterprise	64503.34	21.760
Wong Shui Fatt	65.91	0.022
YM Plantation	983.83	0.332
YMF Plantation	75.35	0.025
Total from Independent smallholders	**72,596.28**	**24.49**
Grand total	296,433.680	100.00

Table 2: Projected FFB production by supply base for the next reporting period (April 2017-March 2018)

CU own estates	FFB Contribution	
	Tonnes	Percentage (%)
Merotai Estate	70,696.16	20.96
Tiger Estate	59,245.84	17.56
Table Estate	51,210.43	15.18
Imam Estate	61,201.32	18.14
Total	**242,353.75**	71.84
Other Supply Base		
Third parties (non-certified)	95,000.00	28.16
Grand Total	**337,353.75**	**100.00**

Table 3: Actual FFB received and CPO & PK dispatch by Merotai POM for the last reporting period (April 2016-March 2017)

	Total (MT)
FFB Received	296,433.680
FFB Processed	296,153.630
CPO Production	66,966.077
PK Production	12,645.759
CPO delivered as Mass Balance	0
CPO delivered as non-RSPO certified	66,966.08
PK delivered as Mass Balance	0
PK delivered as non-RSPO certified	12,645.76

Table 4: Projected FFB received and CPO & PK dispatch by Merotai POM of the next reporting period (April 2017-March 2018)

	Total (MT)
FFB Received	337,353.75
FFB Processed	337,353.75
CPO Production	78,434.75
PK Production	16,867.69
CPO delivered as Mass Balance	56,347.52
CPO delivered as non-RSPO certified	22,087.23
PK delivered as Mass Balance	12,117.75
PK delivered as non-RSPO certified	4,749.94

Table 5 Planted and certified area of Merotai CU

Estate	Planted (ha)	Certified (ha)
Merotai	2,686.12	3,052.66
Tiger	2,292.66	2,444.96
Table	2,071.83	2,083.78
Imam	3,381.28	3,865.29
Total	**10,431.89**	**11,446.69**

Table 6: Planting profile for Merotai Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1992	2nd	Mature	36.18	1.35
1995	1st	Mature	25.03	0.93
1995	2nd	Mature	46.23	1.72
1994	2nd	Mature	32.64	1.22
1996	1st	Mature	51.86	1.93
1998	1st	Mature	71.93	2.68
1999	2nd	Mature	155.87	5.80
2000	1st	Mature	317.16	11.81
2000	2nd	Mature	95.93	3.57
2001	2nd	Mature	234.54	8.73
2002	2nd	Mature	293.71	10.93
2004	3rd	Mature	84.67	3.15
2005	2nd	Mature	298.59	11.12
2007	2nd	Mature	303.06	11.28
2008	3rd	Mature	298.04	11.10
2009	3rd	Mature	193.68	7.21
2010	3rd	Mature	147.00	5.47
Total			**2686.12**	**100.00**

Table 7: Planting profile for Tiger Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1995	1st	Mature	74.13	3.23
1996	1st	Mature	45.89	2.00
1997	1st	Mature	503.63	21.97
1998	1st	Mature	1,010.10	44.06
1999	1st	Mature	308.78	13.47
2007	2nd	Mature	109.03	4.76
2010	2nd	Mature	44.84	1.96
2016	2nd	Immature	196.26	8.55
Total			**2,292.66**	**100.00**

Table 8: Planting profile for Table Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1995	1st	Mature	33.55	1.63
1996	1st	Mature	3.69	0.18
1997	1st	Mature	341.45	16.48
1998	1st	Mature	1199.34	57.88
1999	1st	Mature	417.40	20.15
2015	2nd	Immature	76.40	3.68
Total			**2071.83**	**100.00**

Table 9: Planting profile for Imam Estate

Year of planting	Planting cycle (1st, 2nd, 3rd, etc. Generation)	Mature / Immature	Planted area (ha)	Percentage of planted area (%)
1995	1st	Mature	393.90	11.65
1996	1st	Mature	4.72	0.14
2000	1st	Mature	405.13	11.98
2001	2nd	Mature	14.90	0.44
2002	2nd	Mature	220.70	6.53
2004	2nd	Mature	240.60	7.12
2005	2nd	Mature	279.10	8.25
2008	2nd	Mature	230.84	6.83
2009	2nd	Mature	509.00	15.05
2010	2nd	Mature	328.00	9.70
2011	2nd	Mature	288.93	8.54
2014	2nd	Immature	112.40	3.32
2015	2nd	Immature	93.51	2.77
2017	2nd	Immature	259.55	7.68
Total			**3381.28**	**100.00**

2.3 Organizational Information/Contact Person(s)

The details of the contact person is as shown below:

SOU Merotai

Name	:	Ali Anuar bin Hussin Saadi
Position	:	Manager
Address	:	PO Box 135, 91007 Tawau, Sabah
Phone no.	:	+6089-902801
Fax no.	:	+6089-902843
Email	:	ldg.merotai@simedarby.com

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 Time bound plans including changes and reasons for the changes see below:

	Yes	No	If yes, state reasons/justifications
- acquisitions/disposals		X	
- emergence/re-emergence of land disputes		X	
- labour conflicts		X	

The time bound plan for Sime Darby Plantation Sdn Bhd, which was updated in December 2016 is provided in Attachment 7 of this report.

3.3 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)
There is no changes to the time-bound plan.

3.4 All associated smallholders (including scheme smallholders) where their fruit supply is included , by the mill, are audited within 3 years from when their fruit was first included in the mill certification. [ ] Yes [ ] No

If no, please state reasons N/A as there is no associated smallholders supplying FFB to the CU.

3.5 Any new acquisition which has replaced primary forests or HCV areas [ ] Yes [X] No

3.6 Other changes (e.g. organizational structure, new contact person, addresses, etc.)
No Changes.

3.7 Status of previous non-conformities *

Closed [X] Not closed [ ]

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

3.8. 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.

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 : 3	RAR01-2017, RAR02-2017, RZ 02 2017
Total no. of major NCR(s) (details refer to Attachment 4)	List : 3	RZ 01 2017, MZK 01 2017, MZK 02 2017

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

Total no. of minor NCR(s) List : 0

Total no. of major NCR(s) List : 0

5.0 AUDIT CONCLUSION

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

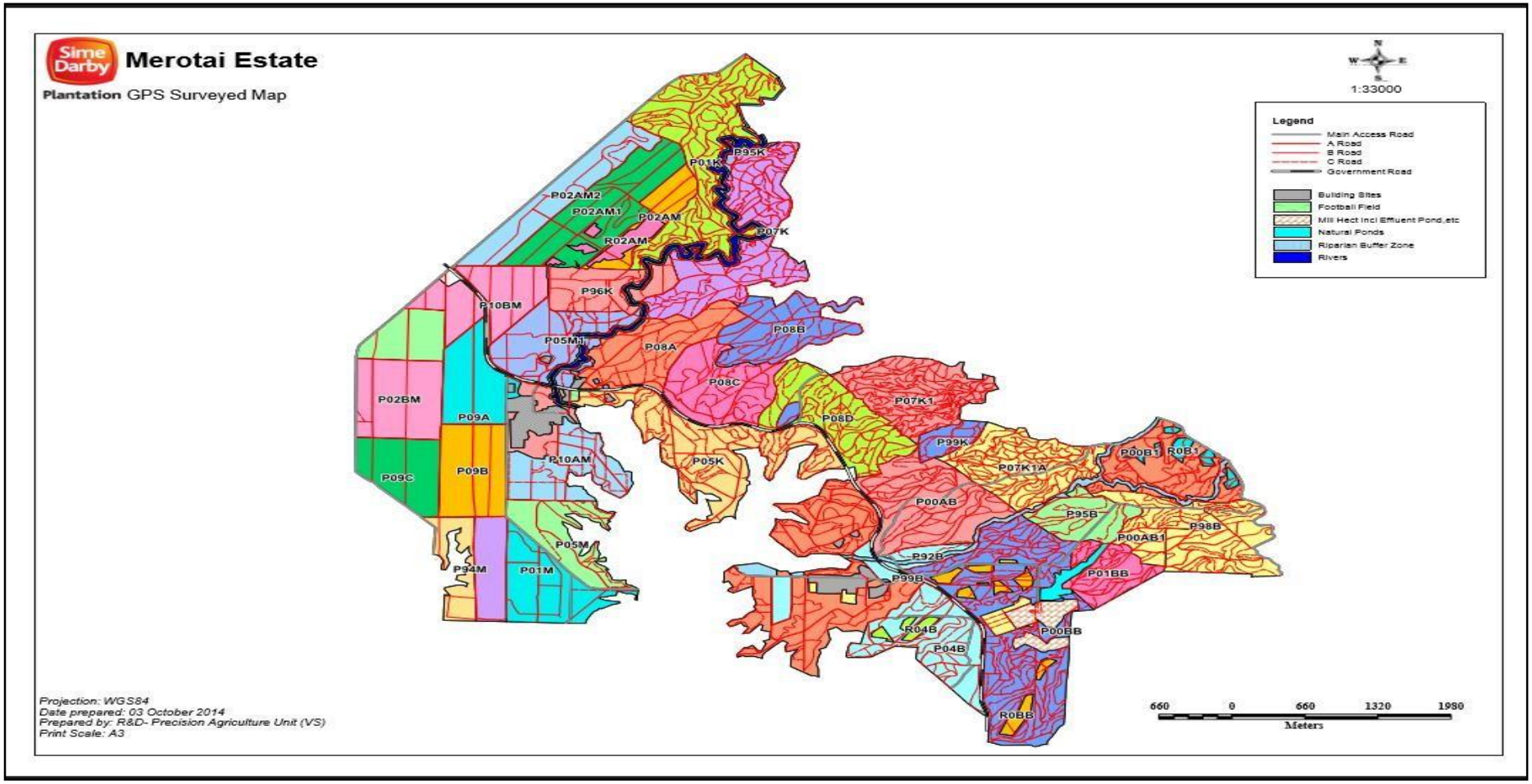
7. IT IS CONFIRMED THAT ALL CORRECTIVE ACTIONS TAKEN ON MAJOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED, ACCEPTED AND VERIFIED AND ALL CORRECTIVE ACTIONS PLANS PROVIDED ON MINOR NON CONFORMITIES HAVE BEEN SATISFACTORILY REVIEWED AND ACCEPTED. RECOMMENDED FOR CONTINUATION OF RSPO P & C CERTIFICATION.

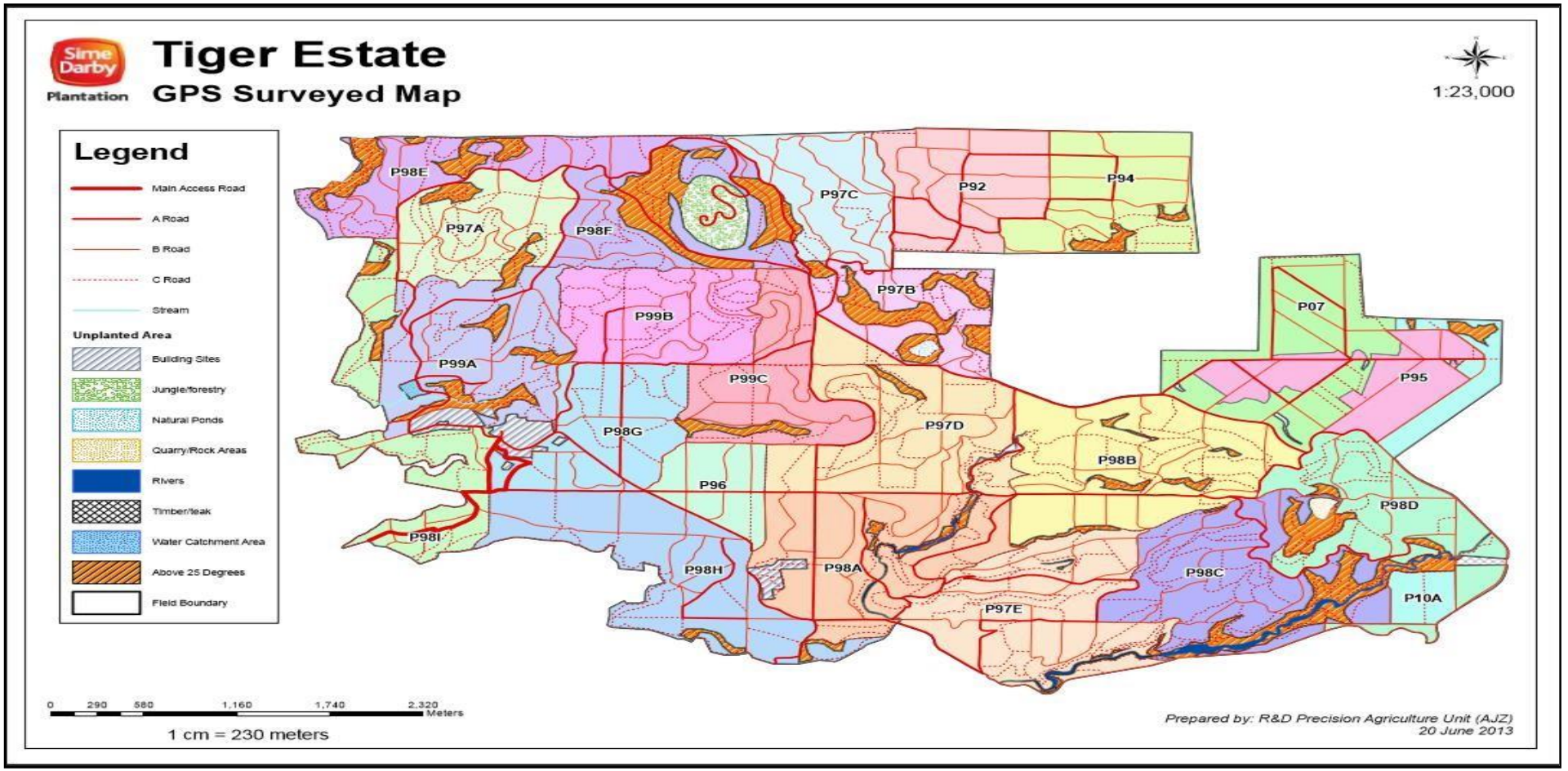
Audit Team Leader :	MOHD ZULFAKAR KAMARUZAMAN		28/6/2017
	(Name)	(Signature)	(Date)

