

**Roundtable on Sustainable Palm Oil Certification
R S P O**

[✓] Surveillance

Name of Management : Jabor Palm Oil Mill – SOU 12 subsidiary of Sime Darby Plantation Bhd.
 Organisation
 Plantation Name : Jabor Estate
 Location : Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia

Certificate Code : **MUTU-RSPO/92**
 Date of Certificate Issue : 07 July 2016 Date of License Issue : 07 July 2019
 Date of Certificate Expiry : 06 July 2021 Date of License Expiry : 06 July 2020

Assessment	Assessment Date	PT Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.3	22 to 24 April 2019	Sandra Purba (Lead Auditor), Mahas Maliyapan, Ebnu Holdoon Shawal	Tony Arifiarachman	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.3	23 May 2019

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Figure 1. Location Map of SOU-12 Jabor



Figure 2. Operational Map of SOU-12 Jabor (Main Division)

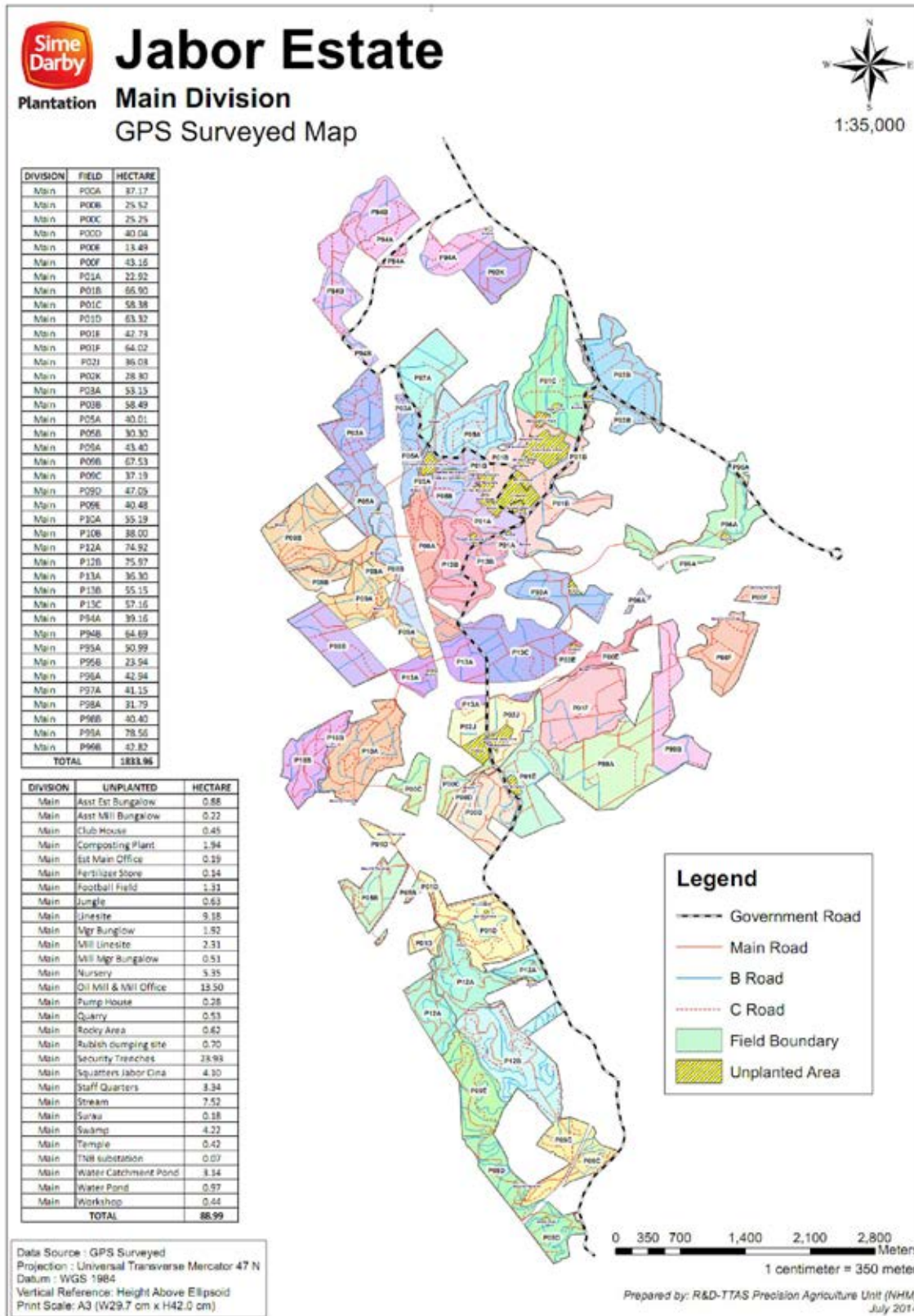
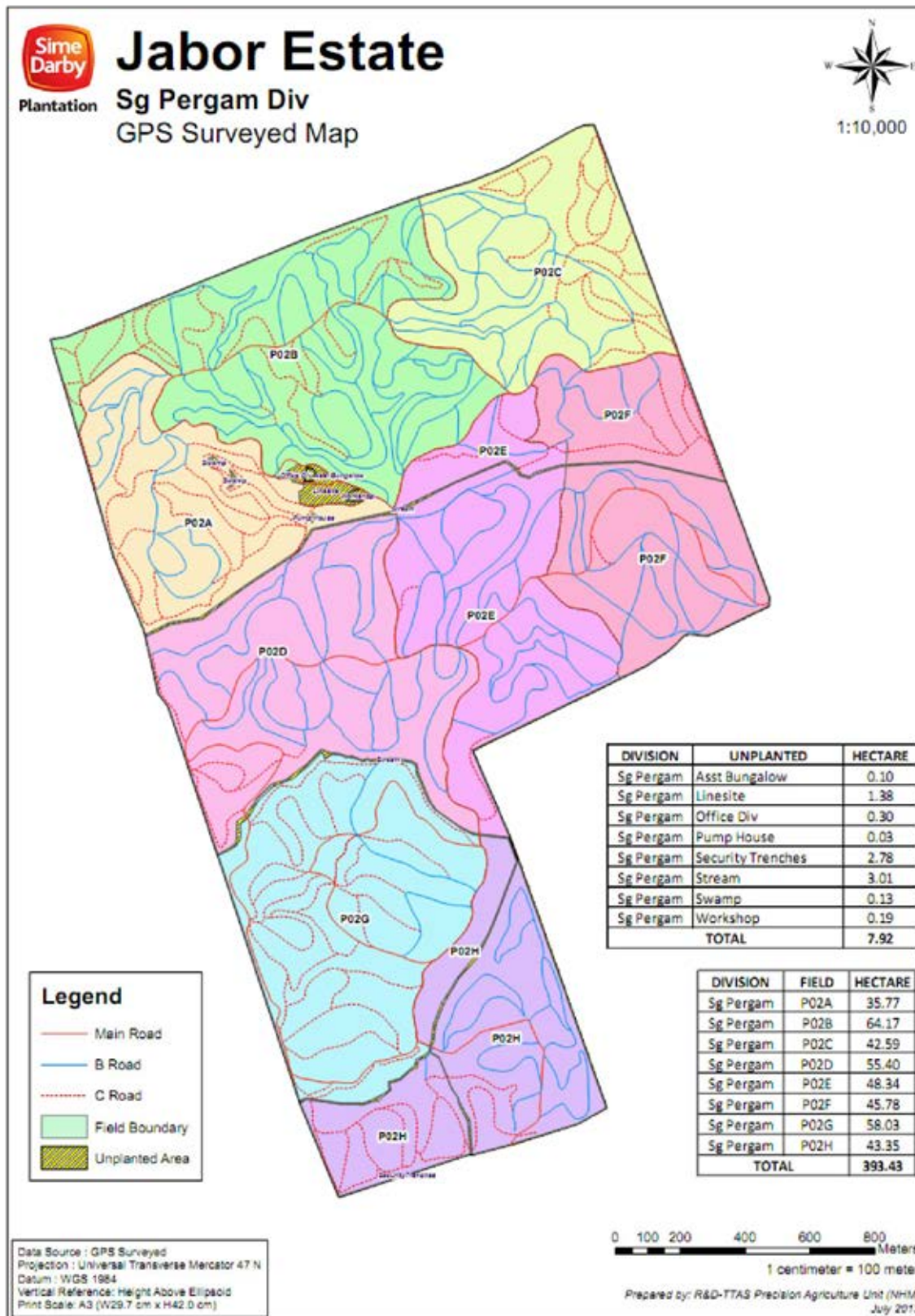


Figure 3. Operational Map of SOU-12 Jabor (Sg Pergam Division)



Abbreviations Used

ARM	: Agriculture Reference Manual	MQMSSOM	: Mill Quality Management System Standard Operation Manual
ASA	: Annual Surveillance Assessment	MPLAN	: Mangement Plan
		MSDS	: Material Safety Data Sheet
BOB	: Barn Owl Box	MYNI	: Malaysia National Interpretation
CEC	: Cation Exchange Capacity		
CH	: Certificate Holder	NGO	: Non Government Organization
CHRA	: Chemical Health Risk Assessment	NUPW	: National Union Plantation Workers
COBC	: Code of Business Conduct	OER	: Oil Extraction Rate
CPO	: Crude Palm Oil	OSH	: Occupational Safety and Health
CSR	: Corporate Social Responsibility	OT	: Over Time
DID	: Department Interim Drainage	P&D	: Pest(s) and Disease(s)
DOE	: Department of Environment	PIC	: Person in Charge
DOSH	: Department of Safety and Health	PK	: Palm Kernel
EFB	: Empty Fruit Bunch	PND	: Pest And Disease
EHS	: Environment Health and Safety	POM	: Palm Oil Mill
EMS	: Environmental Management System	POME	: Palm Oil Mill Effluent
EQT	: Environment Quality Act.	PPE	: Personal Protective Equipment(s)
ESH	: Environment Safety and Health	PSQM	: Plantation Sustainability and Quality Management
ETP	: Effluent Treatment Plant	PSS	: Pictorial Safety Standard
EVIT	: Each Vehicle Type	RSG	: Responsible Sourcing Guidelines
FFB	: Fresh Fruit Bunches	RSPO	: Roundtable Sustainable Palm Oil
FY	: Financial Year	RTE	: Rare, Threatened or Endangered
GCAD	: Group Corporate Audit Department	SAP	: System Application Product and Processing
GHG	: Greenhouse Gas	SCCS	: Supply Chain Certification Standard
GTM	: Global Trading and Marketing Department	SDP	: Sime Darby Plantation
HACCP	: Hazard Analysis Critical Control Point	SIA	: Social Impact Assessment
HCV	: High Conservation Value	SOP	: Standard Operating Procedure
HIRAC	: Hazard Identification Risk Assessment and Control	SOU	: Strategic Operating Unit
HIRARC	: Hazard Identification, Risk Assessment and Risk Control	SPMS	: Sime Darby Plantation Management System
HQ	: Head Quarter	SW	: Scheduled Waste
IPM	: Integrated Pest Management	USD	: United States Dollar
JBA	: Jabatan Bekalan Air (Water Supply Agency)	USECHH	: Use and Standard of Exposure of Chemicals Hazardous to Health
JKKP	: Jawatan Kuasa Kesihatan dan Keselamatan Pekerjaan (OSH Committee)	WHO	: World Health Organization
KER	: Kernel Extraction Rate	WI	: Work Instruction
LCC	: Legume Cover Crop	WMU	: Workers Management Unit
LD	: Lethal Dosage	WTP	: Water Treatment Plant
LORR	: Legal and Other Requirement Register		
HIRARC	: Hazard Indentification, Risk Assessment and Risk Control		
MPOB	: Malaysian Palm Oil Board		

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> Malaysian National Interpretation – RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors 6 March 2015. RSPO Supply Chain Certification Standard For organizations seeking or holding certification. Adopted by the RSPO Board of Governors on 21 November 2014, Revised on 14 June 2017 (Module D / E for CPO Mill) 	
1.2	Organisation Information		
1.2.1	Organization name listed in the certificate	Jabor POM – SOU 12 subsidiary of Sime Darby Plantation Bhd.	
1.2.2	Contact person	Shylaja Devi Vasudevan Nair.	
1.2.3	Organisation address and site address	No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301.	
1.2.4	Telephone	+603 784 84366.	
1.2.5	Fax	+603 7848 4363.	
1.2.6	E-mail	shylaja.vasudevan@sime-darbyplantation.com	
1.2.7	Web page address	www.sime-darbyplantation.com	
1.2.8	Management Representative who completed the application for certification	Shylaja Devi Vasudevan Nair.	
1.2.9	Registered as RSPO member	1-0008-04-000-00 – 8 September 2004.	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Jabor Palm Oil Mill and Jabor Estate.	
1.3.2	Type of certificate	Single. Dates of first certificate validity were 07 July 2011 to 06 July 2016. The second cycle certificate issued by TUV Rheinland Indonesia on 07 July 2016 and transferred to PT Mutuagung Lestari on 16 June 2017.	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Jabor POM	Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia	N 03° 57' 39" E 103° 18' 32"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Jabor Estate	Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia	N 03° 57' 35" E 103° 18' 30"
1.5	Description of Area Statement		
1.5.1	Tenure		

	<ul style="list-style-type: none"> • State 	2,332.92 ha
	<ul style="list-style-type: none"> • Community 	- ha
1.5.2	Area Statement	
	<ul style="list-style-type: none"> • Total area 	2,332.92 ha
	<ul style="list-style-type: none"> • Planted area 	1,979.91 ha
	<ul style="list-style-type: none"> - Mature area 	1,808.79 ha
	<ul style="list-style-type: none"> - Immature area 	171.12 ha
	<ul style="list-style-type: none"> • Mill 	14.2 ha
	<ul style="list-style-type: none"> • Nursery 	5.37 ha
	<ul style="list-style-type: none"> • Building and emplacement (housing) 	44.56 ha
	<ul style="list-style-type: none"> • Infrastructure (road and bridge) 	142.7 ha
	<ul style="list-style-type: none"> • HCV 	3.15 ha
	<ul style="list-style-type: none"> • Unplatable area 	143.03 Ha
1.6	Planting Year and Cycles	
1.6.1	Age profile of planting year	
	Planting Year	Hectarage (ha)
		Jabor Estate
	1996	41.27
	1997	39.43
	1998	69.44
	1999	117.22
	2000	177.34
	2001	306.86
	2002	429.10
	2003	108.05
	2005	67.55
	2009	222.47
	2010	88.28
	2012	141.78
	Total Mature Area	1,808.79
	2016	100.17
	2017	70.95
	Total Immature Area	171.12
	TOTAL	1,979.91
	*Abandoned area due to bauxite project	
1.6.2	New Planting area after January 2010	- ha
1.6.3	Planting Cycle	3 rd Cycle
1.7	Description of Mill and Supply Base	