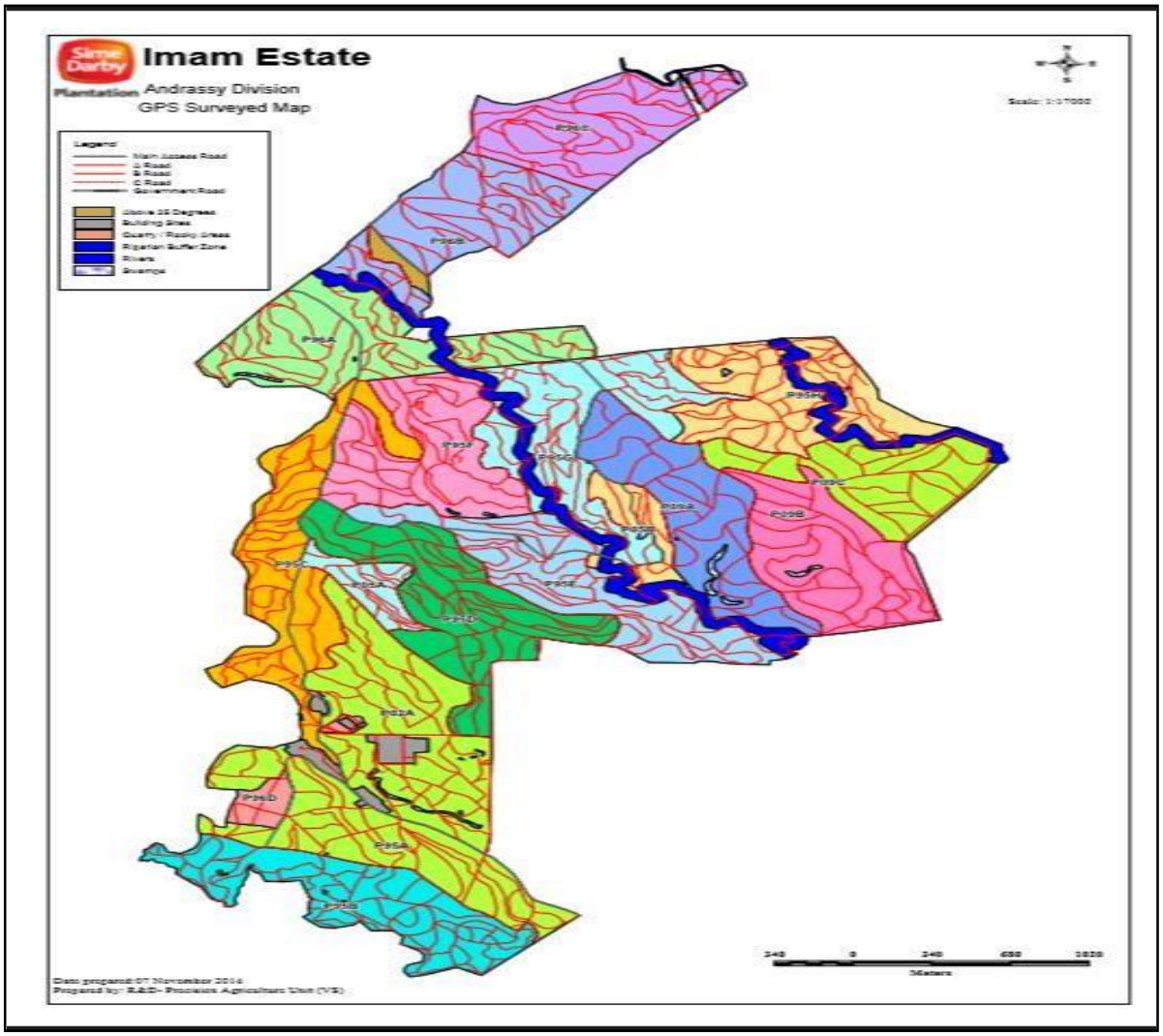
Attachment 1

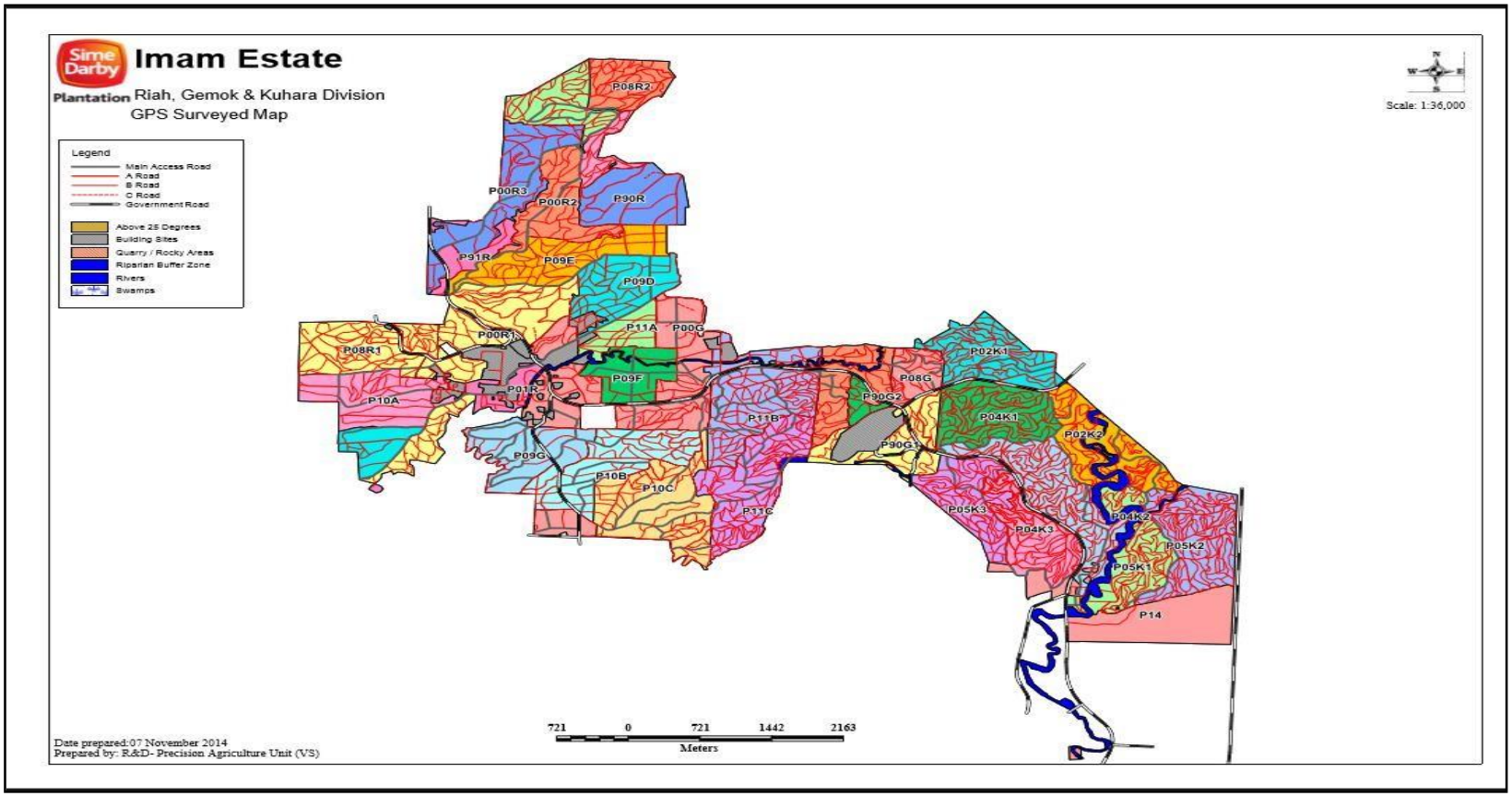
Location map of SOU 30 Merotai

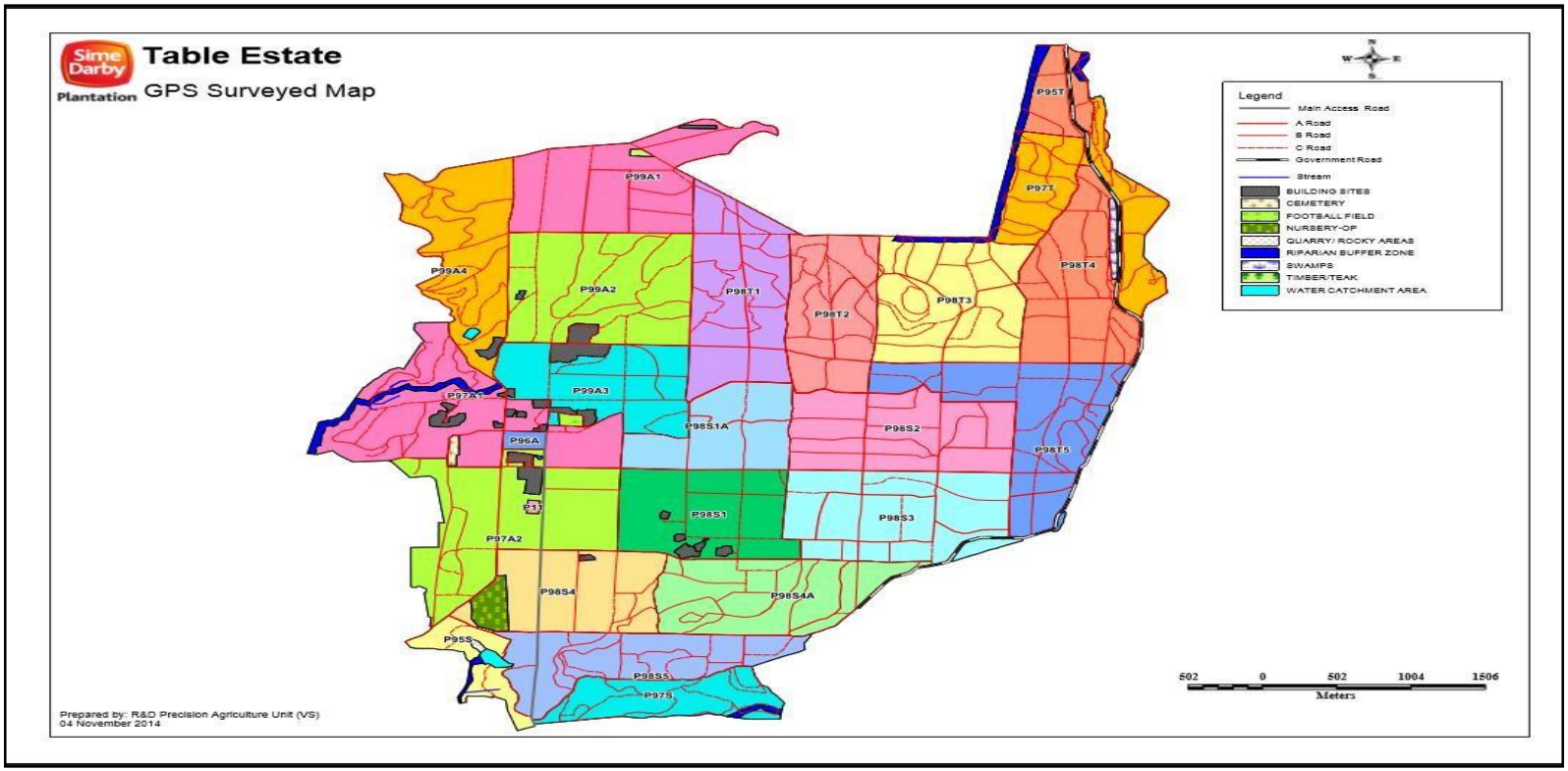
Merotai Estate




Sime Darby
Plantation
Tiger Estate
GPS Surveyed Map
1:23,000
Legend
Main Access Road
A Road
B Road
C Road
Stream
Unplanted Area
Building Sites
Jungle/forestry
Natural Ponds
Quarry/Rock Areas
Rivers
Timber/teak
Water Catchment Area
Above 25 Degrees
Field Boundary
P98E
P97A
P98F
P97C
P92
P94
P97B
P99B
P07
P99A
P99C
P95
P98G
P97D
P98B
P96
P98D
P98I
P98H
P98A
P98C
P10A
P97E
0 290 580 1,160 1,740 2,320 Meters
1 cm = 230 meters
Prepared by: R&D Precision Agriculture Unit (AJZ)
20 June 2013


Imam Estate
Andrassy Division
GPS Surveyed Map
Legend
Main Estate Road
A Road
B Road
C Road
Boundary/Road
Above 25 Degrees
Building Sites
Quarry / Rocky Areas
Riparian Buffer Zone
Rivers
Swamps
Scale: 1:17000
240 0 240 480 1020
Meters
Date prepared:07 November 2014
Prepared by:- R&D- Precision Agriculture Unit (YS)


Imam Estate
Plantation Riah, Gemok & Kuhara Division
GPS Surveyed Map
Legend
Main Access Road
A Road
B Road
C Road
Government Road
Above 25 Degrees
Building Sites
Quarry / Rocky Areas
Riparian Buffer Zone
Rivers
Swamps
Scale: 1:36,000
P08R2
P00R3
P00R2
P90R
P91R
P09E
P09D
P11A
P00G
P00R1
P08R1
P09F
P08G
P02K1
P01B
P10A
P90G2
P04K1
P11B
P02K2
P90G1
P09G
P10B
P10C
P11C
P05K3
P04K2
P04K3
P05K2
P05K1
P14
721 0 721 1442 2163
Meters
Date prepared:07 November 2014
Prepared by: R&D- Precision Agriculture Unit (VS)


Sime Darby
Plantation
Table Estate
GPS Surveyed Map
Legend
Main Access Road
A Road
B Road
C Road
Government Road
Stream
BUILDING SITES
CEMETERY
FOOTBALL FIELD
NURSERY-OP
QUARRY/ ROCKY AREAS
RIPARIAN BUFFER ZONE
SWAMPS
TIMBER/TEAK
WATER CATCHMENT AREA
P99A1
P99A4
P99A2
P99A3
P98T1
P98T2
P98T3
P98T4
P95T
P97T
P97A1
P96A
P11
P98S1A
P98S2
P98T5
P98S1
P98S3
P97A2
P98S4
P98S4A
P95S
P98S5
P97S
502
0
502
1004
1506
Meters
Prepared by: R&D Precision Agriculture Unit (VS)
04 November 2014

RSPO SURVEILLANCE 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 : 25-29 April 2017

3. Site of audit : SOU Merotai

- Merotai Palm Oil Mill
- Table Estate
- Imam Estate

4. Audit Criteria:

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

5. Audit Team

a) Audit Team Leader : Mohd Zulfakar Kamaruzaman
b) Auditor : Rahayu Zulkifli
Rozaimee Ab Rahman

6. Audit Method

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

7. Audit Findings

Audit findings shall be classified as major and/or minor. Major non conformities shall be addressed within 60 days or else the certificate shall be suspended. If the major non conformities are still not addressed within another 60 days, the certificate shall be terminated. Recurrence of major non-conformities on the same issues shall be recommended for immediate suspension. Minor non-conformities shall be upgraded to major non-conformities if the corrective actions taken are not satisfactorily and effective.

For minor non conformities raised in the surveillance audit, corrective action plans shall be submitted within 60 days. Verification of implementation of corrective actions will be carried out during the next audit. If corrective action plans to address the minor non-conformity(ies) are not submitted within 60 days,

the RSPO certificate will be recommended for suspension. If corrective action plans are not submitted within a further 60 days, the RSPO certificate will be recommended for termination.

8. Confidentiality Requirements

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

9. Working Language : English and Bahasa Malaysia

10. Reporting

a) Language : English
b) Format : Verbal and written
c) Expected date of issue : Tentative date of issue of report not more than 30 days after the closure of the major NCR.
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:

Day 1: 25 April 2017 (Tuesday)				
Time	**Activities / areas to be visited**			
9.00 – 9.30 am	**Opening meeting at Merotai Palm Oil Mill** Lead Auditor to introduce audit team member, brief on audit objectives, scope, methodology, criteria and programmes **Organization Representative to brief on the following :** 1) RSPO implementation at SOU 30 Merotai (i.e. mill & supply base) including changes 2)Time bound plan for Sime Darby Plantation Sdn. Bhd. 3) Significant changes on organization activities, machinery, supply bases capacity etc.			Top mgmt & Committee Member
	Zulfakar	**Rahayu**	**Rozaimee**	
9:30 – 1:00 pm	**Table Estate** Coverage of assessment: P1, P2, P4, P5, P7, P8 • Laws and regulations • Occupational safety & health practice – witness activities at site • Interview with workers , safety committee and contractors • Inspection of protected sited with HCV attributes • Forested area, plantation boundary, adjacent and neighbouring land use • Riparian zone • Training and skill development programmes • Continuous improvement	**Merotai POM** Coverage of assessment: P1, P2, P4, P6, P7, P8 • Laws and regulations • Land titles user rights • Riparian zone • Social Impact Assessment (SIA), management plan & implementation • Complaints and grievances • Consultation with relevant government agencies • Interview workers, GPW, local communities, stakeholders, independent smallholders and contractors • Linesite inspection • Training and skill development programmes • Continuous improvement	**Imam Estate** Coverage of assessment: P1, P2, P3, P4, P5, P7, P8 • Laws and regulations • Commitment to long-term economic and financial viability • Good Agricultural Practice- witness activities at site (weeding/ spraying, etc) • EFB mulching, POME application • Chemical store/fertilizer • Plantation on hilly/swampy area • IPM implementation, training and safe use of agro-chemicals. • New planting • EIA (Environmental Impact Assessment) • Environmental management – witness activities at site • Waste & chemical management • Continuous improvement	Guide(s) for each assessor
1.00 – 2.00 pm	Break			
2.00 – 5.00 pm	Continue assessment			Guide(s) for each assessor

Day 2: 26 April 2017 (Wednesday)				
	Zulfakar	**Rahayu**	**Rozaimee**	
8.30 – 1.00 pm	**<u>Imam Estate</u>** Coverage of assessment: P1, P2, P4, P5, P7, P8 • Laws and regulations • Occupational safety & health practice – witness activities at site • Interview with workers , safety committee and contractors • Inspection of protected sited with HCV attributes • Forested area, plantation boundary, adjacent and neighbouring land use • Riparian zone • Training and skill development • programmesContinuous improvement	**<u>Table Estate</u>** Coverage of assessment: P1, P2, P4, P6, P7, P8 • Laws and regulations • Land titles user rights • Riparian zone • Social Impact Assessment (SIA), management plan & implementation • Complaints and grievances • Consultation with relevant government agencies • Interview workers, GPW, local communities, stakeholders, independent smallholders and contractors • Linesite inspection • Training and skill development programmes • Continuous improvement	**<u>Imam Estate</u>** Coverage of assessment: P1, P2, P3, P4, P5, P7, P8 • Laws and regulations • Commitment to long-term economic and financial viability • Good Agricultural Practice- witness activities at site (weeding/ spraying, etc) • EFB mulching, POME application • Chemical store/fertilizer • Plantation on hilly/swampy area • IPM implementation, training and safe use of agro-chemicals. • New planting • EIA (Environmental Impact Assessment) • Environmental management – witness activities at site • Waste & chemical management • Continuous improvement	Guide(s) for each assessor
1.00–2.00 pm	Break			
2.00 – 5.00 pm	Continue Assessment **(Mr Rozaimee will be going to Table Estate after the Lunch)**			Guide(s) for each assessor

Day 3 : 27 April 2017 (Thursday)				
	Zulfakar	**Rahayu**	**Rozaimee**	
8.30 – 1.00 pm	**<u>Merotai POM</u>** Coverage of assessment: P1, P2, P4, P5, P7, P8 • Laws and regulations • Occupational safety & health practice – witness activities at site • Interview with workers, safety committee and contractors • Training and skill development programmes • Continuous improvement	**<u>Table Estate</u>** Coverage of assessment: P1, P2, P4, P6, P7, P8 • Laws and regulations • Land titles user rights • Riparian zone • Social Impact Assessment (SIA), management plan & implementation • Complaints and grievances • Consultation with relevant government agencies • Interview workers, GPW, local communities, stakeholders, independent smallholders and contractors • Linesite inspection • Training and skill development programmes • Continuous improvement	**<u>Table Estate</u>** Coverage of assessment: P1, P2, P3, P4, P5, P7, P8 • Laws and regulations • Commitment to long-term economic and financial viability • Good Agricultural Practice- witness activities at site (weeding/ spraying, etc) • EFB mulching, POME application • Chemical store/fertilizer • Plantation on hilly/swampy area • IPM implementation, training and safe use of agro-chemicals. • New planting • EIA (Environmental Impact Assessment) • Environmental management – witness activities at site • Waste & chemical management	Guide(s) for each assessor

			• Continuous improvement	
1.00–2.00 pm	Break			
2.00 – 5.00 pm	Continue Assessment **(Miss Rahayu will be going to Imam Estate after the Lunch)**			Guide(s) for each assessor

Day 4 : 28 April 2017 (Friday)				
	Zulfakar	**Rahayu**	**Rozaimee**	
8.30 – 1.00 pm	**<u>Merotai POM</u>** Site visit and assessment on Supply Chain Implementation including the • Model used • General Chain of Custody System Requirements for the supply chain • Documented procedures • Purchasing and goods in • Outsourcing activity • Sales and goods out • Processing • Records keeping • Registration • Training • Claims	**<u>Imam Estate</u>** Coverage of assessment: P1, P2, P4, P6, P7, P8 • Laws and regulations • Land titles user rights • Riparian zone • Social Impact Assessment (SIA), management plan & implementation • Complaints and grievances • Consultation with relevant government agencies • Interview workers, GPW, local communities, stakeholders, independent smallholders and contractors • Linesite inspection • Training and skill development programmes • Continuous improvement	**<u>Merotai POM</u>** Coverage of assessment: P1, P2, P4, P5, P7, P8 • Laws and regulations • Commitment to long-term economic and financial viability • EIA (Environmental Impact Assessment) • Environmental management – witness activities at site • Waste & chemical management • Continuous improvement	Guide(s) for each assessor
1.00–2.00 pm	Break			
2.00 – 5.00 pm	Continue Assessment			Guide(s) for each assessor

Day 5: 29 April 2017 (Saturday)				
	Zulfakar	**Rozaimee**	**Rahayu**	
8.30 – 10.30am	• Continue assessment on unfinished area • Verification on outstanding issues • Audit Team discussion, preparation on audit findings and issuance of NCR (if any)			Guide(s) for each assessor
10.30–11.00am	Break			
11.00-12.30pm	• Closing meeting			Top management & Committee member

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. Major Compliance	YES	Merotai CU continued to implement their documented communication procedure. At the point of audit, there was no request for information from the stakeholders received by Merotai CU. The procedure for responding to any communication as outlined in the Standard Operation Manual of Estate Quality Management System documents. The flow chart of the procedure were made available on notice boards in the Estate's office and Muster Grounds. Both Estates continued to maintain stakeholders list for contractors, vendors/suppliers, government agencies, schools, local communities, etc. Records on requests for information and documents related to the Safety and Environment criteria were maintained accordingly. The CU also has established mechanism to channel such queries through regular meetings with workers. Various issues and complaints were heard by the management and decisions made for subsequent action.
	1.1.2	Records of requests for information and responses shall be maintained. Major Compliance	YES	Merotai POM, Stable and Imam Estate had identified personnel responsible for handling of complaints and records of communication were maintained. The internal communication was kept in the 'Buku aduan/Buku Laporan Kerosakan rumah dan lain-lain'. For, external communication records of minutes of meetings held were 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	There was no change of land ownership / user right observed. Copies of land titles, which indicate use right were available. Original copies of land titles were maintained at the Head Office in KL.
		Occupational health and safety plans (Criterion 4.7);	YES	SDPSB continued to use website for disseminating public information thru http://plantation.simedarby.com.
		Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8)	YES	Management documents related to environmental plans and impact assessments were made available at all audited operating units. Among the documents were Environmental Aspect Identification (EAI) and Environmental Impact Evaluation (EIE) registers and Pollution Prevention Plan – FY2016/17.
		HCV documentation summary (Criteria 5.2 and 7.3);	YES	HCV documentation maintained available.
		Pollution prevention and reduction plans (Criterion 5.6);	YES	Pollution prevention and reduction plans continued made available at all assessed operating units.
		Details of complaints and grievances (Criterion 6.3);	YES	Details of complaints and grievances of the Merotai SOU were recorded in either the Grievance Log Book or Complaint book maintained at mill and estates.
		Negotiation procedures (Criterion 6.4);	YES	Negotiation procedures for the Merotai CU is as described in the "Flowchart and Procedures On Handling Land Dispute". This document reviewed by the audit team during the audit.
		Continual improvement plans (Criterion 8.1);	YES	Sime Darby Plantation Sdn. Bhd. has committed to utilise the established system to regularly monitor and review their key activities at the mill and estates. Relevant action plans were initiated for continuous improvement in key areas of operations, environmental, safety, health and welfare of the workers as well as social contribution to the community.