1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Jabor POM	25	95,511.71	19,820.54	20.82	4,967.74	5.26
	*Production data source from April 2018 to March 2019 The discrepancy between FFB processed and FFB produced is due to unripe FFB in the previous day						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Jabor Estate	2,332.90	1,979.91	38,102.28	19.24	38,102.28	100
	TOTAL	2,332.90	1,979.91	38,102.28	19.24	38,102.28	100
	*Production data source from April 2018 to March 2019						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	Number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Chenor Estate (RSPO Certified)	SOU11-Sime Darby Plantation Bhd	-	-	530.41		
	Jentar Estate (RSPO Certified)	SOU11-Sime Darby Plantation Bhd	-	-	499.16		
	Jabor Estate (RSPO Certified)	SOU11-Sime Darby Plantation Bhd	-	-	522.59		
	Mentakab Estate (RSPO Certified)	SOU11-Sime Darby Plantation Bhd	-	-	971.27		
	Golden Horse Plantation Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	442		
	Jabur Plantation	Independent FFB Supplier (Non-Certified)	-	-	7,558		
	Ladang Mawar	Independent FFB Supplier (Non-Certified)	-	-	21		
	Sementara Tumpang Senang Sdb Bhd	Independent FFB Supplier (Non-Certified)	-	-	101		
	Lim Meng Sow	Independent FFB Supplier (Non-Certified)	-	-	4,431		
	Mohammad Saidi	Independent FFB Supplier (Non-Certified)	-	-	903		
	Santong Sawit	Independent FFB Supplier (Non-Certified)	-	-	492		
	Tabir Ariena	Independent FFB Supplier (Non-Certified)	-	-	7,405		
	Ladang Bukit Sah	Independent FFB Supplier (Non-Certified)	-	-	2,321		
	YP Plantation	Independent FFB Supplier (Non-Certified)	-	-	24,663		
	Zmas	Independent FFB Supplier (Non-Certified)	-	-	6423		
	Bebar Selatan	Independent FFB Supplier (Non-Certified)	-	-	126		
	TOTAL					57,409.43	
	*Production data source from April 2018 to March 2019						

1.7.4	Product categories		FFB, CPO, PK					
1.8	Tonnage of Product							
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim Last Year (tonnes/year)		Actual certified product Last Year (tonnes/year)			
	• FFB Production		49,549		38,102.28			
	• CPO Production		10,366		8,769.57			
	• Palm Kernel (PK) Production		2,636		2,192.26			
1.8.2	Product selling							
	Tonnage of selling product		Period of actual selling product last year period					
	• CSPO sold as RSPO certified product		-					
	• CSPK sold as RSPO certified product		-					
	• CSPO sold under other scheme		-					
	• CSPK sold under other scheme		-					
	• CSPO sold as conventional		8,086.57					
	• CSPK sold as conventional		2,072.57					
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)			
	Jabor Estate	2,332.90	1,979.91	43,693	21			
	TOTAL	2,332.90	1,979.91	43,693	21			
	*Projected FFB production for 07 July 2019 to 06 July 2020							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Jabor POM	25	43,693	9,613	22	2,622	6	MB
	*Projected FFB production for 07 July 2019 to 06 July 2020							
1.9	Other Certifications							
	Others		MSPO Certificate 2017 (MUTU-MSPO/002, valid from 27 November 2017 till 26 November 2022)					
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Supply Base	Time Bound Plan	HGU on Process		Location	Status
	Mill	Time Bound Plan			Ha	Time Bound Plan		
	INDONESIA							
	Sekunyir. PT. Indotruba Tengah	2010	Sekunyir	2010			Seruyan and West Kotawaringin District – Central Kalimantan	Certified
			Seruyan	2010				Certified

Manggala. PT. Tunggul Mitra Plantations	2010	Manggala 1	2010			Rokan Hilir District – Riau	Certified
		Manggala 2	2010				Certified
		Manggala 3	2010				Certified
Bukit Ajong PT. Sime Indo Agro	2010	West	2010	1,652	2019	Sanggau District –West Kalimantan	Certified
		East	2010				Certified
		Sei Mawang	2018				-
		East Plasma	2010				Certified
		West Plasma	2010				Certified
Teluk Siak. PT Aneka Inti Persada	2011	Teluk Siak	2011	421.31	2020	Pekanbaru, Siak District – Riau	Certified
		Pinang Sebatang	2011				Certified
		Aneka Persada	2011				Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	Sungai Pinang	2012	308.25	2020	Musi Rawas District – South Sumatera	Certified
		Bukit Pinang	2012				Certified
Pematang. PT. Teguh Sempurna	2011	Pematang	2011			Seruyan and East Kotawaringin Di strict – Central Kalimantan	Certified
		Kawan Batu	2011				Certified
		Hatan Tiring	2011				Certified
		Batang Garing	2011				Certified
Alur Dumai. PT Lahan Tani Sakti	2011	Alur Dumai	2011			Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011			Indra Giri Hilir District – Riau	Certified
		Nusa Perkasa	2011				Certified
		Nusa Lestari	2011				Certified
Mandah PT. Bhumireksa Nusa Sejati	2014	Mandah	2011			Indra Giri Hilir District – Riau	Certified
		Rotan Semelur	2011				Certified
Angsana Mini*) PT Sajang Heulang	2011	KKPA-1 PT.SHE	2013			Tanah Bumbu District – South Kalimantan	Certified
		Pantai Bonati	2011				Certified
Angsana. PT Ladangrumpun Suburabadi	2011	Angsana	2011			Tanah Bumbu District – South Kalimantan	Certified
		Gunung Sari	2011				Certified
		KKPA-4 PT.SHE	2013				Certified
Mustika. PT Sajang Heulang	2013	Mustika				Tanah Bumbu District – South Kalimantan	Certified
		KKPA-2 PT.SHE	2013				Certified
		KKPA-3 PT.SHE	2013				Certified
		KKPA-5 PT.SHE	2013				Certified
		SAP 1	2020				ST-2
Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	2011	765	2020	Kotabaru District – South Kalimantan	Certified
		Gunung Kemasan	2011				Certified
		Laut Timur	2011				Certified
		Pantai Timur	2011				Certified
		KKPA BSS	2020				-

Bebunga. PT. Langgeng Muaramakmur	2011	Sungai Cengal	2011	1,162	2020	Kotabaru District – South Kalimantan	Certified
		Bebunga	2011				Certified
		KKPA Sungai Cengal	2014				Certified
Sukamandang PT Kridatama Lancar	2011	Sukamandang	2011			Seruyan and East Kotawaringin Di strict – Central Kalimantan	Certified
		Sapiri	2011				Certified
		Barasdanum	2011				Certified
		Kuala Kuayan	2011				Certified
Pondok Labu. PT Paripurna Swakarsa	2012	Binturung	2012	1,120	2020	Kotabaru District – South Kalimantan	Certified
		Pondok Labu	2012				Certified
		Rampa	2012				Certified
		Sesulung	2012				Certified
Selabak *) PT Swadaya Andhika	2012	Selabak	2012	63	2020	Kotabaru District – South Kalimantan	Certified
		Randi	2012				Certified
		Sangkoh	2012				Certified
		Lanting	2012				Certified
Rantau. PT Laguna Mandiri	2012	Rantau	2012			Kotabaru District – South Kalimantan	Certified
		Matalok	2012				Certified
Betung. PT Laguna Mandiri	2014	Betung	2012			Kotabaru District – South Kalimantan	Certified
		Sekayu	2012				Certified
Ungkaya. PT Tamaco Graha Krida	2012	Ungkaya	2012			Morowali District – Sulawesi Tengah	Certified
		Plasma TGK	2015				Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	Ladang Panjang	2012	1,639	2020	Muaro Jambi District - Jambi	Certified
		Plasma BGR	2020				-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	4,133	2020	Musi Banyuasin Distri ct – South Sumatera	Certified
		Bumi Ayu	2012				Certified
		Karang Ringin	2012				Certified
		Napal	2012				Certified
		Mangun Jaya	2012				Certified
		Sungai Jernih Estate and GPI KKPA	2018				- (Not yet)
Blang Simpo. PT Perkasa Subur Sakti	2013	Tamiang (PT PPP)	2013	1,286	2020	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
		Batang Ara (PT PSK)	2013				Certified
		Blang Simpo-01	2013				Certified
		Blang Simpo-02	2013				Certified
MAS. PT Mitra Austral Sejahtera	2020	MAS 1	2018			Sanggau District – West Kalimantan	-
		MAS 1	2018				-
		MAS 1	2018				-
		Plasma MAS	2020				-
Lembiru. PT Sandika Nata	2014	Lembiru	2014			Ketapang Distric t – West	Certified
		Awatan	2014				Certified

Palma		Karya Palma	2018		Kalimantan	-
		KKPA SNP	2020			-
		Pelanjau (PT BAL)	2018			-
		Sungai Putih (PT BAL)	2018			-
		Baturus (PT BAL)	2018			-
		KKPA BAL	2020			-
MALAYSIA						
Sg Dingin SOU 1	2010	Bukit Hijau	2010		Kerangan, Kedah	Certified
		Padang Buluh	2010			Certified
		Bukit Selangor	2010			Certified
		Sg Dingin	2010			Certified
		Jentayu	2010			Certified
		Anak Kuli	2010			Certified
		Somme	2010			Certified
Chersonese SOU 2	2011	Chersonese	2011		Kuala Kurau, Perak	Certified
		Holyrood	2011			Certified
		Kalumpong	2011			Certified
		Tali Ayer	2011			Certified
Elphil SOU 3	2011	Kinta Kellas	2011		Sg Siput, Perak	Certified
		Elphil	2011			Certified
		Kamuning	2011			Certified
Flemington SOU 4	2011	Flemington	2011		Teluk Intan, Perak	Certified
		Bagan Datoh	2011			Certified
		Sabak Bernam	2011			Certified
		Sg Samak	2011			Certified
Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011		Teluk Intan, Perak	Certified
		Sabrang	2011			Certified
		Sg Wangi	2011			Certified
		Sogomana (Main Division)	2011			Certified
Selaba SOU 5	2011	Seri Intan (Selaba Division)	2011		Teluk Intan, Perak	Certified
		Sogomana (Cashwood & Sg Beruas Division)	2011			Certified
		Bikam	2011			Certified
		Clumy	2011			Certified
Tennamaram SOU 6	2011	Tennamaram	2011		Bestari Jaya, Selangor	Certified
		Sungei Buloh	2011			Certified
		Bkt Talang	2011			Certified
Bkt Kerayong SOU 7	2011	Bkt Kerayong	2011		Kapar, Selangor	Certified
		Bkt Cherakah	2011			Certified
		Bkt Rajah	2011			Certified
		Bkt Lagong	2011			Certified
		Elmina	2011			Certified
East SOU 8	2010	East	2010		Carey Island, Selangor	Certified
		Dusun Durian	2010			Certified
		Sepang	2010			Certified

West - SOU 9	2010	West	2010		Carey Island, Selangor	Certified
Bukit Putri - SOU 10	2011	Bukit Putri	2011		Raub, Pahang	Certified
Kerdau SOU 11	2011	Kerdau	2011		Temerloh, Pahang	Certified
		Jentar	2011			Certified
		Mentakab	2011			Certified
		Sg Mai	2011			Certified
		Chenor	2011			Certified
Jabor - SOU 12	2011	Jabor	2011		Kemaman, Terengganu	Certified
Labu SOU 13	2011	Labu	2011		Nilai, Negeri Sembilan	Certified
		New Labu	2011			Certified
		Bradwall	2011			Certified
Tanah Merah SOU 14	2010	Tanah Merah	2010		Port Dickson, Negeri Sembilan	Certified
		Sua Betong	2010			Certified
		Bukit Pelandok	2010			Certified
Sua Betong SOU 15	2014	Salak	2014		Port Dickson, Negeri Sembilan	Certified
		Sengkang	2014			Certified
		Siliau	2014			Certified
		PD Lukut	2014			Certified
		Sungai Baru	2014			Certified
		Tampin Linggi	2014			Certified
Kok Foh SOU 16	2011	Bukit Pilah	2011		Bahau, Negeri Sembilan	Certified
		Kok Foh	2011			Certified
		Muar River	2011			Certified
		St. Helier	2011			Certified
		Pertang	2011			Certified
		Sg Gemas	2011			Certified
		Sg Sebaling	2011			Certified
		Sg Senarut	2011			Certified
Kempas SOU 17	2010	Kempas	2010		Jasin, Melaka	Certified
		Kemuning	2010			Certified
		Tangkah	2010			Certified
Diamond Jubilee SOU 18	2011	Bukit Asahan	2011		Jasin, Melaka	Certified
		Diamond Jubilee	2011			Certified
		Serkam	2011			Certified
Pagoh SOU 19	2014	Pagoh	2014		Muar, Johor	Certified
		Lanadron	2014			Certified
		Pengkalan Bukit	2014			Certified
		Welch	2014			Certified
Chaah SOU 20	2010	North Labis	2010		Chaah, Johor	Certified
		Cha'ah	2010			Certified
		Sg Simpang Kiri	2010			Certified
Gunung Mas SOU 21	2010	Gunung Mas	2010		Kluang, Johor	Certified
		Kempas Klebang	2010			Certified
		Bukit Paloh	2010			Certified
		Yong Peng	2010			Certified

Bukit Benut SOU 22	2011	Bukit Benut	2011			Kluang, Johor	Certified
		CEP Niyor	2011				Certified
		Lambak / Elaeis	2011				Certified
Ulu Remis SOU 23	2011	Pekan	2011			Layang-layang, Johor	Certified
		Sembrong	2011				Certified
		Tun Dr. Ismail	2011				Certified
		Ulu Remis	2011				Certified
		Bukit Badak	2011				Certified
		Cenas	2011				Certified
Hadapan SOU 24	2011	CEP Rengam	2011			Layang-layang, Johor	Certified
		Kulai	2011				Certified
		Layang	2011				Certified
		Seri Pulai	2011				Certified
Sandakan Bay SOU 26	2008	Tun Tan Siew Sin	2008			Sandakan, Sabah	Certified
		Tunku	2008				Certified
		Tigowis	2008				Certified
		Sentosa	2008				Certified
		Saguliud	2008				Certified
Melalap SOU 27	2011	Melalap	2011			Tenom, Sabah	Certified
		Sapong	2011				Certified
Binuang SOU 28	2009	Tingkayu	2009			Kunak, Sabah	Certified
		Sungang	2009				Certified
		Jelata Bumi	2009				Certified
		Binuang	2009				Certified
Giram SOU 29	2009	Mostyn	2009			Kunak, Sabah	Certified
		Giram	2009				Certified
Merotai SOU 30	2009	Imam	2009			Tawau, Sabah	Certified
		Merotai	2009				Certified
		Table	2009				Certified
		Tiger	2009				Certified
Lavang SOU 31	2011	Belian	2011			Bintulu, Serawak	Certified
		Kelida	2011				Certified
		Lavang	2011				Certified
		Lavang (SE)	2011				Certified
		Rasan	2011				Certified
Rajawali SOU 32	2011	Rajawali	2011			Bintulu, Serawak	Certified
		Samudera	2011				Certified
		Semarak	2011				Certified
		Bayu	2011				Certified
Derawan SOU 33	2011	Takau	2011			Bintulu, Serawak	Certified
		Damai	2011				Certified
		Derawan	2011				Certified
		Sahua	2011				Certified
Pekaka SOU 34	2011	Chartquest	2011			Bintulu, Serawak	Certified
		Dulang	2011				Certified
		Peroh	2011				Certified