		Public summary of certification assessment report;	YES	Public summary for RSPO certification assessment report can be assessed at the link below: http://www.sirim-qas.com.my/sirim/core-files/uploads/2017/02/06-Sime-Darby-Plantation-Sdn-Bhd-%E2%80%93-Merotai-Palm-Oil-Mill-1st-Surveillance-2016.pdf
		Human Rights Policy (Criterion 6.13).	YES	Human Rights policy for the CU is in the Sime Darby Plantations Sdn Bhd's Social & Humanity Policy dated January 2015. This policy is available at the respective notice boards of the mill and estates.
C 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.	1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. Minor Compliance	YES	The Merotai CU is bound by the Sime Darby Plantations Sdn Bhd's Code of Business Conduct. The policy is well documented and communicated to all levels of the workforce and operations.

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, the CU continued to comply with most of the applicable local, national and ratified international laws and regulations. Relevant licenses and permits were verified at SOU Merotai as follows. • MPOB License for the POM, estates and nursery, Energy Commission License, Lesen untuk Menggaji pekerja bukan, DOSH permit for compressors, diesel permit and fire certificate. • Factory and Machinery Act 1967 i) *Person In Charge Regulation 1970* ii) *Steam Boiler and Unfired Pressure Vessel 1970* iii) *The Factories and Machinery (Notification, Certificate of Fitness and Inspection), Regulations, 1970* iv) *Noise Exposure Regulations 1989* • EQ (Prescribed Premise) Crude Palm Oil Regulations 1977 • EQ (Scheduled Wastes) Regulations 2005 • OSHA 1994, Use and Standards Of Exposure of Chemicals Hazardous to Health Regulations i)*Regulation 27 (health surveillance programme)* ii*) Code of Practice in Confined Space 2010 (Medical Surveillance 2 years once)* However, during site visit to the store at Imam Estate (Andrassy Division), lapses related to the labelling of the wastes, recording and storing of were found. Thus, Major NCR RAR 02-2017 had been raised. (Cross refer indicator 5.3.2)
	2.1.2	A documented system, which includes written information on	YES	The CU have identified and documented their legal register with written information on legal requirements which applicable to their operation. PSQM Department, at HQ is responsible to

		legal req. shall be maintained. Minor Compliance		track changes in the law and the information was disseminated to all of its plantations and mills.
	2.1.3	A mechanism for ensuring compliance implemented. Minor Compliance	NO	A mechanism to ensure compliance with the identified legal has been defined in the Estate & Mill Quality Management System. The PSQM Department and respective operating units were responsible to track the legal requirement as well as monitoring the status of legal compliance. The following issues were noted during the audit, • River water analysis at Sungai Merotai Kecil was monitored and submitted to DOE on monthly basis. It was found out that the COD exceeded the limit of 25 mg/L in Feb & Mar 2017. No evident that proper action has been taken to address this. • During site visit at POM, there was evidence of boiler ash flowing to the drain. No control measure by the Management of the POM. • At Imam Estate (Andrassy Division), the water at emergency shower sump was stagnant and traces of mosquito larvae in the sump. • Sighted also that chemical trays at the chemical store in Imam Estate (Andrassy Division) was not adequate to control spillage. Thus, Minor NCR MZK 01 2017 was raised.
	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 for 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 and the actual legal use of the land shall be available. Major Compliance	YES	The land titles were observed at the mill and estates. There is no record of customary land tenure, recognised Native Customary Rights land on any of the above.
	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	Merotai Palm Oil Mill is located within Merotai Estate, and its boundary is marked with fencing. For Table & Imam estates, the boundary stones were at required areas appropriately.
	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	Based on interviews and records available, there is no evidence of any land dispute at the Mill, Table and Imam Estates.
	2.2.4	There shall be an absence of significant land conflict, unless	YES	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.

		requirements for acceptable conflict resolution processes are implemented and accepted by the parties involved. Major Compliance		
	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	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.
	2.2.6	To avoid escalation of conflict, there shall be no evidence that oil palm operations have instigated violence in maintaining peace and order in their current and planned operations. Major Compliance	YES	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates. Maintenance of peace carried out by respective teams of auxiliary police, who are responsible to guard the safety of the Mill and the estates, protection of its employees, properties and company assets. Interview with smallholders and villagers also confirm that no violence has been committed in the mill and estate operations.
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 developed through participatory mapping involving affected parties. Major Compliance	YES	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.
	2.3.2	Copies of negotiated agreements detailing the process of FPIC shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was	YES	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.

		taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the 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	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.
	2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, incl. legal counsel. Major Compliance	YES	Based on interviews and records available, there is no evidence of any land conflict at the Mill, Table and Imam Estates.

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 (min. 3y) documented that incl. where appropriate, a business case for scheme smallholders. Major Compliance	YES	Both estates continued to make commitment to long–term economic and financial viability. The annual budgets for 2016/17 and up-to 2020/21 were sighted. The budget provisions covered activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO compliance etc. The budget included projections on yield per hectare, and total cost of production per MT and per hectare.
	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 programmes until 2020/21 were sighted for both estates. The programme is 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 proc. are appropriately doc., consistently implemented & monitored	4.1.1	Standard Operating Procedures (SOPs) for estates and mills shall be documented. Major Compliance	YES	In the CU, the SOPs for each of the processes continued to be implemented. Brief version of the SOPs were displayed at the appropriate locations. In general, the practices in the CU had been carried out as per the Plantations / Mill Quality Management System (PQMS / MQMS) standard operating manual and procedures (SOP), Sustainable Plantation Management System (SPMS) Manual, Supply Chain Manual, ESH Management System Manual, Occupational Safety and Health Manual, Pictorial Safety Standards, Laboratory Process Control Manual and Security Guidelines. The documents include all aspects of the operation in the estates and mill, which is from seedlings in nursery to planting of young palms and plantation upkeep to mill FFB receipt, grading, processing, quality analysis and despatch of CPO, PK and PKO as well as security of the SOU.
	4.1.2	A mechanism to check consistent implementation of procedures shall be in place. Minor Compliance	YES	The mechanism for ensuring consistent implementation of procedures is in place, for the mill and the estates. Some of the mechanisms are internal audit, RSPO internal consultative meeting, MA report, PA assessment (inter alia).
	4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. Minor Compliance	YES	In general all records related to milling / estate operation, environmental, safety, health & welfare, stakeholders communication, employment and social aspects were kept for a minimum of 12 months.
	4.1.4	The mill shall record the origins of all third-party sourced FFB. Major Compliance	YES	All certified FFB came from CU estates and non-certified FFB from independent FFB suppliers. All delivery documents of third party FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill were monitored.
C 4.2 Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures, are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. Minor Compliance	YES	Both estates continued to practice 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 EFB in replants and in immature areas. Maintenance of soil fertility was guided by the Sime Darby Agricultural Reference Manual. Fertiliser application which is important for maintenance of soil fertility, was carried based on the recommendation made by the Agronomist. The Agronomists are from the Sime Darby Research Sdn. Bhd. Annual fertiliser recommendations were made based on annual foliar sampling and soil sampling.
	4.2.2	Records of fertiliser inputs shall be maintained. Minor Compliance	YES	Fertiliser application program was monitored using records like program sheets, bin cards, field cost book, Fertiliser Application monitoring forms, etc. Records of programs and applications of fertilisers were reviewed by auditors.
	4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. Minor Compliance	YES	From the Agronomist's report it was established that both estates had carried out yearly foliar sampling for the nutrients N, P, K, Mg, CA & B and the results formed the basis for the fertiliser recommendations to maintain and to improve soil fertility.
	4.2.4	A nutrient recycling strategy shall be in place, and may	YES	Both estates had established a nutrient recycling strategy. Palm fronds were stacked in the fields following the railway track system and L-shaped for decompose and soil moisture conservation

		include use of EFB, POME and palm residues. Minor Compliance		purpose. At Imam Estate, compost application applied in matured area at the main division.
C 4.3 Practices minimise and control erosion and degradation of soils.	4.3.1	Maps of any fragile/marginal soils shall be available. Major Compliance	YES	Based on the soil maps provided, there was no fragile/marginal soils in all estates visited.
	4.3.2	A management strategy shall be in place for plantings on slopes between 9 and 25 degrees unless specified otherwise by the company's SOP. Minor Compliance	YES	SDPSB had a management strategy in place for planting on slopes and to minimise and control erosion and degradation of soils were specified in the Slope & River Protection Policy & Land preparation for terracing in ARM Manual. About 42% of Imam estate is flat and undulating. Hence, it has a straight line planting with the balance on terrace planting. Table Estate had about 50% of its area planted on terraces. Both estates had also implemented prevention of soil erosion measures such as construction of moisture conservation pits in steep slope areas. Cover crops were observed and the CU management had generally encouraged the establishment of soft growth.
	4.3.3	A road maintenance programme shall be in place. Minor Compliance	YES	During the field visit, noted the road conditions were good in both estates. Accessibility was made possible by regular maintenance guided by its road maintenance programs. The program for grading, re-surfacing and road side pruning had been supported by adequate provisions in the budgets.
	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. It was confirmed through the soil analysis report by the Sime Darby Agronomist.
	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	Not applicable as there were no peat soils in both estates. It was confirmed through the soil analysis report by the Sime Darby Agronomist.
	4.3.6	A management strategy shall be in place for other fragile and problem soils. Minor Compliance	YES	Not applicable as there were no fragile and problem soils in both estates. It was confirmed through the soil analysis report by the Sime Darby Agronomist.
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	It is evident during the site audit that both estates had established and implemented their water management plans.
	4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones shall be demonstrated. Major Compliance	NO	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones has been verified at the Imam Estate and Table Estate. Riparian buffer zones have been identified and demarcated. No chemicals and fertilizer application observed been used in their maintenance. In some areas vetiver grass had been planted along the river banks. During visit to the Merotai POM it was found that : • traces of spraying activities was seen along the monsoon drain.

				• boiler chemical (soda ash) in chemical mixer tank at boiler no 2 was leaking to the monsoon drain. • water from emergency shower was directed into a field drain instead of a sump Thus #Major NCR RAR01-2017 was raised
	4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality shall be in compliance with national reg. Minor Compliance	YES	Site visit to effluent treatment plant and interview with operator in-charge revealed that the operation was carried out in accordance with the SOP and legal requirements. No sight of effluent over flow and flow meter reading was recorded daily. The analysis of the treated effluent was carried out monthly and reported to DOE on quarterly basis.
	4.4.4	Mill water use per tonne of FFB shall be monitored. Minor Compliance	YES	Processing water obtained from the water catchment near to the mill. The water usage at the mill was monitored on monthly basis.
C 4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate IPM techniques.	4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. Major Compliance	YES	Both estate had implemented the Integrated Pest Management (IPM) system. The procedure referred was the Agricultural Reference Manual (ARM) Section 15 -Plant Protection. The IPM program among others includes LCC & nephrolepis establishment, beneficial plant planting, felling, chipping and deboiling of ganoderma and death palms.
	4.5.2	Training of those involved in IPM implementation demonstrated. Minor Compliance	YES	Records showed that training of those involved in IPM implementation was carried in both estates. At Imam Estate training related to IPM was conducted on 07/10/2016 and 14/03/2017 and at Table Estate training on 11/01/2017 and 12/01/2017.
C 4.6 Pesticides are used in ways that do not endanger health or the environment	4.6.1	Justification of all pesticides used demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. Major Compliance	YES	Written justification of all agrochemical use was justified in the Agricultural Reference Manual dated 1/7/2011 and in the Safety Pictorial Book prepared by the Sime Darby Plantation Sdn Bhd. The use of selective products that are specific to the targetted pest, weed or disease were demonstrated in the Agricultural Reference Manual.
	4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. Major Compliance	YES	All pesticides used were those officially registered under the Pesticide Act 1974. The CU had used only class II, III & IV pesticides. No illegal agrochemicals (stated by local and international laws) in particular paraquat were used in their estates.
	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.	YES	The CU is committed to minimise the usage of agrochemicals by implementing IPM with the increased in the planting of beneficial plants such as Tunera subulata, Cassia Cobanensis, Nephrolepis bisserata and Antigonon leptopus. Blanket spraying is not practiced by this CU and soft grasses were maintained in the field. It was also the practice that insecticides and rat baits were used only after a threshold level has been exceeded as per the Manual A.R.M and that no prophylactic use of such pesticides would be permitted.