		Pekaka	2011			Certified
		Ruai	2011			Certified
LIBERIA						
Grand Cape Mount	2017	Matambo (2,500 Ha)	2017		Grand Cape Mount, Liberia	NPP May 2011
		Grand Cape Mount (2,372 Ha)	2017			NPP May 2011
		Zodua (264)	2017			NPP May 2011
		Bomi (3,128 Ha)	2017		Bomi, Liberia	NPP May 2011
		Lofa (2,254 Ha)	2017			NPP May 2011
P & G (New Britain Palm Oil)						
Poliamba	2012	Kara	2012		Keviang, New Ireland Province, P&G	Certified
		West Coast	2012			Certified
		Nalik	2012			Certified
		Noatsi	2012			Certified
		Madak	2012			Certified
		North (Smallholders)	2012			Certified
		South (Smallholders)	2012			Certified
		West (Smallholders)	2012			Certified
Tetere	2011	Tetere	2011		Gudaicanal, Slomon Island	Certified
		Ngalimbiu	2011			Certified
		Mbalisuna	2011			Certified
		West Zone (Smallholders)	2011			Certified
		Central Zone (Smallholders)	2011			Certified
		MBA East (Smallholders)	2011			Certified
		MBA West (Smallholders)	2011			Certified
		Sangara, Sambiripa & Mamba	2013	Sangara		2013
Sumberipa	2013				Certified	
Ambogo	2013				Certified	
Embi	2013				Certified	
Mamba	2013				Certified	
Sorovi (smallholders)	2013				Certified	
Igora (smallholders)	2013				Certified	
Saiho (smallholders)	2013				Certified	
Aeka (smallholders)	2013				Certified	
Ilimo	2013				Certified	

Gusap	2010	(smallholders)		Madang, P&G	Certified	
		Dumpu	2010			Certified
		Surinam	2010			Certified
		Jephcott	2010			Certified
		Gusap	2010			Certified
		Paddox	2010			Certified
		Ngaru	2010			Certified
		Madang VOP (smallholders)	2010			Certified
Morobe VOP (smallholders)	2010	Certified				
Hagita	2013	Giligili	2013	Milne Bay, P&G	Certified	
		Hagita	2013			Certified
		Waigani	2013			Certified
		Sagarai	2013			Certified
		Padipadi	2013			Certified
		Mariawatte	2013			Certified
		East Gurney	2013			Certified
		West Gurney	2013			Certified
		East Sagarai	2013			Certified
		West Sagarai	2013			Certified
<ul style="list-style-type: none"> • Mosa • Kumbango • Kapiura • Namumdo • Waraston 	2008	Bebere	2008	West New Britain	Certified	
		Kumbango	2008			Certified
		Togulo	2008			Certified
		Dami	2008			Certified
		Waisisi	2008			Certified
		Kautu	2008			Certified
		Karaisu	2008			Certified
		Moroo	2008			Certified
		Bilomi	2008			Certified
		Loata	2008			Certified
		Haella	2008			Certified
		Garu	2008			Certified
		Daliavu	2008			Certified
		Sapuri	2008			Certified
		Malilimi	2008			Certified
		Rigula	2008			Certified
		Nomundo	2008			Certified
		Navarai / Karato ME	2008			Certified
		Volupai . Lotomgam / Natupi / Goruru	2008			Certified
		Lolokoru	2008			Certified
		Silovoti	2008			Certified
		LSS Hoskin (1,877 Smallholders)	2008			Certified
VOP East (1,815 Smallholders)	2008	Certified				

		VOP Central (1,958 Smallholders)	2008			Certified
		VOP West (1,277 Smallholders)Kaulong / Akamie / Pusiki / Repamira / Sakapei / KDC ME (21 large smallholders)	2008			Certified
		LSS Kapiura (847 Smallholders)	2008			Certified
		VOP Kapiura (551 Smallholders)	2008			Certified
<p>Sime Darby has achieved 34 management units in Malaysia, 24 mmanagement units in Indonesia, 10 management units in Liberia that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in Liberia. In the year of 2017 there are two Mill that are no longer operating, and for the supplying base (Estate) is diverted to a mill that is still operating and has been certified RSPO.</p> <p>A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and Sime Darby Plantation Bhd targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.</p> <p>There was change of the Time Bound Plan under Sime Darby on 15 April 2016 cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation: PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.</p>						
1.10.2	Progress of Associated Smallholders and Outrowers for Certifiable Standard					
	There is no scheme smallholder under SOU 12 SDP.					

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.3	<ol style="list-style-type: none"> Sandra Purba (Lead Auditor). Graduated from Forestry Faculty Bachelor Degree, majored in Forest Product Technology. Have experience working in industrial forest company, mining and oil palm plantations company for 6 (six) years as EHS and Sustainability Assistant. Has been certified as General OHS Expert, attend and passed the several trainings of management system (OHS, environment and quality management), has been attend the training of waste management, GHG verification and validator training, and conflict resolution and mapping training. Have been successfully passed the Indonesian Sustainable Palm Oil (ISPO) Lead Auditor training course, RSPO lead auditor training course and auditor of RSPO Next, SCCS LAT and SA8000. Involve in many audit activities of similar scheme (ISPO and MSPO) since April 2013 covering the Legal Aspect, Environmental aspect, Social Aspect, Health and Safety Aspect, conservation and Worker Welfare. During this audit, she verified agronomy and FFB processing, long term business plan, social and SCCS. Mahas Maliyapan. Malaysian citizen (Fluent in Local Language), More than 15 years working experience in various industries in Malaysia that covering the full spectrum of Quality and Environmental Management System. As certified Lead Auditor and being the Principle Consultant. He too has vast exposure and experience in Quality Environmental Management System as well the Occupational, Health and Safety auditing. He owns proven track records of auditing various multinational companies both locally and internationally. In this assessment, He assessed on Legal / Land Use, worker welfare, and social Ebnu Holdoon Shawal. Malaysian citizen (Fluent in Local Language) Graduated with Bachelor of Civil Engineering from University Tenaga Nasional in Malaysia. He has been completed the ISO 9001: 2008 QMS Lead assessor course for RABQSA – QM 785 (Exemplar Global) certified. He has an experience regarding the safety, health and environmental standard for construction works as an engineer for 1 year. He has gone for various RSPO audit since 2015. During this audit he has been assigned to verify the Transparency Information, OSH & Environment/GHG.
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.3	Number of auditors : 3 auditors Number of days for ASA-1.3 at site : 3 days Number of working days for ASA-1.3 at site : 9 Working days
2.2.2	Assessment Process
ASA-1.3	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the SOU10, Sime Darby Plantation Sdn Bhd to the requirements of Malaysia National Interpretation - RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production and RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014, Revised on 14 June 2017 (Module E for CPO Mill)</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results ASA-1.3 delivered by the MUTU auditor to the Management Unit and the results are the subject will be verified at the next assessment phase (ASA-1.4).</p> <p>Improvement of findings from main assessment findings were observed by auditors at this ASA-1.3 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA-1.3.</p> <p>The assessment program please find Appendix 2</p>
2.2.3	Locations of Assessment
ASA-1.3	Jabor Estate

- **Manuring, block of 15A.** 7 workers. Interview and observation regarding to OSH, worker welfare, training and SOP
- **Block 01E.** Observation to **harvesting activities** and interview with 2 Harvesters from Bangladesh, on their understanding towards technical, safety, environment, conservation, and manpower aspects, as well as company facilities.
- **EFB application, block of 01E.** observation regarding to the SOP and dosage of EFB application
- **Harvesting, block of 96A,** 3 workers. Interview and observation regarding to OSH, worker welfare, training and SOP
- **Nursery.** Observation to **nursery** activities and interview with 2 Workers from Nepal and Bangladesh, on their understanding towards technical, safety, environment, conservation, and manpower aspects, as well as company facilities.
- **Block 10A/B.** Observation to, **terraces** areas, **EFB mulching** on mature area, **manuring** activities and interview with 1 Foreman from India and 2 Fertilizer Applicators from India and Nepal, on their understanding towards technical, safety, environment, conservation, and manpower aspects, as well as company facilities.
- **Block 01C.** Observation to Barn Owl Box (**BOB**) installation and planting of **beneficial plant** (*Turnera subulata*).
- **Block 17E.** Observation to area planted in 2017, **cover crop** condition, **EFB mulching** in immature area, **BOB** installation and planting of **beneficial plant** (*Turnera subulata* and *Antigonon leptopus*).
- **Housing Complex for Estate and Mill** (combined). Sighted a terrace house in the workers quarters including the facilities like field and crèche sighted. There are 2 dedicated general workers to ensure the facilities are clean and well managed.
- **Fertilizer Store.** Proper stacking of fertilizer. Signage< MSDS and label are available. The personnel is well trained.
- **Workshop.** Workshop visited. Sighted proper arrangement of tools and 5S policy has been implemented. Clean and proper maintenance of the store as per requirement.
- **Scheduled Waste Store.** Scheduled waste had been kept and arranged in accordance with requirement of DOE such as SW 409- spent filters, rags, SW 305 lubricant, hydraulic oil and SW 410 . Labelling sighted and the workers are well trained to explain the process of scheduled waste management.
- **Clinic.** Sime Darby had provide a clinic for minor treatment to their workers. Clinic inside the estate had been visited, proper scheduled waste for swabs and syringe observed, proper storage of medical and tools sighted.
- **Block 17A/B.** Replanted area, no traces of fire used during land preparation.
- **Block 97A.** Verification on boundary stones which found well maintained. Trenches along the boundaries next to smallholders and government reserved land are well managed.

Jabor Mill

- **Station of Sterilizer.** Observation and interview with 2 Operators from Indonesia, on their understanding towards technical, maintenance, manpower, safety, health and environment aspects.
- **Station of Threshing.** Observation and interview with 1 Operator from Indonesia, on his understanding towards technical, maintenance, manpower, safety, health and environment aspects.
- **Station of Nut and Kernel.** Observation and interview with 1 Operator from Indonesia, on his understanding towards technical, maintenance, manpower, safety, health and environment aspects.
- **Station of Engine Room.** Observation and interview with 1 Operator from Local Malaysia, on his understanding towards technical, maintenance, manpower, safety, health and environment aspects.
- **Station of Boiler.** Observation and interview with 1 Operator from Indonesia, on his understanding towards technical, maintenance, manpower, safety, health and environment aspects.
- **Effluent Treatment Plant.** Sighted 13 ponds had been built to cater for effluent at Jabor mill. The effluent had been tested and in accordance with the compliance schedule regulated by the mill. Signage are well displayed. No traces of overflow and illegal entry by outsiders.
- **Pesticides Store.** Proper storage of store sighted. MSDS and labelling available. Good explanation from the store keeper. Pesticides has been arrange accordingly to their class and active ingredient. There are also ventilator made available at the chemical store. Furthermore, sighted the chemical mixing area properly build next to the store and water supplied provided.

	<ul style="list-style-type: none"> • Mill Office. Supply Chain Certification System (SCCS) verification and interview related personnel in charge to supply chain system. • Station of Weight Bridge. Observation and interview of personnel related to FFB received mechanism and documented system of Certified and non Certified FFBs. • Station of Grading. Observation and interview of personnel related to FFB received mechanism and of FFBs grading and documented system of Certified and non Certified FFBs. • Engine Room. Safety signage are seen properly displayed. Workers seen wearing ear plugs. • Workshop. Interview welder on the frequency of welding work and the effect of inhaling manganese due to welding process. The welding work is only occasionally and to maximum of 3 rods at a time. <p>Stakeholder Consultation</p> <ul style="list-style-type: none"> • Jabor Mill Meeting Room. Interview with 3 FFB Transporters which were local contractors. • Jabor Estate Meeting Room. Interview with JKKK Jabor Cina, JKKK Kg. Perasing Jaya, 3 FFB Contractors, and workers representatives.
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.3	<p>Summary of stakeholder consultation process Consultation of stakeholders for SOU10, Sime Darby Plantation Sdn Bhd was held by:</p> <ul style="list-style-type: none"> • Public Notification on Mutu certification website on 27 March 2019 • Stakeholder Consultation by email to related NGOs in Malaysia by e-mail on 16 April 2019 • Public consultation meeting with internal stakeholders by interviews and local stakeholders conducted by interviews during the audit on 26 April 2019 in Bukit Puteri Estate <p>Numbers of input from stakeholders were verified by auditors through field observation and document verification</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-1.4) will be determined nine months after the license issued.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of SOU-12 Jabor POM – Sime Darby Plantation, Bhd. operation consisting of (one (1) mill and one (1) oil palm estates.

During the assessment, there were Nil (0) Nonconformities were assigned and two (7) opportunities for improvement were identified.

MUTUAGUNG LESTARI found that SOU-12 Jabor POM – Sime Darby Plantation, Sdn. Bhd. complied with the requirements of Malaysia National Interpretation (MY-NIWG) of the RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors on 6 March 2015; RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module E for CPO Mill); and RSPO Certification System. Approved by RSPO Executive Board on 26 June 2007.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **continued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY	
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	<p>During the audit at Sime Darby Plantations Mill and estate, the company had shown the latest stakeholder list at the estate and the frequency of updating stakeholder list had been made annually concurrently with stakeholder consultation in Jabor Mill and Jabor estate at Jabor Club house. The stakeholder meeting had been done on 7th February 2019 and invitation letter sighted on 28th January 2019 to the relevant stakeholder’s including government servant and local head. Issues related to the response and request had been documented on stakeholder consultation document prepared by the Medical assistant of Jabor Estate [Mr Safuan Parumo]. Sighted the stakeholder list updated for year 2019 which include :</p> <ul style="list-style-type: none"> i) Avepalm Marketing, BOSCH Rexroth, Kuantan Sejati Industrial supply, MHE – Demga, Nalco Industrial services, ii) Local Community Heads : Taman Perasing Jaya, Kampung Perasing Jaya, Kampung Jabor Cina iii) Govt agencies: Hospital Tengku Ampuan Afzan, DOE Kemaman branch, NUPW, KWSP, Bomba, SK Lembah Jabor, Perkeso, and RHB Insurance. <p>During the annual stakeholder meeting, all the latest information regarding the company policy, information related to estate and mill activities, social and environmental issues has been publicly discussed with related stakeholders. The stakeholder can voice out their concern regarding the management operations and the issues during the meeting and the matters had been taking into account by the management unit. Based on the SOP of Sime Darby management, the manager are the responsible person to update and approved all the request and communicate externally to the stakeholders. However the personnel in charge also been appointed for each estate and mill in accordance to Sime Darby procedure. Sighted the letter appointment for each estate to handle grievances and complains. Amongst the stakeholders invited to the meeting is managers of all estate and mill, village leaders, auxiliary police, NUPW personnel and representative, contractors, local community leaders from nearby villages, vendors and supplier of the company.</p>
1.1.2	

The Company had provide and SOP of constructive responses to the stakeholders kept in the management office unit entitled 'Standard Operating Manual' – Communication procedure. The manager of the estate will be the responsible person to communicate with external stakeholder upon request of information and for internal communication will be handled by the assistant manager of each estate and mill. As for internal communication, the company had provided a dedicated complaint book internally and external complaint book for handling complain and request by stakeholders and workers and most recent request made by the workers of mill on October 2018 regarding the repair of their house. Sighted the company had maintained the complain book internally and the list of complain had been recorded by the Medical Assistant of the estate. Based on the observation made, the company had respond towards the complaint and request as per procedure of Sime Darby repairing the faulty equipment and the response from management had been made on the same day of complain made.