	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 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations (2000). Minor Compliance	YES	All pesticides used were those officially registered under the Pesticide Act 1974, The SOU Merotai had used only class II, III & IV pesticides. No illegal agrochemicals (stated by local and international laws) in particular paraquat were used or found. The estates were committed to reduce using chemicals and now have implemented and will continue to only spray Circles (Strip) and noxious weeds.
	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	Records showed that pesticides were handled used and applied only by trained personnel and as per the MSDS/CSDS of the pesticide. As mentioned under Indicator 4.6.1 both estates had in place SOPs for safe handling of pesticides. Appropriate safety and application equipment had been provided and used as per the recommendation of the CHRA. The personnel 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 were available at all sites during the audit. All personnel involved in pesticide application were provided with appropriate PPE and replaced when damaged. PPE issuance and replacement records were verified by the auditors. It was also observed that most of the workers in the fields were using an appropriate PPE.
	4.6.6	Storage of all pesticides shall be as best practices. All pesticide containers shall be disposed of and not used for other purposes. Pesticides shall be stored in accordance to the Occupational Safety and Health Act 1994 Reg. Orders, Pesticides Act 1974 and Reg. Major Compliance	YES	Pesticides were stored in accordance with the legal requirement. The chemical stores in both estates were observed to comply 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 storekeeper and attendant. Record of purchase, storage and used had been properly maintained. All chemicals were segregated and fertilisers were well stacked. Both stores were ventilated and only authorised personnel were allowed to handle the chemicals. Relevant MSDS/SDS were available in the stores. Empty pesticides containers were 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	During the audit, it was noted that the CU had not use chemicals categorized as World Health Organization (WHO) type 1A or 1B or listed by the Stockholm or Rotterdam Conventions. Paraquat was not used in the estate. The Safety Procedures for pesticides application were well described in Prosedur Kerja Selamat "Penyembur Racun Rumpai/Serangga".
	4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. Major Compliance	YES	Aerial spraying was not practiced at all the estates within the CU. There was no evidence to show that it had been carried out in both Imam Estate and Table Estate
	4.6.9	Evidence of continual training to enhance knowledge and skills of employees and associated smallholders on pesticide handling demonstrated or made available. Minor Compliance	YES	The employees such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be used in a safe manner. The training records were viewed during audit.
	4.6.10	Proper disposal of waste material, according to proc. that are fully understood by workers and managers demonstrated. Minor Compliance	YES	Field inspection and observation confirmed chemicals applied in accordance with the product safety precautions and workers of its risks. MSDS were made available at point of use e.g. at the workshop, store, and Estate water treatment plant. Domestic wastes and recycle wastes were segregated by the workers. Only organic wastes were throw at the landfill. Recycle material such as cans, glass bottle, plastic bottle and paper were sent to recycle area.
	4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, demonstrated. Major Compliance	YES	Annual medical surveillance for the CU done by a registered OHD was carried out for welding workers, sprayer operator, manure operator, gen set operator and medical surveillance for workers handling and exposed to chemical. Report indicated that all workers were fit to work under chemical exposure. Both estates and mill also used the same OHD as their VMO to conduct weekly health monitoring for their workers.
	4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women Major Compliance	YES	There was no evidence of pregnant women sprayers being used at the Imam Estate and Table Estate. This was further confirmed through interviews with workers. Monthly medical check-up for women sprayer was being carried out by Medical Assistant Table Group Hospital.
C 4.7 An occupational health and safety plan is documented, effectively communicated and implemented. The occupational health and safety plan shall	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	Both Estates continued to adopt SDPSB Occupational Safety and Health Policy. The policy was also available in Bahasa and had been communicated to all employees through briefings and displayed on the estates notice boards. A safety and health plan for 2016/2017 had been implemented accordingly

cover the following:	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	Hazard identification, risk assessment and risk control and CHRA records covered activities in the estates and mill. The HIRARC register for both estates and POM were reviewed between Dec 2016 and Feb 2017 due to accident occur at EFB press conveyor (POM), at harvesting and transporting workers (Table). The revised activities and control measure the accidents were identified clearly in the update records.
	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 haz. op. such as pesticide application, machine operations & land preparation, harvesting and, if it is used, burning. Major Compliance	YES	Training and briefings on the operations were provided to all workers to educate them on safe working practices. Training for employees was conducted from time to time based on needs. The staff and workers such as the storekeepers, harvesters, pruners, field workers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involve and how the chemicals should be used in a safe manner. All workers were provided with appropriate PPE and replaced when damaged. PPE issuance and replacements records were verified by the auditors. It was also observed that PPE was used by workers working in the fields in Table Estate. Records of training were maintained at the respective offices.
	4.7.4	The responsible persons identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare discussed at these meetings, and any issues raised shall be recorded. Major Compliance	YES	Merotai CU's Safety and Health Committee organization chart with appropriate representation of workers and management was established. The committee was chaired by the Estate/Mill Manager and the QA/AM as the secretary (for estate and mill, respectively). Quarterly Safety & Health Committee was meeting held and the following agendas were discussed; passing of previous minutes and arising matters, monthly accident statistics, Health & Safety Inspection Report and Training & Safety related activities. The Quarterly Safety and Health Committee minutes of meeting between May 2016 and March 2017 were verified.
	4.7.5	Accident and emergency proc. shall exist and instructions understood by all workers. Accident proc. available in the appropriate language of the workforce. Operatives trained in 1st Aid should be present in both field and other operations, and 1st aid eq. available at worksites. Records of all accidents kept and periodically reviewed. Minor Compliance	YES	The relevant SOPs and policy were available. The CU had the policies for Fire, Flood, Chemical spillage, Strikes and Emergency and Accident Response in both English and Bahasa. The policies were displayed at the offices, Muster Ground, workshop and dispensary. Telephone numbers and names of the members of the Emergency Response Team (ERT) were communicated to all employees and displayed on notice boards. Telephone numbers of the Police Station, Fire Brigade, Immigration Department and Hospital were also included. The trained First Aiders included the field staffs such as mandores, office staffs, workshop operators and security personnel. This will enable the field staff and mandores to carry out the necessary responses in case emergency happen in the field. Records of first aid boxes checking and trainings were viewed.

	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 the estate workers with Table group Hospital established within the premises. More serious cases are referred to Tawau Hospital which is about 30 km from the the CU sites. Group insurance for all foreign workers as required under the Workmen Compensation Act 1992 was available. Sighting of records and cross check with workers showed that they were covered with valid insurance policy. Furthermore, the local workers are covered by SOCSO.
	4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics. Minor Compliance	YES	Merotai POM - Accident statistics were being maintained and reviewed during the quarterly 'Health and Safety' committee meeting. JKKP 8 (2016) was submitted to DOSH in Jan 2017. Accidents were properly recorded and it has been viewed by the auditor accordingly. Imam & Table Estate - Accident statistics were being maintained and reviewed during the quarterly 'Health and Safety' committee meeting. JKKP 8 (2016) was submitted to DOSH in Jan 2017. More than 30 accidents were recorded but only one case resulted in more than 4 days of M/C. Internal investigation was carried out accordingly and the corrective action proposed implemented.
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 2016/2017 were established in July 2016 for each sites. The programmes covered all aspects of the RSPO Principles and Criteria. The training programmes were established based on the training needs identified annually. A training needs identification matrix was established with target dates for the training to be conducted.
	4.8.2	Records of training for each employee shall be maintained. Minor Compliance	NO	The CU had trained their staff, workers and records of training were kept in the RSPO training file at each respective offices. The records included information on the title of the training, name and signature of the attendees, name of the trainer, time and venue. The following training records were verified i.e. Safety briefing for harvesters and pruners, Sprayer Training, Manurer Training, Fire Extinguisher, Emergency Response, First Aid, HCV Training, PPE Training, Chemical Handling Training, Schedule Waste Training, HIRADC, EAI and Waste Management Project (inter alia). However, it has been noted that the process of maintaining training records was found not effective. At Imam Estate, Harvesting and HCV Training were noted as done but the records of the training were not available for review. Therefore Minor NCR MZK 02 2017 was raised during the audit.

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	5.1.1	An environmental impact assessment (EIA) shall be documented. Major Compliance	YES	The CU has established its environmental aspects/impacts register associated with their activities. The environmental aspect and impact (EAI) covers the upstream activities such as FFB reception until the downstream processes. At the mill, the identification and evaluation of environmental impact was done for all activities and processes related to the mill operation. Among the significant environmental impacts are the air pollution from the boiler emissions, water pollution from the generation of the palm oil mill effluent (POME) and land contamination which

environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.				related to the management of scheduled wastes and domestic waste. For the estate operation, all activities from harvesting, nursery, pest and disease, upkeep programme until delivery to mill has been identified.
	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 persons. Minor Compliance	YES	The CU maintained its documented environmental impact assessment. The information of environmental impact assessment contained in the Environmental Aspect Identification and Environmental Impact Evaluation register. The documents included the identification and evaluation of environmental aspects covering mill and plantation operation, including replanting. Relevant environmental aspects and impacts (particularly potential soil erosion from land clearing) were identified and mitigated (planting LCC to prevent erosion). At the Merotai POM, sighted 'Pollution Prevention plan' i.e.no black smoke emission and ensure final effluent discharge within the stipulated limit was developed and implemented.
	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	Mitigation measures to manage the significant environmental impact were defined in the mill "Pollution Prevention Plan" and "Environmental Management Programme" for the estates. The following were reviewed; water source contamination, minimizing of soil erosion, agricultural land, degradation of agricultural land, chemical reduction. Records of periodical reporting of each of the above items were evident. These were the evidence which showed that the plans been monitored. The plans were reviewed annually.
C 5.2 The status of rare, threatened or endangered species other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.	5.2.1	Information shall be collated in a HCV assessment that includes both the planted area itself and relevant wider landscape-level considerations. Major Compliance	YES	The report of "HCV Re-Assessment for Strategic Operating Unit (SOU) Sabah Central – South Zone" prepared by the PSQM Department was available to the audit team. The report was completed in January 2014 had covered all the High Conservation Value (HCV) within and adjacent to the CU. The HCV assessment had identified 4 potential HCV in the Merotai CU. The CU observed to maintain its identified HCVs, i.e. natural pond and remnant forest patch ("Bukit Tiger" in Tiger estate), natural pond (in Merotai Estate) and Water Catchment (Table Estate) respectively. The CU has also identified a one big tree name Menggaris (*Koompassia Excelsia)* as a HCV area within the Table Estate. Total Hectarage for HCV area at SOU Merotai is 23.72ha as per "HCV Re-Assessment for Strategic Operating Unit (SOU) Sabah Central – South Zone'' However SOU Merotai management decide to declare their HCV area 161.23 ha to include the Buffer Zones and Planted area > 25 degree into the Conservation area and reported to CB.
	5.2.2	Where RTE species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or	YES	There were no RTE observed to be present in the CU. The CU had a regular programmes to educate its employees pertaining to the protection of the RTE as well as the protection of buffer zone.

		enhance them shall be implemented through an action plan. Major Compliance		
	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	The CU has regularly educate its employees via morning muster briefing about the need to protect the RTE species. Appropriate disciplinary measures will be taken if found violated. Information pertaining RTE and relevant CU policies were displayed at the morning muster station. However, at Table and Imam Estate, training records for workers were not available during the audit. Therefore, Minor NCR was raised. Cross refer Minor NCR at indicator 4.8.2
	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 had continued to monitor its HCV areas and presence of RTE. During the field audit, there was no presence of RTE in the areas found and the monitoring records also confirmed that no significant outcomes detected.
	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	NA	There was no local communities living nearby with the CU. It was confirmed via map and GPS system So, this indicator was not applicable with this CU.
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	All waste products and sources of pollution within the CU were identified and documented. The Pollution Prevention plans were then established to mitigate the identified waste products and waste management action plans was updated and viewed accordingly.
	5.3.2	All chemicals and their containers shall be disposed of responsibly. Major Compliance	NO	The CU follows the recommendation by the Agriculture Department to rinse the chemical containers using the triple rinsing techniques. At Merotai CU, all the rinsed containers were pierced and stored prior disposing as scheduled wastes to the approved contractors. However, during the site visit, it was observed that there were lapses in the implementation of labelling, recording and storing of scheduled wastes at the Imam Estate (Andrassy Division). Major NCR RAR 02-2017 had been raised to address this issue.

	5.3.3	A waste mgmt.. and disposal plan to avoid or reduce pollution shall be doc. and implemented. Minor Compliance	YES	It has been confirmed that Merotai POM, Table & Imam estates has had the waste management and disposal plan and the implementation of the plan is evident.
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	Merotai CU has fossil fuel reduction plan. It has been monitored accordingly by respective mill and estates.
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 replants area 2016 visited during the surveillance 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	SDPSB has a policy on no open burning. Both estates practiced zero burning.
C 5.6 Preamble Growers and millers commit to reporting on operational GHG emissions. However, these significant emissions cannot be monitored or measured accurately with current knowledge and meth. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.	5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent.	YES	The CU has continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records covers upstream activities such as FFB reception until downstream processes. Identification and evaluation of environmental impact was done for all activities and processes related to the mill operation. Among the significant environmental aspects are the boiler stack emission, palm oil mill effluent (POME) discharge and land contamination which related to managing the scheduled waste and also general waste. For the estate operation, all activities from harvesting, pest and disease, upkeep programme until delivery to mill has been identified. The mill had conducted boiler stack sampling twice a year for each of the boiler stack. The audit team has verified the condition of the Continuous Emission Monitoring System at Merotai POM. The system was found to be in good condition. Effluent discharge was monitored monthly and submitted to DOE on quarterly basis. It can be confirmed that all parameters were within that stipulated in the requirement. The mill had obtained DOE approval for land irrigation. It was confirmed that the BOD results were between their legal requirement.
	5.6.2	Significant pollutants and GHG emissions shall be identified, and plans to reduce or minimise them implemented. Major Compliance	YES	The CU had identified significant GHG (methane) emission from their effluent pond. Plan to minimise the emission was carried out through the establishment of the biogas plant. The plant is currently at the commissioning stage.