Status: Comply

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.

The management has made publicly available the related document listed by the standard. It includes the Land title of the management unit (mill and supply bases), OSH plan of the mill and estate, risk assessment, mitigation plan (HIRARC document), Environmental Impact evaluation (EIE) and Environmental Management Plan (EMP) were made available at the estate and mill.

Sime Darby Plantation SOU Jabor had also documented the Social Impact Assessment (SIA) at estate and mill accordingly, together with HCV document [made on 2015] for the wildlife and water catchment area, Pollution prevention Plan (PPR), communication procedure to internal and external parties, and also including the Human right policy that made available at all estate and management unit of Sime Darby as per field visit and document verification.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

The company had updated the latest booklet Code of Business Conduct (COBC) for year 2018 and being distributed to all the workers and staff management of Sime Darby SOU Jabor and estates under the management. Record of handing booklet also made available at the estate management in which all the personnel that receive the booklet will signed a form of acceptance and the record kept in the office. Record of booklet signed and attendance sighted at the office estate dated 27th September 2018 and the company had brief the all workers and staff accordingly during muster morning and training period. All together mill and estates personnel including the general workers had signed the form of booklet acceptance during their employment and keep it in their own personal file. Sighted the COBC training been conducted on 10th April 2019 in the estate for the new booklet. :

- i) Participant : workers form Jabor Estate
- ii) Date : 10 April 19
- iii) Total participant of 87 workers and staff including : mandore, harvesters, sprayers, field supervisor and general workers
- iv) Region : central east region ,
- v) Trainer : Field supervisor
- vi) Duration 1 hour.
- vii) Slide as per booklet

The COBC booklet has been made into slideshow presentation and has been brief to all the workers and management staff. The booklet included the element of 'prohibition any kind of corruption 'and 'zero tolerance towards bribery and corruption or else not influencing other parties to practice the corruption in the company management unit. Stated the clause regarding guarding against bribery and corruption which are the group take a zero approach towards bribery and corruption and is committed behaving professionally , fairly and with integrity in all our businesses dealing and relationship wherever the Group operate and implementing and enforcing effective system to counter bribery and corruption. The contractor has been provided

the booklet when they signing the contract and the elements key point of the booklet has been inserted together with the contract.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1; 2.1.2; 2.1.3 and 2.1.4

During mill and estate site visit, sighted the mill managing well of the effluent pond sites, latest copies of SDS [Safety Data Sheet] displayed at chemical stores, foreign workers permits are monitor regularly, new wages been introduced in Jan 2019. Verified permits and licenses for compliance and found satisfactory.

A mechanism to ensure compliance to legal and other requirement has been documented in LORR and distributed by GQMS to all operating units. Documented procedure has been established and implemented, that reference to Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4.

There is annual RSPO Internal Consultative Assessment by the GSQM. Seen the assessment covers requirements such as Fire Services (Fire Certificate) Regulations 2001, Occupational Safety and health Act 1994, Environmental Quality Act 1974, Factories, and Machinery (Safety, Health, and Welfare), Factories and Machinery (Noise Exposure) Regulations 1989, etc.

There is also an "Evaluation Compliance Score Card" with annual rating statement of "Need Improvement" for the findings resulted with potential non-conformities. Any new laws or regulations that needs to be comply shall be issuing of a new matrix that required to be review annually.

Seen a compliance checklist established for monitoring of environment, safety, and health, etc. Sighted the list of compliance updated and circulated to mill and estate by the sustainability team from HQ. The identification of changes is the responsibility of corporate department in HQ whom shall notify in written to the estate representatives of the changes which normally the assistant managers. It then the PIC to delegate the information within the related estate staff.

Observation:

Follow up of the 2 observations from ASA 1.2 and in ASA 1.3, both been raised as Observation as to minitor the compliance to legal requirements.

- 1) The mill has not obtained the Fire Certificate as required by Fire Services [Fire Certificate] Regulation 2001 – 28(1). Sime Darby Plantation - HQ has approved the expenditure [Capex# X2017/M282/KKSJALT9AX. The tender letter to contractor was sighted [Bestro Eng Contract No. ED/515/1006/16-17/CER]. As at April 2018 1st week, the process of finalizing technical drawings going-on and mill management has developed a progress chart of the project. Since this is a legal compliance to be subscribed by the mill, therefore this observation will be verifying of the progress in next assessment. The audit team would to see the approaches and the successive of action plans in obtaining Fire Certificate.

Verification by auditor: The mill has engaged external contractor [Bestro Eng. Sdn. Bhd.] for initial layout for Design, supply, refurbish, Installation, Testing & Commissioning and Guarantee Performance of Fire Protection System. The work commenced on 01/08/18 and completed on 30/03/19. The mill is in process of getting an appointment with Bomba for an inspection.

- 2) The clause 6(1)(a) of the Worker's Minimum Housing & Amenities Act 1990 requires a written permit for potable water used other than public main. It is still proceedings at JBA Terengganu as the mill have submitted their proposed pricing for the arrears since from 2007. However, the authority has not made any final decision. In Feb 2018, the mill manager has initiated a new application and it was acknowledged by JBA Terengganu. The process may take some time from April to August 2018. Auditor to verify the progress in next assessment. The audit team need to be provided with additional improvement activities / proposal from the mill management if the permit not able to obtain before the next assessment.

Verification by auditor: The mill has evidence of follow up communication via letter dated on 25/09/18 to Jabatan Bekalan Air Terengganu which is not responded as at 21/04/19. As an alternative option, the mill seen initiated an

application for Class License Registeration [Private Water Supply System] with SPAN [Suruhanjaya Perkhidmatan Air Negara]. As required by Clause 6(1)(a) of the Worker’s Minimum Housing & Amenities Act 1990, the mill has obtained the permit [31/12/18 – 30/12/20] from JTK [Jabatan Tenaga Kerja Semenanjung Malaysia] for private water usage. Also sighted the SPAN visitting report for mill’s water treatment plant dated on 13/02/19. The process of application at stage of collecting water sample that to be tested by 3rd party and not by the laboratory owns by Sime Darby.

Observation in this assessment

Jabor Estate, MPOB License – 528528002000, 31/03/2020 [1808 Ha vs act planted area 1808.79 Ha, in Jan’19 the estate management has reclassified the Bauxite reserved area of 142.49 Ha. at which 78.80 Ha been included into cultivated area which increase the total planted area to 187.59Ha. Next assessment to be verify on the area stated in MPOB license against the new inclusion area.

Major 2.1.1	Status: Observation
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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; 2.2.2; 2.2.3; 2.2.4; 2.2.5 and 2.2.6

Based on the area statement, updated as at Jan 2019 the estate has single crop [oil palm]. The current total titled hectares remain 2332.92ha [main division 1755.14ha and Sungai Pergam division 367.26ha and 3.5ha nursery]. As at 31/03/18, the total immature is 171.12 ha and matured is 1887.59 ha. Totaling to 2058.71. All the land title’s status has been changed to Syarat-Syarat Nyata – Tiada.

The proposed project for mining bauxite within the estate land holds “On-going” status. Quit rent payment details were verified satisfactory. The land titles for Lot 1093 and 1094 are in the process of getting land title change from Rubber to Oil palm by Kemaman land Office. These are verified not comes under the Jabor Estate’s accountability but land owner is Sime Darby Plantation Berhad which currently being advertise in local media for sale and also sighted an email communication by estate to Land Department.

Site visit to seen boundary stones at Field 97A next to smallholder plantged with oil palm, Field 02J next to Kampung Cina Jabor and Field 99B next to smallholder property which remain undeveloped. The original boundary stones at Field 02J, 12A & B, 01F, 96A are seen visible and well identified. Trenches along the boundaries are well maintained.

This estate was previously developed by Guthrie Plantation and the merger process in 2008 has changed the ownership to Sime Darby plantation. Therefore, no communities nor individual has any implications for the legal status of their landor have been disputes. This POM is on the land of Jabor Estate. Based on the stakeholder interviews and SIA assessment, the estate has no legality issues on land ownership.

	Status: Comply
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2.3
Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

2.3.1; 2.3.2; 2.3.3 and 2.3.4

This POM is on the land of Jabor Estate. Based on the stakeholder interviews and SIA assessment, the estate has no legality issues on land ownership.

	Status: Comply
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PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1
There is an implemented management plan that aims to achieve long term economic and financial viability.

3.1.1, 3.1.2
 Sighted the five years budget for mill period of 2019 – 2023, presented in Management Budget Plan, issued by Mill and Estate Manager in January 2019.

Parameters being projected are hectare statement, replanting, production of FFB, CPO and PK, extraction rate (OER, KER),

production cost, mill product quality parameters, administrative cost, maintenance cost, price of products (which available on Head Quarter Office under Global Trading Marketing of Sime Darby, Bhd.), etc.

Interview to estate and mill management representative told that there is no plan of expansion and increment of mill processing capacity in the near future. Furthermore. There is no smallholder scheme and presence of peat soils within SOU-12 operational areas.

Jabor estate demonstrated the replanting plan for the next 5 years, contained in the document of MPLAN-2019, the document was along with replant total cost.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

Jabor Mill has the SOP for Palm Oil Mill document no.: SDP/SOP/01 version 2, valid since 1 Jan 2019 covering all activity of processing, start from reception station, fruit handling station, sterilization station, threshing station, pressing station, clarification, deperi-carping, kernel recovery, boiler, power generation, product storage and dispatch, laboratory, oil recovery, water treatment plant, effluent treatment plant and EFB disposal. The SOP also has been describes include environment, safety and health working instruction. Furthermore, the mill has an SOP of mill housekeeping (SDP/SOMH/01 issued on 1Jan 2019, version of 1.

There is no changes to the oil palm plantation procedure, which presented in document Agricultural Reference Manual (ARM) dated July 1st 2011. The procedures were used by the executives and transferred to the workers through training and socialization. However, procedure in Bahasa Malaysia were presented in document of Pictorial Safety Standards.

4.1.2

Monitoring of the consistency of the procedures implementation conducted by the mill / estate manager routinely and as well as through internal audit conducted by the authorized (mill/agronomist advisor), the result are reported in daily, monthly basis and annually, for e.g.:

- Monthly Estate or Mill Manager Report presented in Mill Manager Process Control report and Estate management Committee Meeting. During audit, the CH was able to shows both manager report for period January to March 2019.
- Sighted the Mill and Agronomy Advisory Report no.: SOU12/JRM/01/2018, date visit 8-9 Oct 2018. The report has covers OER achievement, oil and kernel losses, product quality, costing (RM/ton), key challenges, as well as action plans.
- Annual RSPO internal audit by SQM Central East Region Sustainability Unit, PSQM Department dated for period of 2018.

In addition, the mill and estate has been conduct training and SOP refreshment to workers regularly, based on interview with foreman of manuring activity in block of 15 B/A and workers, they has been aware regarding to the SOP. The foreman and workers can demonstrate regarding to the fertilizer dosages and it application.

4.1.3

Jabor estate and mill has set the action plan based on the advisory recommendation along with the time frame and responsible PIC, were discussed, analysed and presented in monthly meeting by Manager.

Monitoring for the action plan are conducted in daily and reported in monthly (production monthly report) and monthly Estate/Mill Manager report which describes general data, production quality, lossess, product quality, production cost, manpower, etc

4.1.4

The traceability procedure of the origins of all third-party FFB source are contained in the SOP of SCC and Traceability, appendix 5 version 2 issued no.: 4, year of 2018.

Sighted the list of third party FFB supplier of Jabor POM, which informs: name of supplier, address, contact person, MPOB license and status of RSPO cert/non cert. There was as much as 10 third party supplier of Jabor POM.

Status: Comply

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, 4.2.1

No changes regarding to the soil fertility management procedure, namely contained in document No. ARM dated July 1st 2011 Section 8 about manuring. The procedure mentioned that fertilizer recommendation shall be considering leaf (foliar) and soil sampling analysis which conducted annually and every five years, respectively.

Sighted the fertilizer's recommendation summary for FY2019, which informs: filed number, block number, hectare, SPH, number of palms, rate (Kg/palm), KG, MT, bag and remarks. Based on the recommendation, there was five types of fertilizer that should be applied by the Jabor estate during 2019, for e.g. fertilizer of kieserite should applied on June; 108.58 MT, 1.25 kg/palm

Estate has monitored all fertilizer usage, sighted the monitoring manuring progress document for period of 2018/2019, the document informs: division, field, block, Ha, SPH and type of fertilizer. For e.g. for the AC (21%N) has been applied in field of 2002, 2003, 2005, 2009, 2010, 2000 and 2001. Based on interview to the field assistant told that there was a delayed application to field of 1998 and 1999 due to the delay of AC delivery to Sime Darby estates from Behn Meyer Agricare.

4.2.3, 4.2.4

Foliar sampling test are conducted on March 2018 by the Central East Region Plant Nutrition & Protection, nutrient being measured is N, P, K, Mg and B (laboratory test). The soil sampling test conducted by Sime Darby Research Bhd on 4 Dec 2018, test report: S4/2019, presented the result of laboratory testing of org C, total N, total P, avail P, exchange K, exchange Ca, exchange Mg and C.E.C.

A nutrient recycling strategy are describes in the company's SOP, namely Agricultural Reference Manual issued on 1/7/2011. Agronomist has recommend EFB application which presented in document of Agronomic and Fertilizer Recommendation Report FY2019. Based on the field observation to block of 01E, it was seen that the application has been in accordance with the SOP and the agronomist recommendation. The estate not implementing land application.

Sighted the record of EFB application FY2019, for e.g. in March 2019 the application are done to field of 2002K, amount of 481.42 MT, rate 7.20. The estate shows agreement of EFB application with AM D H Jaya Enterprise, contract no.: 03/2018.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1, 4.3.2

Jabor estate has detailed Soil Map with scale 1:30,000 which informed type of soil series, according to the map, it was known that all soils identified were mineral soil. This matters has confirmed during field observation to Jabor Estate. Sighted slope map with scale 1:30,000, based on the map, the categories of slope in Jabor were consist of 23.63 % flat, 55.09 % undulating, 20.19 % rolling and only 1.08 % was classified as gentle slope or somewhat hilly. Based on map review, as well as field observation to the field, it could be concluded that there were no presence of fragile soils within estate operational areas.

Estate management strategy towards oil palm planting on hilly to steep areas is presented in document ARM dated July 1st 2011 Section 4 about land preparation. The procedure defines terraces for different levels of slope, that terraces should be back sloped and also stated that areas with slope greater than 25° slope should not planted and best left for biodiversity purposes. According the soil and slope map review, it was known that Jabor estate does not have any area where the slope gradient exceeds from 25° (see Indicator 4.3.1 for more detail).

4.3.3

Program of road maintenance is presented in annual budget plan, as a part of transportation cost. The activities were consist of manual maintenance, installation of culvert, bridge and surface construction reparation.

The estate has a program of road maintenance FY2019, it was along with the actual implementation (progress), for e.g. in April 2019 has been implemented as much as 200.94 ha in block of 2000F, 2003B, 2005A, 2002D.

4.3.4, 4.3.5, 4.3.6

There no presence of fragile soils within SOU-12 Jabor operational areas. Based on detailed soil map review, information

from estate management and field observation to Jabor Estate, could be concluded that there were no presence of peat soils within SOU-12 Jabor operational areas. Hence, this Indicator is not applicable.

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

Indicator 4.4.1

Based on document review, water management plan are explained in Water monitoring procedure (document ID: SD/SDP/PSQM(EHS)/203-EN4 dated 26/02/2015) & Sustainable Plantation Quality Management System / SPQMS Appendix 07 dated 01/11/2008. Water management such as: conduct water river and effluent discharge quality analysis to accredited laboratory according to Quality Standards for Malaysia. Sighted also the reserve / river buffer zone and Slope Protection procedure (SPQMS Appendix 14 dated 01/01/2010). Water management among others is conducted through protection of water courses and wetlands at Field 17B from Perasing River, including maintaining and restoring appropriate riparian buffer zone or before replanting along the natural waterways within the estate. Based on interview with management representative, there are no changes to procedures related to the water management plan for the estate.

The company has water monitoring procedure with document ID: SD/ SDP/ PSQM (EHS)/ 203-EN4 dated on 26/02/2015 and Sustainable Plantation Quality Management System / SPQMS Appendix 07 dated on 01/11/2008. Water management such as conducted by water river quality analysis to accredited laboratory according to Quality Standards for Malaysia. The company has conducted water management in accordance with the procedure i.e. conducted water river analysis to accredited laboratory (Sime Darby Research Laboratory Carey Island) with latest record of water result analysis for 12th March 2019 and issued the test on 3rd April 2019 microbiologist at Sime Darby research Carey Island at house :

- i) Pesticide analysis test report date issued on 27 March 2019 :
 - Pesticide in RSPO Natural waterways at sungai perasing
 - Aldirin = ND
 - Dieldrin ppm = ND
 - T-DDT = ND
 - Heptachlor = ND
 - Chlordane = ND
 - Lindane = ND
 - Endosulfan = ND
 - Approved by Chief chemist 2 :

Water analysis test result : 25/2/2019 (raw water)

- i) PH = 5.4
- ii) TDS = 48
- iii) NTU turbidity = 11.2
- iv) Chloride = 14
- v) Al ND (mg/l)

Treated water :

- i) PH =5.8
- ii) TDS = 72
- iii) NTU =0.7
- iv) Chloride = 17
- v) Al = ND

The test results are in accordance with The Natural Water Quality Standards for Malaysia (NWQS) & Water Quality Index (WQI).

Indicator 4.4.2

The company has Reserve / River Buffer Zone and Slope Protection procedure (SPQMS Appendix 14 dated on 01/01/2010). Water management among others is conducted through protection of water courses and wetlands, including maintaining and restoring appropriate river buffer zone or before replanting along the natural waterways within the estate. The SOP of river buffer as per procedure Sime Darby Plantation in Accordance with Department of Irrigation and Drainage guideline as per below :

River width with river bank	River reserve / river buffer
➤ 40m	50m
• 20-40 m	40m
• 10-20m	20m
• 5-10m	10m
• 3-5m	5m
• <3	-
➤ 3m (sabah)	Buffer zone of 20m shall be maintained, both sides and riverside

Sighted the water catchment area at Jabor Estate from Field 17B had been protected with bund and fencing all around the catchment with proper signage of no fishing, no spraying and no swimming.

Sample ref	PH	BOD (mg/L)	COD	SS	AN	DO	P (mg/l)
Water sample sg Jabor – upstream 1	7.1	2	8	4	<1	3.38	0.01
Water sample sg Jabor midstream 1 -	6.4	4	40	4	<1	2.44	0.027
Water sample sg Jabor – downstream 1	6.5	<1	12	8	2	3.35	0.016
Water sample sg Perasing upstream 2	6.0	2	12	4	<1	3.51	0.02
Sg Perasing midstream 2	6.5	3	8	4	<1	3.19	0.02
Sg Perasing downstream 2	6.4	2	12	4	<1	3.45	0.011

Based on field observation at Sg Jabor it is verified that the river buffer zone area are protected by the signages and signboard available in the estate, and as per indication there is no spraying application is permitted at these palms. It was confirmed through interview with sprayers from Jabor Estate that, no spraying is applied on these buffer zone area. Estate management has also installed signboard in the field such as in main road, collection road, riparian buffer zone with information mentioned in the signboard regarding river protection from hazardous waste, chemical activity and others types of activities to be avoided .

Indicator 4.4.3

The company has water monitoring procedure with document ID: SD/ SOP/ PSQM (EHS)/ 203-EN4 dated on 26/02/2015. Water management such as conducted by effluent discharge quality analysis to accredited laboratory according to quality standards for malaysia.

Jabor POM had conducted effluent discharge quality analysis to accredited laboratory (Sime Darby Research Laboratory Carey Island) with latest report sighted on January - March 2019. Based on the document, the test results are in accordance with quality standards for Malaysia (BOD < 100 mg/l).

Based on interview with management representative, it is known that the mill effluent analysis was conducted once a month. And based on the online monitoring report to Department of environment Malaysia, sighted the data send is in line with legal

compliance of the mill operation [water course discharge BOD <= 100]

Online Environmental reporting available to DOE : 1st week of March 2019 :

Sighted the legal requirement form JP DOE – as per plan JMNY/P/T/2013/022 labelled as takat pelepasan resulting as:

- i) BOD 3 days , 30c < 100mg/l
- ii) Total suspended solid = 400mg/l
- iii) Oil and Grease = < 50mg/l
- iv) Ammoniacal nitrogen < 150mg/l
- v) Total nitrogen < 200mg/l
- vi) PH no less then 5 and not more than 9
- vii) Temperature not less than 45C

Mill has license from DOE to discharge the final effluent to watercourse with max effluent must less 100 BOD of discharge to watercourse.

Indicator 4.4.4

The Palm Oil Mill used a treated water from Water catchment at Field 17 B from Sungai Perasing for water consumption in the mill and estate. In the license is not mentioned the maximum volume that can be used by the factory. But based on Water Treatment Plant Meter Reading and Meter Analysis Record Book, it is known that the water management (efficient use of water) conducted through water consumption in accordance with the budget set up by palm oil mill management.

Sighted the record of water usage per ton FFB for year 2019

- i) January 2019 → 20,382.8 Tonne FFB = 0.45 ratio
- ii) February 2019 → 18,894.96 Tonne FFB = 0.50 ratio
- iii) March 2019 → 23,887.83 Tonne FFB= 0.599 ratio

Based on field observation at Water Treatment Plant (WTP) station, it is known that the operator has recorded water consumption through observation at measuring instrument (flow meter).

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

4.5.1, 4.5.2

Integrated Pest Management for rats are applied according Section 15 to the Sime Darby Agricultural Reference Manual issued on 1st July 2011. In the procedure has explain regarding to the caterpillar, rhinoceros beetle, rat and ganoderm, and also explained regarding to it control method such as beneficial plant, BOB installation and chemical application if there is the attack exceed the threshold (based on census).

There is no ganoderm and caterpillar infestation in Jabor estate, it was based on visual monitoring done by the foreman and field assistant, it was confirmed during field observation conducted by the auditor for example in block of 15A. The estate has conducted the planting of beneficial plant, it was observed along the main road and collection road.

Sighted the records of BOB census on P&B logbook which informs field, hectare, and no.: box, type of box, box condition, occupancy (present/absent). Monitoring are done once per 6 month, the latest monitoring is on Aug 2018, BOB occupancy is 71.43%, total box 140 and total present 167. The estate shows the BOB placement map, with ratio of placement in 1 BOB per 10 Ha.

Estate are to adopt a calendar baiting approach with rat baiting campaigns carried out once every 6 months to suppress rat attacks, whether or not there is visible sign of rat damage. The threshold level of bait is 20%, conducted in 4 days per campaign, continuously up to baiting is less than 20%. Sighted the monitoring records of rat attack, contained in PND record informs: field, ha, date last program finished, date started, bound interval, number of bait, % acceptance 1-8 phase). For e.g.: in block of 2017A, phase 1: 75% (4813) campaign date 17 Feb 2019, phase 2: 34% (1899) campaign date 21 Feb 2019 and phase 3: 16% (958) campaign date 25 Feb 2019.

IPM training has been conducted regularly to workers, foreman and assistant. The latest training are held in 2 Jan 2019

attending by 15 workers. Sighted the training records to chemicals operators on Nov 2018 as much as 17 workers.

Status: Comply

4.6

Pesticides are used in ways that do not endanger health or the environment

4.6.1, 4.6.2

In the procedure of ARM policy Section 15 on plant protection mentioned that the use of agrochemical should be based on census analysis evaluation when the level of incidence is more than threshold limits, or recommendation from Agronomist. In order to avoid P&D (include weeds) resistance and prophylactic uses of pesticide, estate management had substitute and/or rotate the use of pesticides for the same target.

The company has a SOP Chemical Safety management (SD/SDP/PSQM/(ESH)/202-OH4 dated 26th February 2015). That's procedure is a guideline to define the requirement for the procurement, transportation, receiving, handling, storage, disposal and training on the handling/use of chemical.

Jabor estate has a monitoring of pesticides usage per hectare and per ton FFB FY2018/2019, it along with active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications. For e.g. for type Glyphosate during March 2019 has been used as much as 140 litre, with total a.i.: 57.4 litre. Total quantity of a.i / ha: 0.0406 and total quantity of a.i / ton FFB: 0.0374.

4.6.3, 4.6.4,

There is no prophylactic use of pesticides, Jabor estate has action plan to reduce pesticides usage for FY2018/2019. There was 2 (two) issues namely:

1. Reduce of rounds for circle and spot spray (replacing to manual weeding) → circle and spot spray carry out based on actual observation, if field still in good condition, spraying should not be done
2. Encourage biological and natural control → to increase BOB ratio, this will be no rat baiting rounds; to increase beneficial plant and to establish full legume covers in all replant and mature area.

The estate has SOP of Integrated Pest Management contained in Section 15 to the Sime Darby Agricultural Reference Manual issued on 1st July 2011. In the procedure has explain regarding to the caterpillar, rhinoceros beetle, rat and ganoderm, and also explained regarding to it control method such as beneficial plant, BOB installation and chemical application if there is the attack exceed the threshold (based on census).

There is no pesticides listed in WHO Appendix 1A and/or listed in Stockholm or Rotterdam Convention as well as paraquat (based on list of pesticides use). All pesticides used by Estates were listed on Provision of Pesticides Act 1994 and USECHH 2000.

Sighted the records of BOB census on P&B logbook which informs field, hectare, and no.: box, type of box, box condition, occupancy (present/absent). Monitoring are done once per 6 month, the latest monitoring is on Aug 2018, BOB occupancy is 71.43%, total box 140 and total present 167. The estate shows the BOB placement map, with ratio of placement in 1 BOB per 10 Ha.

Estate are to adopt a calendar baiting approach with rat baiting campaigns carried out once every 6 months to suppress rat attacks, whether or not there is visible sign of rat damage. The threshold level of bait is 20%, conducted in 4 days per campaign, continuously up to baiting is less than 20%. Sighted the monitoring records of rat attack, contained in PND record informs: field, ha, date last program finished, date started, bound interval, number of bait, % acceptance 1-8 phase). For e.g.: in block of 2017A, phase 1: 75% (4813) campaign date 17 Feb 2019, phase 2: 34% (1899) campaign date 21 Feb 2019 and phase 3: 16% (958) campaign date 25 Feb 2019.

4.6.5, 4.6.6, 4.6.7, 4.6.8, 4.6.9, 4.6.10

Procedure of pesticide handling is presented in several documents as follows:

- No. JE/SOP/066 about protective personal equipment (PPE). Type of PPE required are helmet, goggle, respirator, apron, rubber gloves and boots.
- No. JE/SOP/067 about pesticide storage which describes store specification and administration of balance recording.
- Pictorial safety standard for oil palm estate dated March 17th 2008 Section 8.

- Chemical safety which presented in OSH Manual dated August 20th 2008 Chapter 9 which describes MSDS, PPE, store management, store specification standard and disposal.

There is no pesticide application activity during ASA-1.3 in Jabor Estate. IPM training has been conducted regularly to workers, foreman and assistant. The latest training are held in 2 Jan 2019 attending by 15 workers. Sighted the training records to chemicals operators on Nov 2018 as much as 17 workers. Based on field visit to pesticide storage, it was observed that the estate has been done the chemicals storing according to the SOP and OSH. MSDS of each chemical are displayed, written in English and Bahasa. Based on interview with store keeper mentioned that the SOP and WI has been socialized, they are used appropriate PPE during work.

Procedure of pesticide storage is presented in document No. JE/SOP/067 which describes store specification and administration of balance recording and in document of pictorial safety standard (PSS) V.1 2008 dated March 17th 2008. All the ex-containers of pesticide has been managed according to the local regulation and company's SOP. The containers are managed by stored as scheduled waste, disposed in once of 180 days. The detailed can be seen in the C.5.3.

The Jabor estate has carried out the Chemical Health Risk Assessment (CHRA), The aim of assessment is to check the compliance of regulation with respect to exposure to chemical hazardous to health at the workplace. Conducted on 25-26 Aug 2016 by Shaari Chin 9JKKP HIE 127/171-2(124).

Based on field observation and information form estate management, it was informed that there were no pesticide application by plane through the air. All pesticides has applied through spraying.

4.6.11, 4.6.12

Based on the CHRA recommendation, the unit need to conduct medical surveillance routinely, and no need to conduct cholinesterase test since the estate did not use the chemical type of organophosphate.

Sighted the record of MS on April 2019 to manuring workers and spraying workers as much as 22 workers, conducted by MA. The type surveillance is physically check such as checks of skin, nail, lung, liver, cardiovascular, stomach, height, weight, temperature, blood pressure P/Rate, eye and ear. Based on the report, observed that there is no indication of chemical exposure to the workers.

Schedule waste Keeper mentioned that pregnant and breastfeeding women is prohibited to works related to pesticide. However, according to list of pesticide operator's record, it was known that all applicators were male.

Status: Comply

4.7

An occupational health and safety plan is documented, effectively communicated and implemented.

4.7.1

Occupation Safety and Health Policy observed. Policy well communicated through out the organization. Relevant safety operating procedure (SOP) observed with coverage of overall mill and estate operation process.

Basic Occupational Health & Safety Management System established for mill and estates. OSH Manual and relevant SOPs developed as documentation of OSH management system. Good design of OSH management system observed.

Occupational health and safety plan observed for mill and estates. Progress of health and safety plan monitored and recorded. All planned program performed according to planned schedule. Good implementation of safety & health programme observed which involvement of total staff in the training. Relevant work place inspection performed regularly.