Growers and millers commit to an implementation at end of Dec 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO. Plans to reduce pollution and emissions, including GHG, are developed, implemented and monitored.	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	Merotai CU had used RSPO PalmGHG version 3.01 calculator as a tools to calculate the GHG emission. Sighted report send to RSPO on April 2017. The record pertaining for this calculation were kept for ease retrieval and made available at the Merotai POM and both estate during assessment.

Principle 6: <u>RESPONSIBLE CONSIDERATION OF EMPLOYEES AND OF INDIVIDUALS AND COMMUNITIES BY GROWERS AND MILLERS</u>

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	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 30 Merotai was carried out in Sept 2013. The SIA covered Merotai Palm Oil Mill, Merotai Estate, Imam Estate, Table Estate and Tiger Estate. The SIA Report was entitled “Social Impact Assessment (SIA), SOU 30 Merotai”. Records of meetings were documented and made available during the audit. Among the stakeholders who attended were workers, staff, workers' union, suppliers, contractors, and teachers.
	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 is evidence that the assessment was done with the participation of affected parties, whose attendance was documented and sighted during the audit.

negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.	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, incl. responsibilities for implementation. Major Compliance	YES	Each unit within the CU mitigates negative impacts and promote positive ones by calling for meetings with their respective stakeholders. Meetings with the stakeholder included the Gender Committee meetings, OSH meetings and external stakeholders meetings. Based on minutes of the meetings, the issues raised were discussed and documented. These issues were subsequently incorporated into the SIA Action Plan for each unit.
	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	NO	At the Merotai Palm Oil Mill, Table Estate and Imam Estate, the Action Plans were being updated every year, or sooner, such as when issues arise. For both Table and Imam Estates, their SIA Action Plans updated in April 2017. Noted that some issues raised by the stakeholders not incorporated in the Action Plan, sample as follows: - At Table Estate: One issue raised was not incorporated in the SIA Action Plan dated 10 April 2017, namely: o Request for repair of rain shelter (OSH Meeting dated 24 March 2017) - At Imam Estate: 3 issues raised were not captured in the SIA Action Plan dated 3 January 2017, namely: o Broken/damaged rubbish bins at linesite (OSH Meeting 23 December 2016) o Request for fire extinguishers at some workers' houses at Desa Sri Bombalai (OSH Meeting 23 December 2016) o request for whistle for female workers working in estate (Gender Committee meeting 6 October 2016) Due to the non-incorporation of the issues into the Action Plans as mentioned above, a Minor NCR RZ 01 2017 was raised.
	6.1.5	Particular attention shall be paid to the impacts of smallholder schemes. Minor Compliance	NA	There is no smallholder schemes in the CU.
C 6.2 There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties	6.2.1	Consultation and communication procedures documented. Major Compliance	YES	Consultation and communications procedures for Merotai CU was documented in the Standard Operating Manual entitled "Procedure for External Communications". This document was sighted during the audit of the Merotai Palm Oil Mill, Table Estate and Imam Estate.
	6.2.2	A management official responsible for these issues shall be nominated. Minor Compliance	YES	Nominations of management official responsible for these issues were carried out via letters of appointment. Each appointment was for one year. The job scope of the appointees state that among other things that they are to investigate complaints, counsel and advice on social issues, assist in carrying out programms or trainings on social issues.
	6.2.3	A list of stakeholders, records of all communication, incl. confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions	YES	The updated lists of stakeholders for Merotai Palm Oil Mill, Table Estate and Imam Estate were available and sighted during the audit. The lists updated as and when there are changes. Communication is evident.

		taken in response to input from stakeholders, shall be maintained. Minor Compliance		
C 6.3 There is a mutually agreed and doc. system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	6.3.1	The system, open to affected parties, resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers. Major Compliance	YES	The system is available. Records viz. Grievance Logbook, House Defect Book, Complaints Book, were maintained and verified accordingly. The anonymity of complainants and whistleblowers upheld. The Sime Darby Code of Business Conduct provides an avenue to direct the grievances to a Hotline number, toll-free numbers, email, fax, or letters to the Whistleblowing Unit at HQ.
	6.3.2	Doc. of a dispute was resolved and outcome is available. Major Compliance	YES	There is documentary evidence that disputes are being resolved and the outcome made available. It has been reviewed accordingly.
C 6.4 Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. Major Compliance	YES	The procedure for identifying legal, customary or user rights, and compensation process is incorporated in the Sustainable Plantation Management System, stipulates that workers issues will be handled by Employee Relations, and the land issues by the Land Management Department, at Head Office. Both procedures specify the negotiation procedures, calculation and distribution of compensation to 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, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. Minor Compliance	YES	In accordance with the Procedures for Handling Boundaries Disputes (see 6.4.1 above), 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.
	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	6.5.1	Documentation of pay and	YES	For the Merotai Palm Oil Mill, Table Estate and Imam Estate, documentation of pay is in the form

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		conditions shall be available. Major Compliance		of monthly pay slips. Conditions of pay are contained in the workers' respective employment contracts. Each pay slip documents the name of employee, month of pay, income, deductions, net salary, annual leave and medical leave taken.
	6.5.2	Labour laws, union or direct contracts of employment detailing payments and employment shall be available in the languages understood by the workers or explained carefully to them by a management official. Major Compliance	YES	Contracts for local and Indonesian foreign workers at the Merotai Palm Oil Mill, Table Estate and Imam Estate were sampled and confirmed that all workers and the management signed a dated contract of employment. The terms and conditions of employment are contained in the employment contracts and include duration of employment, place of work, salary, working hours, medical benefits, annual leave, sick leave, termination of service, and other benefits provided.
	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	NO	Adequate housing is provided by the Merotai Oil Palm Mill, Table estate and Imam Estate. Site visits were carried out at the workers' housing. All houses have constant water supply and electricity which are provided free of charge. The houses were all in good conditions. Among the facilities provided are creche, pre-school, clinic where medical treatment and facilities are provided for free, sundry shops selling daily necessities such as rice, flour, sugar, cooking oil, etc. The workers' housing areas also have a mosque, a church, a community hall, a football field, and badminton/volleyball court. Workers interviewed confirmed that the houses and amenities provided are adequate, comfortable and requests for repairs were attended to in a timely manner. However, at the housing facilities for Imam Estate and Table Estate, domestic refuse is collected and disposed of only once a week instead of daily basis. And at Imam Estate, workers' housing inspection in 2017 was carried out on 1-2 February 2017 only. No other inspection records were available. For these reasons, a Major NCR RZ 02 2017 was raised.
	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	Workers' access to adequate, sufficient and affordable food is via sundry shops available near the workers' housing. Among the items sold include sugar, rice, flour, cooking oil, eggs, detergent and other daily necessities. No perishable items (such as vegetables, fish, meat) are sold at the sundry shops, but the estate allows external third party vendors to enter the estate premises to sell perishable items. Prices at the sundry shops are labelled. Interview with the Senior Assistant at Imam Estate reveal that spot check were carried out to ensure process are displayed, and that prices are competitive.
C 6.6 The employer respects the rights of all personnel to join trade unions and to bargain collectively. Where the right to freedom of assoc. & collective bargaining are restricted under law, the employer facilitates the independent free	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 exhibited on notice boards.
	6.6.2	Minutes of meetings with main trade unions or workers representatives documented. Minor Compliance	YES	The Sabah Plantation Industrial Employee Union (SPIEU) is the union that represents workers of Merotai Palm Oil Mill, Table Estate and Imam Estate. The minutes of meeting between SPIEU members and employers sighted during the audit. Union membership is open to both local and foreign workers. Other meetings where worker representatives are present in meeting with mill and estate management are the OSH and Gender Committee meetings. All these meetings were documented.

assoc. and bargaining for all such personnel.				
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. There was no evidence that the mill and estates employed anyone below the age of 18 years as verified in the Master Lists, or list of workers. Interviews with workers and staffs, as well as observations made during field visits show that those employed were above 18 years.
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. The policy 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 exhibited on notice boards in both Bahasa Malaysia and English.
	6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. Major Compliance	YES	Apart from the Social Policy which states that all employees shall be treated equally, there is also no evidence that there has been any form of discrimination against any employee, or group of employees. Payment of wages/salaries, provision of housing and access to benefits and amenities is fair based on observation, review of pay checks, contracts of employment, and interviews of staff, local and foreign workers.
	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 interview with management at the Merotai Palm Oil Mill, Table Estate and Imam Estate, as well as sighting of job application forms, medical reports, and job interview notes, there was evidence that hiring selection were based on job vacancies, skills, suitability to the job, capabilities and medical fitness. Recruitments of workers were made based on vacancy, and the job availability is usually made verbally during weekly muster briefing, job advertisement placed near the security post and notice board. The interviews are conducted by Manager or Assistant Manager where an evaluation form is filled up to determine the suitability of the candidate. This form was sighted during the audit. The recruitment process (advertisement and interview) of staff is coordinated at the regional office, who would then recommend to HQ for approval.
C 6.9 There is no harassment or abuse in the work place, and reproductive rights are protected.	6.9.1	A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to prevent sexual and other forms of violence is contained in the Sime Darby Social Policy dated January 2015. This policy is implemented and communicated to all levels of workforce. Training records were evident.
	6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. Major Compliance	YES	The policy to protect reproductive rights of women is contained in the Sime Darby Plantation Gender Policy. In addition, Gender Committees have been established at in the Merotai Palm Oil Mill, Table Estate and Imam Estate to implement and monitor the policy. The Gender Committee meetings are used as an avenue to disseminate information to its members regarding reproductive rights. This was further confirmed during interviews held with female workers which showed their understanding of their reproductive rights.
	6.9.3	A specific grievance mechanism which respects anonymity and	YES	A grievance mechanism which respects anonymity and protects complaints is in place at Merotai CU, as per the Sime Darby Gender Committee Handbook 1st Edition 2014. Employees are

		protects complainants where requested shall be established, implemented, communicated to all levels of the workforce. Minor Compliance		aware of the avenue and mechanism for lodging a complaint. This was communicated to all staff during muster briefings and training.
C 6.10 Growers and millers deal fairly and transparently with smallholders and other local businesses.	6.10.1	Current and past prices paid for FFB shall be publicly available. Minor Compliance	YES	Current and past prices paid for FFB were displayed at the weighbridge.
	6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB inputs/services shall be doc. Major Compliance	YES	The mill publicly displayed FFB pricing mechanism at the notice board (see 6.10.1 above). Smallholders who were mainly from the surrounding local community will refer to the notice board for the FFB price. Based on interview conducted with two smallholders, and they confirm that they understood the pricing of FFB carried out by the Mill.
	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	Interviews were conducted with the transport suppliers with businesses provided for more than 5 years. They confirmed that the prices, the transactions entered with the mill and estates are fair and transparent.
	6.10.4	Agreed payments made in timely manner. Minor Compliance	YES	All the contractors interviewed confirm that all agreed payments were made in a satisfactory and timely manner, i.e. from between less than 1 month to 2 months.
C 6.11 Growers and millers contribute to local Sustainable development where appropriate.	6.11.1	Contributions to local development that based on the results of consultation with local communities demonstrated. Minor Compliance	YES	Based on records, interviews and site verification, contributions to local development were made accordingly and some were based on the requests from the local communities.
	6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. Minor Compliance	YES	There was no smallholder scheme in the CU.
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 and review of the employment contracts, records of wages, overtime payment, and rest day payments, there was no evidence of any forms of forced or trafficked labour within audited sites. Further, Sime Darby Plantation Sdn Bhd also adopts the Social and Humanity Management Policy dated January 2015 which committed 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 about while they were still in their home country in Indonesia. 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 Merotai CU adopts the Social Policy dated January 2015. Based on observations and interviews of foreign workers, there was no evidence of contract substitution and no discriminatory practices against foreign workers. A post-arrival briefing was provided, in particular on the contents of their employment contracts. Foreign workers were accorded with the same living standards and accommodations as local workers.
C 6.13 Growers and millers respect human rights	6.13.1	A policy to respect human rights documented and communicated to all levels of the workforce and op. Major Compliance	YES	The policy to respect human rights are documented in the Sime Darby Plantation's Social and Humanity Management Policy. This Policy states among others, that it will develop its businesses with a sense of humanity, ensuring that they are socially beneficial and do not infringe on basic human rights. This Policy was displayed on notice boards of the mill and the estates.
	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	According to their ages, the children of foreign workers at CU attend either the Humana school, or the Community Learning Centre, both of which are located at Imam Estate. The buildings were maintained by the Imam Estate, as well as costs of water and electricity. Teachers' accommodation are provided by Imam Estate.

Principle 7: RESPONSIBLE DEVELOPMENT OF NEW PLANTINGS

SOU Merotai has no plan for any new planting and no new development of area was observed during the visit. Auditors has verified through www.globalforestwatch.com , GOOGLE Maps Data, Estate Maps and also through site visit that SOU Merotai has no new planting and no new development of area was observed. Thus, Principle 7 is not applicable.