Relevant type of test such as audiogram test, medical surveillance, CHRA performed according to legal requirement.

4.7.2, 4.7.3

HIRADC procedure developed with proper criteria attached for risk assessment at mill & estates. All mill and estates activities covered for HIRADC study. Relevant action proposed for identified hazard.

Several operation controls defined with relevant procedures. Overall implementation of operation controls were at satisfactory level.

Sufficient and suitable PPE had been distributed to workers. PPE issuance record observed. Relevant PPE training provided to estates staff and workers. PPE usage assessed during the field observation and good practice observed.

4.7.4

Safety & Health Committee established for mill and estates. The establishment of Safety & Health Committee observed and in line with legal requirement. Safety & Health meeting conducted at least on quarter yearly basis and comply with legal requirement. Safety and health related issue discussed during the meeting and proper action plan observed for outstanding issue.

4.7.5, 4.7.6, 4.7.7

Emergency Response Procedure observed with description of emergency situation handling for estates. Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors. Good understanding level observed among the workers.

No accident reported for year 2018. Submission of accident summary record (JKKP8) to JKKP observed. Accident recorded in LTA term and clearly presented during the audit.

Fire drill training conducted at mill and estates for improving of staff and workers awareness on emergency handling. Functionality of firefighting system assessed during the mill observation. Good condition maintained. Sufficient first aider and first aid box observed along the site observation.

Medical insurance provided to all workers. Insurance agreement observed for all workers. Field observation performed and found clinic facility available. Evidence of insurance claim observed.

Status: Comply

4.8

All staff, workers, smallholders and contractors are appropriately trained.

4.8.1

There is training for all staff and workers for Jabor POM and Jabor Estate for year 2018/2019 and for external stakeholder (stakeholder consultation meeting on March 2018). List of training are OSH Act & Regulation 1994, Environment Quality Act and Regulations 1974, Factories & Machineries Act 1967, Environmental, Safety & Health Policy, Understanding of Group Policy & Authority (GPA B.4), Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000, HIRARC, Notification of Accidents and Dangerous Occurrence, Accident Investigation Techniques, Chemical & Spraying Safe Operating Procedures, Guidelines (highly Toxic Pesticides) Reg 1996, Emergency Response Plan, Scheduled Waste Management – Inventory, labelling, disposal and handling, Environmental Responsibility & Biodiversity, OHSAS 18001, RSPO training, First Aid Training, and Foreign workers Induction programmed

Relevant training programs planned and cover the health and environmental risks of pesticide exposure, recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women), Ways to minimise exposure to workers and their families and also productivity and best management practice. Sighted 20 list of all the program training for the year 2017/2018 and records of each staff and workers that had attended the training had been recorded.

4.8.2

Relevant training records such as training attendance list, training evaluation record, training certificate, etc available during the audit for mill and estates. Sighted the individual records and training has been conducted to 4 Sime Darby executives, 9 staffs of Jabor Mill , 11 Auxilliary polices of Jabor Mill and estate, 32 Harvesters and 22 general workers.

Relevant training programs record observed latest in year 2018 as per details are HCV Briefing, Refresher training on handling chemical to new personnel in charge, CPR and occupational first aid held at Jabor Club house by external consultant, Water Treatment Training, Chemical Handling Training, LOTO Training, PPE Training, First Aid Training, Spraying Training, Grass and weed spraying, Code of Business Conduct, Fire drill and firefighting, Manuring Training for the workers, Effluent treatment training dated 9th October 2017 at laboratory of the mill, Safety townhall 5.0 at Jabor Club House – 30 persons attended the meeting and the attendant list sighted, and Training Frequency is conducted from monthly to annually basis as per continuous improvement plan of the mill and estate.

Status: Comply

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

5.1.1

The company had developed an Environmental Aspect and Impact identification (EAI), FY 17/18 for the operation of Mill and Estate and its impact to the environment (document No. EAI / 2017 /001-1). Mill does not involve in new planting neither replanting therefore Environmental Impact Assessment (EIA) report for Malaysian context is not related, however SIA and EAI are available and updated accordingly. EAI evaluation is complete covering the whole estate activities. Sighted the impact evaluation form for Sime Darby Plantation Bhd for Jabor Estate and Master List EMS /01/5.4.3 related to Environment Aspect and Impact Identification, review on 11th October 2019 and verified by Mill manager and for the estate the EAI had been reviewed on 16th January 2019 and prepared by the Assistant Manager. The aspect of environment had been recorded into the activities EAI / 2016/08-01 which comprising the estate activities such as Workshop – Discharge to land: solid consumption/spillage/grinding/tyre servicing/power consumption/electricity; FFB transportation; FFB Stacking; FFB Loading Loose Fruits loading; Harvesting FFB; Harvesting collection; Field FFB Chute; Road maintenance – release to air and exhaust gas contribute to air pollution; Fixing bridges and culverts – used raw materials, timber and cement iron; Drains and pits constructions – noise from machine operation sound; and Code of environmental Impact

5.1.2

Environmental Aspect & Impact Identification (EAI) is prepared according to Mill activities. Action plan is prepared to mitigate the negative impact registered. Main impacts such as water pollution, air pollution and schedule wastes are the on-going actions taken at Jabor Estate, mitigation against negative impacts identified in EAI report was done through Environmental Management Plan (EMP). The EMP made in place for year 2018/2019 related to environmental Issues, mitigating measures, action by person in charge and time frame of the action. Sighted the appointed person that will be in charged to mitigate the environmental impact, as for example schedule waste management [mill CEP SWAM – mill manager] - to ensure the Scheduled Waste disposed of before 180 days or 20 ton weight whichever come first as per Environmental Quality Act requirement. Impact registered was evaluated, suitable mitigation of impact measures implemented with time frame included. There were also evidence on environmental management plant implemented through scheduled waste store and disposal record.

5.1.3

Action Plan prepared is inclusive of monitoring protocol either physical notification or by scientific measurement. Improvement plan is prepared to mitigate negative impacts Jabor estate, had establish the Pollution Preventive Management Plan prepared for year 2018/2019 which included action plan, person in-charge and implementation status. Monitoring protocol was undertaking by physical inspection and parameters measurement to ensure conformity. The monitoring protocol also has been developed by management unit including the evaluation of matrix criteria, weightage and operating condition (Normal, Abnormal and Emergency). Sighted the environmental management in place which include several plan as below :

- To ensure send water sampling quarterly as per appendix 7
- To ensure SW Disposed of before 180 days or 20 tonne whichever come first as per EQA Scheduled waste requirement

- Sighted also the action steps : identify / Appoint PIC, Training on scheduled waste, record inventory of SW, Disposal of SW
- Water contingent plan FY 2018 and 2019 : include incidents, action steps , resource required , person responsible, date of commencement, completion status

Status: Comply

5.2

The status of rare, threatened or endangered species and 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

PSQM Department had prepared High Conservation Value (HCV) Re-assessment dated March 2016 covering SOU 11. The HCV re-assessment has been conducted against the HCVF Toolkit for Malaysia with local expert on internal Sime Darby team. The HCV assessment has involved public consultation with stakeholders (local community, Government Agency and Management Representative at SOU 11) dated on 29th February 2016.

The report describes a total of 157.64 ha of HCV area identified in SOU 11 which comprises HCV 4 and HCV 6 areas as follows:

Estate	Assessment Area	Ha	Present HCV
Jabor Estate	Water catchment Field 17B	3.14	HCV 4
Total HCV area		3.14	

The report also includes a list of common wildlife identified in the area SOU 11 including their IUCN and WCA 2010 conservation status. There are seven bird species status least concern under IUCN and Total Protected Wildlife under WCA 2010, for example: *Halcyon smyrnensis*, *Acridotheres tristis*, *Spilornis cheela*, *Gallus gallus*, etc. There are five mammals species status least concern under IUCN and Total Protected Wildlife under WCA 2010, for example: *Sus scrofa*, *Macaca fascicularis*, *Prionailurus bengalensis*, etc. There are two Reptiles species status least concern under IUCN and Total Protected Wildlife under WCA 2010, as follow: *Naja naja* and *Varranus salvator*.

5.2.2

The company has conducted monitoring HCV & Conservation areas in accordance with the program plan for 2018, including observations at HCV areas for signs of encroachment, wildlife issues, pollution or erosion and other. Based on result of latest monitoring January 2019, it is known that there is no spraying identified, there is no encroachment, there is no hunting, there is no wildlife issues, there is no pollution / erosion issues on the HCV areas.

Sighted the action plan on the HCV report for Jabor estate for year 2019 which include :

Identified HCV	Action taken	Person in charge	Monitoring record
Buffer zone	- To educate sprayers not to spray at buffer zone - Frequent check of buffer zone including signages, no swimming, no hunting	Senior assistant	Available
Boundary reserve forest	Ensure no encroachment and no trenching Sustainability of warning sign	Koperal siva	Available
Worship area	Monitor cleanliness of worship area by follow the rubbish collection schedule and grass cut schedule	Safuan	Available
Tree Forest Planting	To ensure and maintain all the record of tree forest planting	Amirul faiz	Available

It was confirmed through interview with sprayers form Jabor Estate that no spraying is caried out at these palms. Based on the HCV report Conducted, the area that has been categorized as HCV as part of the assessment team had been taken care and monitored the progress to ensure the sustainability of the area.

5.2.3

HCV assessment has involved public consultation with stakeholders (local community, government agency and management representative) on January 2019 . Sighted the form monitoring of HCV and conservation areas Jabor Estate dated 11th March 2019 that include :

- i) Date of monitoring / patrolling
- ii) Time
- iii) Person in charge
- iv) Area – water catchment Field B17
- v) Field no and GPS Coordinate
- vi) Observation – encroachment / sign of trespassing
- vii) Wildlife issues / conflicts / sighting s
- viii) Pollution / erosion issues
- ix) Others
- x) Remarks – maintenance

The Company also has conducted socialization related to prohibiting of chemical application on the HCV area dated 11th March 2019 in Jabor Estate. It was confirmed through interview with sprayers from Jabor Estate, that they have understood prohibiting of chemical application on the HCV areas, for example river buffer zone on HCV areas and signboard that has been displayed.

5.2.4

The company has conducted monitoring HCV & Conservation areas in accordance with the program plan 2018/2019 (**see 5.2.2**). The monitoring results provide recommendations for improvements to the next program.

5.2.5

Based on HCV documents review and interviews with local community as well as field observation, there was no identified HCV area overlapping with local community rights as the HCV is for the water consumption in the estate.

Status: Comply

5.3

Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

5.3.1

Sime Darby Plantation SOU Jabor had made inventory of waste registry for FY 2019 that has been recorded in DOE record online system of ESWIS. Based on the document, the information about product and source waste / pollution are available such as :

- SW 103 : waste batteries containing cadmium , and nickel / mercury / lithium
- SW 305 : Spent lubricating oil :
- SW 306 : Spent Hydraulic oil
- SW 410 : Rags Plastics papers or filters
- SW 425 : waste from production or formulation
- SW 409: disposed container bags / equipment.
- Domestic waste- rubbish collection from external contractor
- Recycled waste – scrap metal at the Jabor Mill
- SW 404 Clinical waste – Clinic of Jabor Estate

Sources of waste such as: workshop, chemical mixing area, schedule waste store, office, store, septic tank, scrap yard, compost plant, clinic, as per details on January 2019

Type pollution	Source pollution	Status
Air	Vehicle exhaust Machinery exhaust	January 19

	Rod condition Pesticide spraying	
Noise	Machinery Vehicles	On going
Water	Pesticide disposal Water retaining rubbish/refuse	January 19
Odour	Garbage disposal	January 19
Replanting	Land erosion	January 19

5.3.2

The company has Scheduled Wastes (Hazardous Waste) Management procedure with document ID: SD/ SDP/ PSQM (EHS)/ 203-EN1 dated on 26/02/2015. The procedure explains that the Scheduled Wastes are stored at Hazardous Waste Storage, then disposal through DOE registered contractor. Containers of scheduled waste shall be clearly labeled in accordance with regulation, Scheduled Wastes generated shall only be in storage for not more than 180 days and the quantity of scheduled waste accumulated on site shall not exceed 20 MT, may apply to State DOE in writing to store above 180 days or more that 20 MT if necessary.

Disposal record maintained as per consignment note no: 20190312131R4826. Sighted all the record disposal of scheduled waste for followings item on 12th March 2019 :

- i) SW 409 – disposed containers/bags
- ii) SW 306 – spent hydraulic Oil – 0.418
- iii) SW 305 – Spent Lubricating Oil – 0.298 MT
- iv) SW 110 – Waste electrical / electronic assemblies – 0.0945 MT
- v) SW 102 – waste of lead acid batteries – 0.008 MT
- vi) SW 410 – rags plastic – 0.0125MT
- vii) SW 410 – spent filters : 0.017 MT

Based on interview with management representative, it is known that the Scheduled Wastes are stored at Hazardous Waste Store, and then submitted to registered contractor (*Kualiti Alam Sdn. Bhd*).

Based on field observation to Scheduled Wastes Store in Jabor Estate, it is known that the empty pesticides / herbicides container stored in Scheduled Waste store which has been equipped with labelled and symbols. Based on the field visit there is no spillage of pesticide to the land area.

5.3.3

The waste management and disposal plan had been made to avoid reduce pollution as per details Pollution preventive management plan (2018/2019) :

- i) Collect and record all listed scheduled waste
- ii) Scheduled waste were stored in the scheduled waste store
- iii) Label with proper labelling
- iv) Monitor scheduled waste inventory
- v) Disposed f item through reg contractor by DOE (180days / 20MT) whichever come first

Based on field observation to Scheduled Wastes Store in Jabor Mill and estate the Schedule Waste is managed by collect and record all listed schedule waste, Schedule Waste were stored in the Schedule Waste Store, label with proper labelling, monitor of Schedule Waste inventory, and dispose off the item through registered contractor by DOE (180 days / 20 Mt whichever come first).Based on field observation to Housing Complex, verified that the domestic waste (rubbish) waste to be disposed of at Terang Bersih Sdn Bhd landfill area effective on 14 April 2017

Status: Comply

5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.

5.4.1

The company has monitored the use of renewable energy came from fiber and shell. Jabor Mill has record of energy used from fossil fuel and renewable energy. Renewable energy used came from shell and fiber. Records are available from period of January – March 2019, i.e:

Fibre use per ton FFB

Month	January	February	March
Fibre used	2860.79	2734.3	3434.24
FFB production	7151.975	6835.76	8585.6
Fibre / FFB	0.4	0.4	0.4
CPO	1481.26	1464.19	1894.19

Shell Used per ton FFB

Month	January 19	Feb 19	March 19
Shell used	472.03	451.16	566.65
FFB production	7151.975	6835.76	8585.6
Shell / ton FFB	0.07	0.07	0.07
CPO	1481.26	1464.19	1894.19

Diesel usage per ton FFB ratio :

- i) July 18 = 3.87
- ii) Aug 18 = 2.28
- iii) Sept 18 = 1.74
- iv) Octo 18 = 1.69
- v) November 18 = 1.59
- vi) December 18 = 1.75
- vii) January 19 = 1.69
- viii) Feb 19 = 1.77
- ix) March 19 = 1.98

Based on the field observation and documentation at the estate, the unit had continuously monitored the diesel usage, mill electricity usage, and also the utilization of the fibre and shell used in the estate.

Status: Comply

5.5 Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

5.5.1 and 5.5.2.

There is a SOP in Standard Operating Procedure, Section B2, Felling/Clearing and Land Preparation year 2008. Environmental Management – Zero Burning Technique (The zero burning technique of land clearing basically involves felling the original stands, shredding them, and leaving the remnant in windrows or between terraces to decompose naturally.

Status: Comply

5.6 Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1

Identification of emission sources are described in Pollution Prevention Plan FY 2018/2019. Sources of pollution are: vehicle exhaust, machinery exhaust, road condition (road grading and road maintenance), pesticides spraying, herbicide application, and waste dumping area for rubbish and machinery fumes. Types of pollution are Air, Noise, Water, and Odor.

5.6.2

Mill and Estate has record of management plan to reduce and minimize the emission and pollution including in GHG emission for 2016/2017. The management plan is similar to the previous year and mentioned about activity and reduce and minimize,

such as daily monitoring smoke, efficiency energy, and others.

Implementation of emission and pollution including in GHG emission mitigation has been conducted in accordance with the management plan. It can be seen from field observation such as:

- Conducted mill effluent analysis to accredited laboratory (Sime Darby Research Laboratory Carey Island) with latest report sighted on January - March 2017. Based on the document, the test results are in accordance with quality standards for Malaysia (BOD < 100 mg/l). It has been described on indicator 4.4.3
- Fiber and shells was used as fuel for the boiler.
- Enrichment of tress in the river border area and fertilization as recommended.
- Maintenance of the machine periodically.

5.6.3

The company (Jabor Palm Oil Mill and Supplier) has calculated GHG emissions period 2018 using the RSPO PalmGHG calculator, as follow as:

Emmision per product	tCO2e/tProduct
CPO	1.30
PK	1.30

Production	t/yr
FFB processed	39,659.69
CPO produced	20,586.61
PK produced	5,162.72

Extraction	%
OER	20.7
KER	5.19

Land use	Ha
Planted area	12,145.75
Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0

Summary of field emission and Sinks

Description	Own crop		Group		3 rd party	
	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB	tCO2e	tCO2e/tFFB
Land conversion	11,715.62	9.71	188.02	0.71	0	0
CO2 emmisions from fertilizer	1,284.27	1.11	17.03	0.06	0	0
NO2 emissions	1,357.4	0.68	10.32	0.04	0	0
Fuel comsumption	143.09	0.09	1.71	0.01	0	0
Peat oxidation	0	0	0	0	0	0
Sinks						
Crop sequestration	-11121.64	-9.28	-178.22	-0.67	0	0

Sequestration in Conservation area	0	0	0	0	0	0	
Total	3378.74	2.31	38.86	0.15	10,571.48	0	
Status: Comply							
PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills							
6.1 Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.							
6.1.1; 6.1.2; 6.1.3; 6.1.4 and 6.1.5							
<p>Since the mill is located within Jabor Estate, therefore the SIA and management plans are done together. The next Social Impact Assessment [SIA] plan to be conducted by 2020. The mill has not made any changes in the layout, purchase of new machineries or any outbreak of public health. The estate has no replanting nor extension of existing land area or any other new development / construction within the estate compound. Since the SIA is plan to be conducted by 2020, the management unit relies on the annual stakeholder meeting to collect information's. External stakeholder meeting was done combined with Jabor Estate and the minutes dated on 27/02/19.</p> <p>The mill and estate management continue on the annual external stakeholder meeting to review and discuss on various environment, social and OHS issues. There are no affected parties due to the development of this estate and mill operation. During the initial assessment in 2015, the surrounding communities, housing estates, villages and internal stakeholders were consulted. The participants for stakeholder meeting increased from 18 in 2018 to 26 in 2019. As for Financial year 2017/18, a management plan was established based on the inputs from external stakeholder, OHS meeting and Gender committee meeting. There are 5 key areas seen with action plans, status, PIC and completion status. As at 21/04/19, there are 2 plans closed and 2 as on-going with monitoring by mill management.</p> <p>Sighted appointment letters for PIC who are responsible for the update of SIA management plan and review annually by the mill and estate managers with involvement from GSQM and estate staff. The outcome of the discussion being conveyed to affected parties timely, example of the EFB drops along estate roads where all the drivers were briefed and informed. There is no smallholder scheme.</p> <p>Observation Based on the stakeholder meeting minutes the estate has outline a SIA plan to mitigate, implement and monitor of the discussed issues. There are 5 plans available with timetables that consist of PIC and timeline. Among the plan verified were the estate roads dry and dust pollution, EFB dropped from lorry while transporting from mill to field and street lamps due for change. However, it was sighted the management not effectively evaluated of the action taken as seen dry road conditions are possibly happens during dry spell. There must be continuous program and monitoring for issues that may potentially reoccur.</p>							
Status: Comply							
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							
<p>The Certificate Holder has the list of stakeholders in every management unit in Jabor Mill and Jabor Estate. The stakeholder was categorized as Contractors, Vendor/Suppliers, Local Community Head, Other Interest Parties (Government Agencies, Schools, and Hospital). These document was update as per year of 2019. All of the management unit of the estate has a Procedure For External Communication (Issued on 01/11/2008) The company maintains and documented a list of stakeholders in "List of Stakeholders". There are 34 contractors/suppliers/vendors, 19 government agencies (Bomba, Maybank, JBA Terengganu, clinic Syed Badaruddin) and 3 local community head participated (Taman Perasing Jaya, Kampung Perasing Jaya, Kampung Jabor Cina). All the SOPs related to sustainability are written in plain English and</p>							

interpreted to their mother tongue.

6.2.2

The company in each management unit was appointed the responsible person. Mr. Muhd. Abdul Rahman [for estate] and Mr. Rizqan Ammar Bin Shamsuddin [for mill] appointed as the responsible for communication and consultation with the local communities and other interested parties. The appointment letter also clearly indicates the roles and responsibility of the person. The appointment has been communicated internally by memo and externally through stakeholder consultation during muster morning and meeting. The responsible person and the job description was explained in Estate Manager Decision Letter for the responsible person for communication and consultation with the local communities and other interested parties. The role has clearly shown the appointed person responsibility and task description if there any issues raised in the management unit. Sighted the job description :

- i) Investigate any report or matter arising on social issues
- ii) Keeping the record and complain from the complainer and recording the statement
- iii) Giving the advice and counseling to the related party on social matters
- iv) Assisting the estate management to hold any program related to social issues.

The procedure has been communicated internally by method of muster morning briefing and training/socialization to the workers and the contractors.

6.2.3

The list of stakeholder has been maintained by the each management unit of estate and POM. The stakeholder was categorized as Contractors, Vendor/Suppliers, and Local Community Head, Other Interest Parties (Government Agencies, Schools, and Hospital). The company has explain the mechanism of way to communicate with related stakeholder in several event, for instance in meeting with contractor. The auditor interview local contractor for FFB supplied [Hasnizam Trading] to Jabor POM, Local People in Kampung Perasing Jaya, and teacher of SK Jabor. Based on those interview process that knew the stakeholder was understand the way to access information from the management unit.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

6.3.1 and 6.3.2

Since the mill is located in estate’s land, the estate also provides a log book at the security post to enable external stakeholders to register their complaints and grievances. There is also a “Whistleblowing Policy” (GPA No. B5) dated 27/02/14 are made available for handling stakeholder’s social issues.

There are annual training records on Sustainability Policies and interview with mill and estate workers, found they are not restricted from making any complaint or grievances. There was no any grievances recorded since from ASA 1.2. Sighted the logbook for electrical items faulty, doors & windows refurbishing and etc that complaint by workers and action taken details by the estate management.

Dispute was not evidenced in the internal and external stakeholder meeting minutes. The Asst. Managers of mill and estate ae responsible for the communication with assistance from office staff. Interview with mill & estate workers and external stakeholders, they are aware on the process of communication and method of reporting.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary 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; 6.4.2 and 6.4.3

As at to this audit there is no evidence of loss of legal, customary or user rights within this certification unit. Compensation for loss of legal, customary or user rights is not applicable as the land been long developed by Sime Darby. This estate is

surrounded by independent smallholders, villages, and etc. Interview with external stakeholder, revealed no land disputes in Jabor complex. Negotiated agreements and compensation claims are not applicable

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

6.5.1

In the mill seen 197 employees [38 local, 89 Indonesian, 9 Bangladesh, 25 Nepal, 36 India]. There is no contract worker employed. Sighted the contract agreement of foreign and local workers are maintained by Chief Clerk. The Contract Agreement stressing on pay, fringe benefits, salary slips, medical surveillance etc. Pay slips [Nov'18 – Mar'19] were verified confirming workers receives monthly salary more than RM 1000.00 and RM 1100.00 [effective from Jan'19] unless otherwise on unpaid leave, poor attendance and switching workers from daily rate to piece rate or vice versa.

Based on the Foreign Workers Compensation Scheme [FWCS] / Skim Pampasan Pekerja Asing [SPPA], there are 9 Indonesian and 1 India workers registered for Sosco and the remaining are subject to the expiry of SPPA. Sighted the payslip of 10 workers where there is no deduction on workers wages but sole contribution by employer [estate].

6.5.1

Based on the sampled pay slips of workers, there is no trace of breach of payment as stipulated in their contract. Interview with workers shows no serious issue on wages received but sometimes there do happens typo error or miscalculation on working hours / days which corrected or reimbursed timely by the respective management.

Verified the contract agreement for workers India, Indonesia, Nepal and Bangladesh which has no changes in the clause of pay and conditions of employment. Seen the contract prepared in [Bahasa Indonesia, Hindi and English] understood by the workers and signed by both the authorized signatory of the company and employee. The contract agreement letter revisions are as below:

- Indonesia [EMP02/IND/2017/01 used in July'18 and EMP01/INDO/201/01 used in Feb'19]
- India [EM06/IND/2017/01 used in Nov'18 and EM05/IND/2017/01 used in Mar'18]
- Nepal – EM09/NPL/2017/01]
- Bangladesh – EMP14/BSH/217/01]

6.5.3, 6.5.4

The Jabor mill and estate shares the common facilities such as recreational places, religious building, community hall, clinic, sundry shop, food stall, electricity, and water. Interview both local and foreign workers whom claimed the management provides decent living quarters with proper drainage system, weekly domestic waste collection, attend to household repairs and free water supply for domestic consumption. During site visit, sighted the drainage condition, domestic waste collection area, tap water (visually) and housing conditions (door, window, roof) are in good order.

The worker's line-site are in "Sharing Concept" with workers from mill and estate. Site visit to the worker's quarters seen with proper signages on ban on fire use, emergency assembly area and etc. Sighted the foreign workers are located within their religious based group. Interview with workers, revealed the management ensure workers have adequate beds, kitchen and toilet facility. The workers are able to access via company's transport for food, groceries and vegetables that purchased on weekly basis. Interview with workers, found the estate management has no restriction on their interest of getting their basic needs out of estate compound. Aside, there is a canteen in the mill to cater food during lunch break.

Status: Comply

6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.6.1 and 6.6.2.

Sighted minutes of Union Meeting with the workers attended by the respective managers, local workers, foreign workers,

management staff, AMESU (All Malayan Estates Staff Union) and from NUPW (National Union Plantations Workers). Issues discussed were on lineside cleanness, road maintenance and reduction in overtime.

Interviewed the Union Leader, Nordin Ahmad revealed th estate manager always being supportive in their request. He also mentioned that both local and foreign workers are aware on the policy that company shall respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively. The nomination of Union members being done fairly and participation from local and foreign workers are reasonable. Interview estate's Asst. Manager, the Union meeting minutes is available for committee for review. Interview the foreign workers at loading ramp, boiler room and strealizer station that they are aware on the committee and any issues that discussed in the meeting.

Status: Comply

**6.7
Children are not employed or exploited.**

6.7.1

Based on mill and estate workers list, no one has found below than 18 years old and this was cross verified with workers at sterilizing station, boiler, loading ramp, spraying gang, manuring gang, harvesters show workers are grater than 20 years old.

Status: Comply

**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, 6.8.2 and 6.8.3

Interviewed with mill workers [operation male workers and female staff at office], found no evidence of any form of workplace discrimination based on race, caste, national origin, religion etc. There are a few long working staff and workers in the mill [Malikah – S1 Clerk, 40 years], [Nora – S1 Clerk, 36 years] and [Mohd. Ridwan – General, 39].

The sampled interviewed estate's local and foreigner workers found no form of discrimination. During religious activities for Hindu and Muslims, the foreign workers are allowed to practice their religious activities as estate management has provided acilities and infrastructure adequetly.

Verified the complaint and grievence book against the interview evidences with both local and foreign workers, revelaed no issues relating to discrimination. Interviewed estate workers during field visit and in the office ad the external stakeholders, has no history of discrimination and the workers are aware on the availability of social policy. In the mill sighted a promotion letter for foreign worker from India [Balai Mondal - P9478815] was promoted from General Worker to Workshop Operator, Artisan with a salary increment to RM 47/day with effect from 01/07/18.

In estate, interview Asst Senior Manager, Faiz Tajudin as at Apr'19, there wer 3 foreigners [India, Bangladesh and Indonesia] been given promotion from General Workers to Mandore. The eligibility for promotion and increment is based on their language proficiency, work attitude and work knowledge. As for local workers, there are evidence for promotion for office and field staff.

Status: Comply

**6.9
There is no harassment or abuse in the work place, and reproductive rights are protected.**

6.9.1

The company has provide and develop the policy related to all form of sexual harassment and refer : Social and Humanity Management Policy clause: In fulfilling our Social and Humanity commitments we shall : preventing sexual harassment and other forms of violence against women and protect their reproductive rights (management Policy) For the operational policy the Gender Policy has been developed on clause; Endeavour to prevent sexual harassment and all other forms of violence against women workers and community. Policy has been documented based on the display and have been communicated through all the workforce based on the interview and displayed on the workers quarters. There is a Gender Committee Handbook (First Edition 2014) distributed to all employees. There is a policy to prevent the sexual harassment and violence stated in the Social Policy (to developed and apply a policy to prevent sexual harassment and other forms of violence against women and to protect their reproductive rights) There is SPMS (Flowchart and Procedure on Handling Social Issues) there is a gender committee handbook first edition 2004. In chapter 3 (Type of Gender-Based Violence & Grievance Procedures

List of awareness programs or training has been made available during the meeting and social assessment. There is a gender committee have been made in in Jabor Mill and estate dated 8th March 2018 attended by 15 persons that discussing the matters related the company policy and SOP if any sexual harassment occurred in the mill / estate. Sighted form the minutes meeting, there is no report/ incident occurred in the management unit and the workers are aware regarding company policy. For the operational policy the Gender Policy has been developed on clause; Endeavour to prevent sexual harassment and all other forms of violence against women workers and community. Based on the interview, there is available documented the organizational chart for each estate and mill comprising the coworkers and staff especially for gender committee. The woman workers are understanding their rights including the time for breastfeeding policy and it was stated in the clause that protecting the 'safeguards our operation from employing forced labor and child labor.