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

Clause	Indicators		Comply *Yes/No*	Findings
C 8.1 Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.	8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: Major Compliance		

	a)	Reduction in use of pesticides(Criterion 4.6);	YES	Merotai CU is committed to minimise the usage of agrochemicals by implementing IPM with the increased in the planting of beneficial plants such as Tunera subulata, Cassia cobanensis, Nephrolepis bisserata and Antigonon leptopus. Blanket spraying was also not practiced by this CU. Soft grasses were maintained in the field. It had also been the practice that insecticides and rat baits were used only after a threshold level has been exceeded as per the Manual A.R.M and that no prophylactic use of such pesticides would be permitted. During the visit it was observed a number of Beneficial Plants had been planted and both estates had plants ready for planting in the nurseries. During field visit in Imam Estate (Andrassy Division) the auditors witnessed planting of Tunera Subulata which was on going and for Table estate (Main Division) sighted that Antigonan leptopus and Tunera subulata has been planted at nursery and ready to plant at the estate.
	b)	Environmental impacts (Criteria 4.3, 5.1 and 5.2);	YES	The CU maintained to improve continually its environmental management. Environmental action plans continued reviewed and implemented. Among the improvements contained in documented: (a) Pollution Prevention Plan – FY2016/17. (b) Identification and Management of Wastewater – FY2016/17. (c) Environmental Improvement Plan - FY2016/17.
	c)	Waste reduction (Criterion 5.3);	YES	The CU maintained to reduce continually its waste generation. Waste Management Plans (FY2016/17) were updated annually.
	d)	Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);	YES	Pollution Identification Environmental improvement action plan' was used to identify the waste products and sources of pollution. Greenhouse gas and its potential sources were identified using the 'Carbon Inventory Calculation Methodology' and reported in the sustainability report.
	e)	Social impacts (Criterion 6.1);	YES	Social impacts were constantly updated based on inputs received from stakeholder consultations/meetings. This was evidenced through the minutes of the 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	YES	In order to optimise yields both estates were committed to implement best agricultural practices, inclusive of timely and proper fertiliser application; Improve on accessibility to maximise crop evacuation and expand in field mechanised collection of FFB. Water bodies and water conservation pits were constructed to conserve moisture.

Attachment 4

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

P & C Indicator	Specification *Major/Minor*	Detail Non-conformances	Corrective Action Taken by the CU and Verification by Auditors
Indicator 2.1.3	Minor	#NCR No : MZK 01 2017 Finding : Mechanism for ensuring compliance was not effective at Merotai CU Objective evidence : - Water Analysis at Sungai Merotai Kecil was monitored and submitted to DOE on monthly basis. However, occasionally (i.e. during February & March 2017), the COD exceeded the limits of 25 mg/l and there were no remarks noted in the form. Noted that the results of the effluent quality were in-compliance with the regulatory limit. - During site visit at the POM, there was evidence of boiler ash flowing to the drain. No control measure by the Management of Merotai POM. - Sighted during site visit at Imam Estate (Andrassy Division) water at Emergency Shower Sump was not Re-use back, also sighted the trace of Mosquito larvae in the Sump. - Sighted also the chemical tray at Chemical store in Imam Estate (Andrassy Division) was not enough.	Corrective Action: 1. Mill management will verify the analysis form and to ensure remarks to be added in the water analysis form before submit to DOE. 2. Mill management to request budget for construction of drainage at boiler ash area. 3. Estate and mill management will establish monitoring of the related work station. To include work station below in the Workplace Inspection: - Boiler (Merotai POM) – to ensure no overflowing of boiler ash to the monsoon drain. - Premix Area – to ensure Re -use of water for emergency shower sump. - Chemical store – to ensure adequacy of chemical tray at chemical store. Auditor Verification: Corrective action plan accepted Status: Open The effectiveness of the corrective action plan will be verified during next audit
Indicator 4.4.2	Major	#NCR No : RAR01-2017 Finding : Noncompliance against the requirement Indicator 4.4.2- Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best	Corrective Action: - Training to all level of workers regarding on protection of water course/buffer zone will be conducted for Merotai POM. - To construct bund and sump to trap any chemical leakage. - To review SOP on emergency shower so that it only being used

		practice and national guidelines) shall be demonstrated Objective evidence : During site visit at Merotai POM the following were found: • traces of spraying activities along the monsoon drain. • boiler chemical (soda ash) in chemical mixer tank at boiler no 2 was leaking to the monsoon drain. • water from emergency shower was directed into a field drain instead of a sump.	during emergency and not for body washing or hard cleaning. Thus, the chemical escape is very minimal and insignificant to have impact on water course. Auditor Verification: - Auditor has received training record titled as Spraying & HCV Training dated 24/5/2017 for all spraying workers. - Auditor has received a copy of the warning letter from Sime Darby to sprayer contractor, where the contract stated it should only grass cut the weeds nearing monsoon drain. - Auditor has received a photo which indicated a bund and sump has been constructed at chemical mixer tank at boiler no 2 to trap any chemical leakage - Auditor has received a photo which indicated a bund and sump has been constructed at the emergency shower. Status: Closed.
Indicator 4.8.2	Minor	#NCR No : MZK 02 2017 Finding: The process of maintaining training records found not effective. Objective evidence: At Imam Estate, although Harvesting Training and HCV Training were stated to be carried out, however the records of the training were not available.	Corrective Action: Estate management will verify each training records and ensure the records of HCV and training will be properly recorded in the training records file. Auditor Verification: Corrective action plan accepted Status: Open. The effectiveness of the corrective action plan will be verified during next audit
Indicator 5.3.2	Major	#NCR No : RAR02-2017 Finding: There were evidences that Merotai Certification Unit has not complied with Environmental Quality (Scheduled Wastes) Regulations 2005 Objective evidence: Lapses in the implementation of labelling, recording and storing of scheduled wastes were found at the Imam Estate (Andrassy Division)	Corrective Action: 1. Training on scheduled waste management for SOU 30 Merotai will be conducted by SQM. 2. Schedule for PIC to monitor scheduled waste management at Andrassy Division will be established. 3. Scheduled waste at Imam Estate (Main Div. and Andrassy Div.) will be disposed by DOE licensed contractor. 4. To properly store scheduled waste and maintain inventory as per EQA (scheduled waste) Reg. 2005 Auditor Verification: Auditor has received evidence of training, Consignment note, Labelling and monitoring form. Status: Closed .
Indicator 6.1.4	Minor	#NCR No : RZ 01 2017 Finding: (a) Table Estate: Issues raised at OSH meeting were not captured in the Management Plan on Social Impact Assessment FY 2016/2017 which was updated in 10 April 2017. (b) Imam Estate: Some issues raised by stakeholders at OSH Meeting and Gender Committee Meeting were not captured in	Corrective Action: 1. Estate Management will verify the minutes of meeting conducted in the estate. During the verification of minutes of meeting, estate management will identify and ensure social issue raised in each meeting will be included in the social action plan. 2. The SIA action plan will be updated when necessary (if there any related social issues raised in the meetings conducted in the estate which require

		the Management Plan for Social Impact Assessment on 3 Jan 2017. Objective evidence: - Table Estate: Issue raised, namely: a. Request for repair of rain shelter (OSH Meeting 24 March 2017) was not updated in the Management Plan on Social Impact Assessment FY 2016/2017 which was updated on 10 April 2017. - Imam Estate: Three issues raised, namely: b. broken/damaged rubbish bins at linesite (OSH Meeting 23 December 2016) c. request for fire extinguishers at some workers' houses at Desa Sri Bombalai (OSH Meeting 23 December 2016) d. request for whistle for female workers working in estate (Gender Committee meeting 6 October 2016) were not updated in the Management Plan on Social Impact Assessment FY 2016/2017 which was updated on 3 January 2017. e. Action of implementation yet to evidence with regards to complaint of travelling expenses incurred by foreign employees in Mill for renewal of their passport.	further action by the estate management). Auditor Verification: Corrective action plan accepted Status: Open The effectiveness of the corrective action plan will be verified during next audit
Indicator 6.5.3	Major (Recurrence)	#NCR No : RZ 02 2017 Finding : a) Non-compliance with Section 23(1)(c) of the Workers' Minimum Standards of Housing & Amenities Act 1990 b) Non-compliance with Section 23(2) of the Workers' Minimum Standards of Housing & Amenities Act 1990 Objective evidence : a) At Table Estate and Imam Estate, domestic refuse at workers' housing is collected once a week, and not daily. b) For Imam Estate workers' housing inspection in 2017 was carried out on 1 February 2017 (Desa Seri Mawar), and on 2 February 2017 (Kg Pertama Bombalai). No other record of housing inspection was done subsequent to those dates. c) For Table Estate last Housing Inspection was carried out on 1-2 February 2017.	Corrective Action: - Each Estate will appoint their own PIC for Workers Housing Inspection. Estate Management will verify the workers housing inspection records to make sure done weekly as per legal requirement. - Domestic Refuse at workers housing will be collected 3 times in a week at Table Estate and Imam Est ate. Records of domestic refuse collection at workers housing will be establish and verify by the estate management. Auditor Verification: Auditor has received evidence of weekly inspection of the housing and also evidence of appointment letter for PIC to conduct the Workers Housing Inspection. Auditor also receive a schedule for collection of domestic wastes at the estate. Status: Closed

Attachment 5

RSPO Supply Chain at the Merotai POM – Mass Balance Model – Module E

Item No	Requirement NOV 2014	Findings Standard Nov 2014
E.1 E.1.1	**Defination** To verify : a) the volume of certified and uncertified FFB entering the mill b) the volume sales of RSPO certified The claim only the volume of oil palm products produced from processing of the certified FFB as MB	**Actual (April 2016 – March 2017)** a) FFB Received **296, 433.68** RSPO 223,837.40 Non-RSPO 72,596.28 FFB Processed **296, 433.68** RSPO 223,837.40 Non-RSPO 72,596.28 CPO Production **66,966.08** PK Production **12,645.76** b) Delivery of CPO **66,966.08** RSPO(MB) 0 Non-RSPO 66,966.08 Delivery of PK **12,645.76** RSPO (MB) 0 Non-RSPO 12,645.76
E 2 E..2.1	**Explanation** Estimate total tonnage of CPO and PK potentially produce in a year	**Projection (April 2017 – March 2018)** MT (1) FFB Received **337,353.75** RSPO 242,353.75 Non-RSPO 95,000.00 (2) FFB Processed **337,353.75** RSPO 242,353.75

		Non-RSPO 95,000.00 (3) CPO Production **78,434.75** (4) PK Production **16,867.69** (5) Delivery of CPO **78,434.75** RSPO(MB) 56,347.52 Non-RSPO 22,087.23 (6) Delivery of PK **16,867.69** RSPO (MB) 12,117.75 Non-RSPO 4,749.94
E. 2 E 2.2	**Explanation** The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organiztion (RSPO IT platform or book and claim.	Merotai POM has registered RSPO e-Trace. The member ID is RSPO_PO1000000064
E 3 **E 3.1**	**Documented procedures** The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following: a) Complete and up to date procedures covering the implementation of all the elements in these requirements b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard.	a) Merotai POM had revised their documented procedure title '*Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability', version 2, dated Oct 2016*. The procedure described the following: • Clause 4.0 ~ the responsibility of for the implementation of RSPO SCC i.e. head of operating unit • Clause 5.0 ~ Control of document & records such as weighbridge tickets, consignment note , training record & contracts. Record retention for 10 years. Define the critical control point (CCP) :estate – weighbridge, mill – weighbridge, admin office, ramp, CPO dispatch area, CPO storage tank. Kernel silos. • Clause 6.0 ~ Delivery of FFB from the estate – relevant record involved, flowchart for crop diversion, list of mill and their supply chain model i.e. IP or MB • Clause 7.0 ~ Receiving FFB at the mill – list of supply base, rules for determining diverted FFB destination, relevant record • Clause 8.0 ~ process monitoring – for IP model mill need to ensure no mixing of RSPO certified and non-certified • Clause 9.0 ~ CPO and PK dispatch – [Clause 9.1] all delivery of CPO and PK shall be in accordance with the contract allocated by Global Trading & Marketing (GTM) department. [Clause 9.2] Outgoing document for CPO and PK 9e.g. contract, weighbridge ticket / dispatch note) shall specify the following information which can be either presented in single document or across a range of document Trade name / RSPO IP, RSPO certificate no. : RSPO 0027, • Clause 10.0 ~ Non-conforming material / product – requirement to downgrade the RSPO Product • Clause 11.0 ~ product claim – shall follow RSPO rules on market communication & claim • Clause 12.0 ~ Outsourced contractor - the mill has established list of outsourced contractor.

		Sighted list of transporter for CPO and PK. • Clause 13.0 ~ Training – the mill shall provide training for relevant personnel carrying the task at tech critical control point (CCP). • Clause 14.0 ~ Reclassification of mill's supply chain model - Reclassification of mill's supply chain model may be determined by GTM/ PSQM. CB shall be notified. All communicated shall be recorded. • Clause 15.0 ~ Production volume The procedure was kept in file RSPO Supply Chain Manual (SCM/RSPO/SD) Appropriate changes were also made in the change from the previous Segregation to Identity Preserved model. b) The Assistant Mill Manager has been appointed as the person having overall responsibility for and authority over the implementation of the supply chain requirements.
E 3.2	The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Merotai POM has implemented Clause 7.0 – Receiving FFB at the mill of Sime Darby Plantation, Plantation Quality Management System, "*Standard operating procedure (SOP) for Sustainable Supply Chain and Traceability" dated Oct 2016* for receiving and processing certified and non-certified FFBs.
E.4 E.4.1	**Purchasing and goods in** The site shall verify and document the volumes of certified and non-certified FFBs received.	All certified FFB came from Merotai CU estates and non-certified FFB come from independent FFB suppliers. All delivery documents of certified FFB were verified to ensure the certified status of the FFB. Volumes of certified and non-certified FFBs received by the mill had been properly recorded and monitored. All purchasing and sales activities to the refinery were handled by Global Trading Marketing (HQ). Merotai POM has received 223,837.40MT of RSPO FFB from own estates for their processing activities.
E 4.2	The site shall inform the CB immediately if there is a projected overproduction.	There was no overproduction of certified CSPO during the period under review (April 2016 – March 2017).
E.5 E.5.1	**Record keeping** a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short (i.e. product can be sold before it is in stock)	a) Merotai POM continued to keep record and balances all receipts of RSPO-certified FFBs and deliveries of RSPO-certified CPO and PK on a three-monthly basis in the table 'Production Data FY 16/17'. b) Accounting records were found to be tally – based on "'Production Data FY 16/17'". For the period April 2016 – March 2017. No trade of RSPO-certified (MB) CPO and 0 MT of RSPO-certified (MB) PK has been made by the Merotai POM. The POM only trade as non-certified product only. c) The Production Data FY 16/17 – Merotai POM indicated both positive balances for the certified CPO and palm kernel.
E 5.2	In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not	Not applicable – no out sources activity.

	need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.	

Attachment 6

Status of Non-conformities Previously Identified

P & C Indicator	Specification Major/Minor	Detail Non-conformances	Corrective Action	Verification by Assessor
Indicator: 8.1.1	Major	**NCR #: HO 01** 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: (b) environmental impacts. Finding: 1. Improvement action plan to resolve occurrence of black smoke emission exceeded limit not yet effectively implemented. 2. No evident of improvement action plan been established and implemented concerning few effluent and natural waterways analysis results out of specification. 3. Pollution control not effectively implemented. Objective evidence: 1. Recurrence of black smoke emission exceeded limit still observed (e.g. refer 2015 monitoring report of month of Mac 2016, November, August and March 2015). Until now, the target to ensure continuous run of 2 boilers and 2 turbines for resolving the black smoke issue yet to achieve. 2. No evident of action plans for continual improvement been	CU's response: The actions taken and outlined improvement programmes accepted. Improved result and effective implementation shall be verified in the next audit. 1. Black smoke –actions plan: (a) reduce boiler load - operation of 2 boiler if only enough fuel and water, and both not under maintenance. - genset to use if load increase. - to add 1 unit biogas engine. (b) ensure good working condition. - - yearly overhaul & inspection. - yearly maintenance & servicing of multicyclone dust trap system. - boiler cleaning once weekly if not operating. - boiler control system servicing & calibration every 6 months. - boiler black smoke & alarm system servicing & calibration every 6 month or if faulty.	1.Black smoke –actions - Third party was appointed by the mill to perform maintenance service for boiler control instrumentation at least twice a year. Sighted the service records conducted on 29-30/10/2016 and 26-27/04/2017. -sighted a schedule of smoke emission for both boiler stacks from July 2016 to March 2017. The result was satisfactory there was no evident that black smoke emission exceeded limit. **2.** Effluent & natural waterways plan: Cleaning of cosmo balls and membrane to reduce suspended solid and carry over to final discharge was conducted for monthly. Record of cleaning sighted on maintenance log book. Sighted effluent analysis test

		established and implemented in Merotai POM concerning few effluent and natural waterways analysis results out of specification. E.g.: Effluent Final Discharge & Natural Waterways. 3. Oil trap not effectively constructed and soil pollution observed outside the trap behind the temporary scheduled wastes store at Merotai POM	(c) operation - Reduce usage of shell. 2. Effluent & natural waterways –action plan: - run online dewatering system (decanter) to reduce solid inside anaerobic ponds. - increasing 2 times blowdown rate at bioreactor and clarifier tanks to reduce suspended solid in BioPolishing Plant. - monthly cleaning of cosmo balls and membrane to reduce suspended solid and carry over to final discharge. - carry out desludging for Anaerobic ponds after biogas plant in operation & during dry season. - relocate and reassign sampling points. 3. Oil trap – action and plan. - cleaned up the oil trap and the area. - installed valve and sump. - assigned Executive and Store in-charge person. - establish cleaning schedule. - maintain good housekeeping.	report from July 2016 until March 2017. All results complied with regulatory limits for water course discharge. -action plan for monitoring natural waterways: - relocate and reassign sampling points. Additional sampling point (upstream 2, midstream 2, downstream 2). Sighted water analysis test report for 3 sampling point. -monthly inspection of furrows to ensure the furrow are well maintained and will not cause any leachate escape. -sighted a process for expansion of new land irrigation furrows at field P00BB (15 Ha) to reduce loading to old furrow and ensure no leachate / spillage to waterways. **3.** Sighted an installation of new valve and oil sump nearby the temporary scheduled waste store which was completed in June 2016. The housekeeping for that area was satisfactory during visited. Sighted a person in charge for monitoring and upkeep **Status: Closed**
Indicator: 5.4.1	Minor	**NCR #: HO 02** Finding: The plan for improving efficiency of the use of fossil fuel only established in Merotai POM. Objective evidence: There were no evident that Tiger estate and Merotai estate have plan for improving efficiency of the use of fossil fuel.	Planned to switch source of electricity from self generating using fossil fuel generator to SESB electricity supply in next fiscal year.	Both estate had a plan improving efficiency of the fossil fuel plan. Among of the plans was to regularly monitoring and maintenance of tractor usage and Planned to switch source of electricity from diesel genset to SESB electricity supply in next fiscal year. **Status: Closed**

Indicator: 6.5.3	Minor	**NCR #: MRS 01 2016** Finding: Management has not conducted weekly inspection of workers' housing as required in the Section 23, Workers' Minimum Standards of Housing and Amenities Act 1990. Objective evidence: Visited sites have conducted linesite audit monthly: 1. Merotai POM - 22/1/2016, 19/2/2016, 18/3/2016 and 19/4/2016 2. Tiger estate - 15/01/2016, 12/2/2016 and 11/03/16 3. Merotai estate - 5/2/2016 and 9/3/2016	1. To appoint one person in-charge in each OU to carry out weekly housing inspection assisted and on behalf of the MA. 2. MA to train these appointed PIC on what to inspect and checklist to be used. 3. Weekly report shall be verified by the MA for reliability	Issues recurring at Table Estate. Sighted last (WPI) conduct on 18 and 23 January 2017. Thus, major NCR was issued. **Status: Upgraded to Major NCR.**

Attachment 7

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, SPO 590800	
3	Elphil	Sg Siput, Perak	18 Jun '11	17 Jun '21	SPO 550180	
4	Flemington	Teluk Intan, Perak	5 Oct '11	4 Oct '21	CU-RSPO-819144, SPO 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	Withdrawn. Ceased Operation.
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	Withdrawn. Ceased Operation.
10	Bukit Puteri	Raub, Pahang	7 Jul '16	6 Jul '21	CU-RSPO-815147, 18502206 001, 854 502 14020	
11	Kerdau	Temerloh, Pahang	7 Jul '16	6 Jul '21	CU-RSPO-819155, 18502207 001, 854 502 14019	
12	Jabor	Kuantan, Pahang	7 Jul '16	6 Jul '21	CU-RSPO-819156, RSPO 928288, 854 502 14049	
13	Labu	Nilai, Negeri Sembilan	30 Dec '11	29 Dec '16	CU-RSPO-819163, SGS-RSPO/PM/MY13/ 01284, 854 502 14039	Recertification of Labu POM is in progress. PalmTrace License is valid till end of March 2017 in the PalmTrace system.
14	Tanah Merah	Port Dickson, Negeri Sembilan	19 May '10	18 May '20	SPO 541905	
15	Sua Betong	Port Dickson, Negeri Sembilan	18 Feb '14	17 Feb '19	SPO 600305, 824 502 16032	Sua Betong Oil Mill has been commissioned to replace Rantau Oil Mill.
16	Kok Foh	Bahau, Negeri Sembilan	7 Jul '16	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 Jan '14	27 Jan '19	SPO 600305	Pagoh Oil Mill has been commissioned to replace Nordanal Oil Mill.
19a	Yong Peng	Yong Peng, Johor	20 Oct '10	19 Oct '15	SPO 550182	Withdrawn. Ceased Operation.
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 '16	10 Apr '21	SGS-RSPO/PM-00722, 824 502 16042	
24	Hadapan	Layang-layang, Johor	29 Mar '11	28 Mar '21	824 502 16040	
25	Segaliud	Sandakan, Sabah	20 May '10	19 May '15	SPO 547123	Withdrawn. Ceased operation.
26	Sandakan Bay	Sandakan, Sabah	1 Oct '08	30 Sep '18	SPO 537872	
27	Melalap	Tenom, Sabah	21 Jan '11	20 Jan '21	SPO 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 May ‘10	NA	NA	Withdrawn. Ceased operation.
30b	Mostyn	Kunak Sabah	16 Jan '09	NA	NA	Withdrawn. Ceased operation.
31	Lavang	Bintulu, Sarawak	30 Dec '11	29 Dec ‘21	CU-RSPO-819166, MUTURSPO/053	
32	Rajawali	Bintulu, Sarawak	30 Dec '16	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, MUTURSPO/054	

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	16 Jan ’17	MUTU-RSPO/011	
2	PT SAJANG HEULANG	ANGSANA MINI	Sebamban, Indonesia	6 Jul ’11	6 Jul ’16	MUTU-RSPO/006b	Mill closed down.
3		MUSTIKA OIL MILL		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	16 Mar ’17	MUTU-RSPO/014	
6	PT KRIDATAMA LANCAR	SUKAMANDANG	Seruyan Tengah, Sampit, Seruyan, Kalimantan Tengah	2 Sept ‘16	1 Sept ‘21	MUTU-RSPO/003	

7	PT BAHARI GEMBIRA RIA	LADANG PANJANG	Kumpeh Ulu, Jambi, Muaro Jambi, Jambi	9 Jul ‘12	9 Jul ‘17	MUTU-RSPO/019	
8	PT TUNGGAL MITRA PLANTATIONS	MANGGALA	Riau, Indonesia	25 Nov ‘10	24 Nov ’20	MUTU-RSPO/002	
9	PT PARIPURNA SWAKARSA	PONDOK LABU	Pamukan Selatan, Tanah Grogot, Kotabaru, Kalimantan Selatan	16-Mar-12	16-Mar-17	MUTU-RSPO/016	
10	PT BERSAMA SEJAHTERA SAKTI	GUNUNG ARU	Sebamban, Indonesia	5-Jul-11	5-Jul-16	MUTU-RSPO/005	
11	PT GUTHRIE PECCONINA	RANTAU PANJANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	16 Mar ‘12	16 Mar ‘17	MUTU-RSPO/017	
12	PT LAGUNA MANDIRI	RANTAU	Sungai Durian, Kotabaru, Kalimantan Selatan	30 Dec ‘11	30 Dec ‘16	MUTU-RSPO/009	Recertification of Rantau POM is in progress. PalmTrace License is valid till end of Feb 2017 in the PalmTrace system.
13		BETUNG OIL MILL		1 Apr ‘14	1 Apr ‘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	
16	PT BINA SAINS CEMERLANG	SG PINANG	Muara Lakitan, Lubuk Linggau, Musi Rawas, Sumatera Selatan	11 Sep ‘12	11 Sep ‘17	MUTU-RSPO/020	
17	PT TEGUH SEMPURNA	PEMANTANG	Kuala Kuayan, Sampit, Kotawaringin Timur, Kalimantan Tengah	9 Sept ‘16	8 Sept ‘21	MUTU-RSPO/004	
18	PT BHUMIREKSA NUSA SEJATI	TELUK BAKAU	Pelangiran, Sg.Guntung, Indragiri Ilir, Riau	1 Dec ‘16	30 Nov ‘21	MUTU-RSPO/008	
		MANDAH OIL MILL		1 Apr ‘14	1 Apr ‘19	MUTU-RSPO/036	

19							
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	10 Jul ‘17	MUTU-RSPO/018	
22	PT SIME INDO AGRO	BK AJONG	Kalimantan Barat, Indonesia	18 Jul ’16	17 Jul ‘21	MUTU-RSPO/088	
23	PT PADANG PALMA PERMAI/PT PERKASA SUBUR SAKTI	BLANG SIMPO	Karang Baru, Kuala Simpang, Aceh Tamiang, Nangroe Aceh Darussalam	3 May ‘13	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	Pending certification by RSPO EB.