6.9.2

There is a policy has been developed by Sime Darby Bhd related to human right especially on women to protect their reproductive rights signed by Managing Director (Datuk Franki Anthony Dass) dated January 2016. The gender policy has been developed by the management and has been clearly distributed to all level of workforce. Based on the interview with store clerk of the estate and mill, they understood that there was a policy available related to reproductive of human rights such as a pregnant woman can't enter the chemical store and signboard had been displayed at the entrance. The policy communicated to all level of workforce by method of speech during the muster ground training and displayed on the office. And the policies is displayed on the workshop and mill management office

6.9.3.

There is Grievance Redressal Procedure to recognizing the value and importance of discussion there is SPMS (Flowchart and Procedure on Handling Social Issues) Sustainable Plantation Management System, Appendix 5. Upon arising social issues, the matter shall be brought forward to the respective estate management, initial negotiation process shall be carried out, upon any failure, the pending issues shall be reported to the Head Office. The head office shall send forth the investigation team an independent body to gather sufficient information (timeframe on dispute, area involved, parties / people involved and outstanding issues) in the case through interviews and focused group discussion.

Status: Comply

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.

6.10.1 and 6.10.2

The FFB price based on standard from Malaysia Palm Oil Board (MPOB). There was showed FFB price list update till March 2019 with price for period of March is RM 25.74/1% The FFB price was put in the front window of the weight bridge room. The Jabor POM received outside FFB from outside crop plantation consist of 13 FFB suppliers. There was no smallholders scheme under SoU 12, only FFB trader (supplier) and based on stakeholder consultation with one of supplier that the management of POM has help them to how to control the quality of FFB and mechanism of safety loading of FFB (using the net on truck and the truck operator should using properly PPE).

6.10.3

There was observed of document contract between Jabor POM and Yee Plantation Sdn Bhd for FFB supply and also document contract between Jabor Estate with Mahu Berjaya Enterprise (Local Contractor). The right and obligation each party and the payment mechanism was clearly describe in this document, consist of the contractor employed use safety equipment (PPE Used) and/or any other form of protection to ensure the safety and health, compensation insurance payment mechanism and etc. Based on document verification, interview with company representation and the local contractor at stakeholder consultation process, they was understand of contract before signed. Overall the document was filled in Head Office and copy of document in mill and estate office, and the related evidence of payment slip was filled too by the contractors or dealers.

6.10.4

The payment was transferred via bank account by the Head Office, the Management estate only acquired the received from the Head Office when the payment process has been done. The local contractor was informed that the payment process was well implemented. There was observed payment record to contractor on 31 March 2018, such as invoice, contract form (description of work, quantity, price per unit, tax and total payment), work completion certificate and payment advice (payment receipt). Payment has been made timely according to the contract.

Status: Comply

6.11	
Growers and millers contribute to local sustainable development wherever appropriate.	
6.11, 6.12	
<p>The contributions to local development conducted by the SOU12 are upon the community request (proposals), sighted the proposals submitted to mill and estate during Jan-April 2019 as much as 3 proposals. Based on public consultation to community representative (<i>ketua kampung</i>) mentioned that the proposals has been responded well. There is no any of associated smallholder under SOU12</p>	
	Status: Comply
6.12	
No forms of forced or trafficked labour are used.	
6.12.1; 6.12.2 and 6.12.3	
<p>Based on the interview with internal & external stakeholders evidenced of no force labour in which for the process of recruiting foreign workers are done fairly at the origin country and potential workers are well aware on their job nature and employment terms prior to accepting their offer. In the mill, based on the contract agreement, if either party wants to terminate the employment service before their contract expires, it follows to the clause 18 of employment contract.</p> <p>Estate management maintaining the “Passport Save Keeping” acknowledgment letter that mutually agreed and signed by both parties and sampled 6 letters of harvesting workers with no negative findings. In the estate, sighted the SEMUA – Employee Master Listing System, as at 01/04/19 there are 89 workers in the mill [57 Malaysian, India 6 & 26 Indonesian]. The mill management allows their workers from leaving their housing facilities after working hours whom with valid reasons and a copy of passport and “Surat Jalan” will be provided. Sampled verified of passports of foreign workers against their contract agreement and found no discrepancies. Based on the interview session with estate and mill workers, staff and managers, the contract substitution is not applicable.</p> <p>There is no specific policy available for temporary or foreign/migrant workers, however the “Social Policy” consisted the statement of the non-discriminatory practices. The workers interviewed has no negative feedbacks on the housing facilities, payment date, job distribution and the manner of their local superior’s interact with foreign workers.</p>	
	Status: Comply
6.13	
Growers and millers respect human rights	
6.13.1 and 6.13.2	
<p>There are no changes made on the Group Policy regards to “Social Policy” dated on Jan 2015. During annual training session on company policies, the mill manager with assistant from GSQM briefed the workers on the content and training records seen effectively maintained. Interview estate workers resulted with positive feedbacks that labour policies well understood by them. Sighted the Social Policy adequately display at office and in the notice board that accessible by all workers.</p> <p>The sampled estates and mill have no foreign labor with the dependents lives with them. There are Government aided Schools within estate premises and external stakeholder interviews revealed the students are from the surrounding villages and some from the local estate worker’s children.</p>	
	Status: Comply
PRINCIPLE #7 Responsible development of new plantings	
7.1	
A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.	
<p>SOU 12 – Jabor does not make any expansion over its operation area after November 2005. Jabor estate is an old estate established since the 1970’s as rubber and since then converted to oil palm. Now, This plantation has entered the third cycle.</p>	
	Status: Comply
7.2	
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the	

results are incorporated into plans and operations.	
SOU 12 – Jabor does not make any expansion over its operation area after November 2005. Jabor estate is an old estate established since the 1970's as rubber and since then converted to oil palm. Now, This plantation has entered the third cycle.	
	Status: Comply
7.3 New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.	
7.3.1; 7.3.2; 7.3.3; 7.3.4 and 7.3.5	
Based on the area statement, external stakeholder interview, field visit and land use change mapping, there is no evidence the estate has done new planting. There are replanting programs made available as described in P3.1.2.	
	Status: Comply
7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
7.4.1 and 7.4.2	
SOU-12 Jabor has established since 1970, starts as rubber plantation and then converted into oil palm plantation, which currently it has turn on the third cycle. Based on information from unit management and external stakeholders, it was known that there is no new land expansion (development) in SOU-12. Hence, this requirement is not applicable.	
	Status: Comply
7.5 No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.	
7.5.1	
Based on the area statement, external stakeholder interview, field visit and land use change mapping, there is no evidence the estate has done new planting. Therefore, FPIC not applicable.	
	Status: Comply
7.6 Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.	
7.6.1; 7.6.2; 7.6.3; 7.6.4; 7.6.5 and 7.6.6	
Based on the area statement, external stakeholder interview, field visit and land use change mapping, there is no evidence the estate has done new planting. Therefore, compensation of land acquisition not applicable.	
	Status: Comply
7.7 Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
7.7.1 and 7.7.2	
SOU 12 – Jabor does not make any expansion over its operation area after November 2005. Jabor estate is an old estate established since the 1970's as rubber and since then converted to oil palm. Now, This plantation has entered the third cycle.	
	Status: Comply
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.	
7.8.1 and 7.8.2	
SOU 12 – Jabor does not make any expansion over its operation area after November 2005. Jabor estate is an old estate established since the 1970's as rubber and since then converted to oil palm. Now, This plantation has entered the third cycle.	
	Status: Comply
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity	

**8.1
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.**

8.1.1
Estate management has reduce the use of warfarin for rats' population control, which classified as Class 1B WHO Appendix III. This matters wil continue through adoption of *Tyto alba* as predator of rats.
The mill had also continuously improve the boiler with new dust filter as they upgrading the boiler system at Jabor Mill.

Status: Comply

3.2. Summary of Assessment Report of Supply Chain Requirement

3.2.1 General Chain of custody requirements for the supply chain

Clause	Requirement																
5.1	Applicability of the general chain of custody requirements for the supply chain																
5.1.1	<p>The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.</p> <p>The SOU12 Jabor POM are takes the legal ownership of its product (CPO and PK) and all physically handling of its product as well. Product transportation are given to third party which is bonded by the agreement, however during the product transport the legal ownership are under SOU12 Jabor POM. Detail of transporter agreement explained in the clause of 5.5.</p>																
	Status: Comply																
5.1.2	<p>Traders and distributors require a license obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.</p> <p>The SOU 12 Jabor is palm oil mill which only sale its product, did not buying the product from the other RSPO licensed traders.</p>																
	Status: Comply																
5.1.3	<p>Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.</p> <p>The SOU12 Jabor POM are RSPO member registered under Sime Darby Plantation, Bhd with no.: 1-0008-04-000-00 (September 8, 2004). Also has been registered in RSPO Palm-trace, detailed in table below:</p> <table border="0"> <tr><td>Sub License ID</td><td>CB68795</td></tr> <tr><td>Member Name</td><td>Jabor Oil Mill</td></tr> <tr><td>Member ID</td><td>RSPO_PO1000000156</td></tr> <tr><td>Issued On</td><td>8/6/2018</td></tr> <tr><td>Issued By</td><td>PT Mutuagung Lestari</td></tr> <tr><td>Start Date</td><td>07-07-2018</td></tr> <tr><td>End Date</td><td>06-07-2019</td></tr> <tr><td>Total Certified Area (Ha)</td><td>2332.92</td></tr> </table>	Sub License ID	CB68795	Member Name	Jabor Oil Mill	Member ID	RSPO_PO1000000156	Issued On	8/6/2018	Issued By	PT Mutuagung Lestari	Start Date	07-07-2018	End Date	06-07-2019	Total Certified Area (Ha)	2332.92
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	Status: Comply																
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>The mill did not use any of processing aids both of tools and material.</p>																
	Status: Comply																
5.2	Supply chain model																
5.2.1	<p>The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.</p> <p>Jabor POM are apply SCCS Module E (MB) and product claim are done under mass balance.</p>																
	Status: Comply																
5.2.2	<p>The site can use one (1) or a combination of supply chain models as audited and certified by the CB.</p> <p>No combination supply chain models applied, the mill only apply SCCS MB-module E.</p>																

	Status: Comply
5.3	Documented procedures
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified.
	<p>The SCCS procedures are describes in document of SOP for sustainable supply chain and traceability, appendix 5 version 2 issued no.: 4, year of 2018.</p> <p>It is aim for identifying product's traceability with supply chain Mass Balance Model. Person in charge have been pointed to ensure the operation of mill based on the applicable procedure consist of Mill Manager, Administration Office Staff, Weighbridge Staff, Ramp Staff, CPO & Dispatch Staff and PSQM Staff.</p> <p>The SOP has been covering all element of the SCCS Module E, such as: responsibility, document control, FFB delivery from the estate, receiving FFB at mill, FFB processing, CPO and OK despatch, non-conforming product and/or document, product claims, outsourced contractors, training, reclassification of mill's SC model, production volume, conversion factors, internal audit, complaints, and management review.</p>
	Status: Comply
5.3.2	The site shall have a written procedure to conduct annual internal audit
	<p>The SCCS internal audit are planned annually as describes in the SCC and Traceability procedure version 2, 2018, clause of 17.0. The mill has an internal audit procedure namely document no.: SD/SDP/PSQM/IAP to determine whether the mill conforms to the RSPO SCC requirement and the RSPO Market Communication and claims. The internal audit are hold by trained internal auditor.</p> <p>The latest internal audit are done in 18-21 Sept 2018, there is no NC against SCC requirement issued.</p>
	Status: Comply
5.4	Purchasing and goods in
5.4.1	The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier
	<p>The mill did not buy/purchase any of RSPO certified oil palm product from outsider/traders/distributor. The audit are done to palm oil mill which only sell its own product.</p>
	Status: Comply
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents
	<p>Mechanism for handling non-conforming oil palm products and/or documents are describes in SOP Sustainable Supply Chain and Traceability (SOP No. 2, issued on February 2018) clause of 10.0. In the SOP mentioned that:</p> <ul style="list-style-type: none"> - Where there is contamination of RSPO mill shall inform GTM accordingly if the downgraded affects the delivery timeline to the customer, - Overselling of product shall be treated as non-conforming product (the mill shall be notified and investigate immediately), - For material received with insufficient information for verification or any error in incoming document shall be treated as non-conforming document, shall be investigated, verified and corrected in order to allow processing of material.
	Status: Comply
5.5	Outsourcing activities
5.5.1	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.
	<p>The mill are outsourced the third party for product transporting, the agreement document are observed during audit:</p> <ul style="list-style-type: none"> ✓ Agreement with Nashreena International (M) Sdn Bhd valid since 13 Nov 2018 up to 30 April 2019 on CPO transportation to selected buyer destination. ✓ Agreement on the CPO transportation between SDP Bhd – Peninsular Malaysia Oil Mills and Jasa Bumi Logistics Sdn Bhd, valid since May 2016 to April 2019.

	Status: Comply
<p>5.5.2 Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <ol style="list-style-type: none"> The site has legal ownership of all input material to be included in outsourced processes; The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance 	
<p>The transporter hired are not included in the RSPO SCC certificate scope of Jabor POM, the auditor verified that:</p> <ol style="list-style-type: none"> The mill are has legal ownership of product The mill has agreement with the transporter hired (as much as 2 transporter), and the auditor have access to the outsourcing contractor during audit (however there is no CPO transporting activity during visit to mill). The mill has document control system for contractors, contained in the SCC and traceability procedure clause of 12.0 	
	Status: Comply
<p>5.5.3 The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.</p>	
<p>Record of the names and contact details of all contractors used are contained in the agreement document:</p> <ol style="list-style-type: none"> Nashreena International (M) Sdn Bhd, address in 46050 Petaling Jaya, Selangor Darul Ehsan, Malaysia Jasa Bumi Logistics Sdn Bhd, address in no.: 1B, Jalan Sungai Burung X, 32/x Bukit Rimau, 40460 Shah Alam, Selangor, Malaysia. 	
	Status: Comply
<p>5.5.4 The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products</p>	
<p>Question: Has MUTU informed about any new outsourcers?</p>	
<p>Has been verified during the ASA 1.3 that the mill are hired two (2) transporter for CPO product, the name and address has been informed in clause of 5.5.3.</p>	
	Status: Comply
5.6	Sales and goods out
<p>5.6.1 The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer</p>	
<p>Question: All RSPO product information is provided by the organisation in accordance with :</p> <ul style="list-style-type: none"> The name and address of the seller; The loading or shipment / delivery date; The date on which the documents were issued; A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); The quantity of the products delivered; Any related transport documentation; Supply chain certificate number of the seller; A unique identification number. Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products 	

- For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance.
-

Sighted the sales document which contain information of buyer (name and address), delivery date, description of the product, supply chain model and quantity of the products. During April 2018 – March 2019 verified that the mill are made a provision CSPO sales contract with Nuri Refinery (under SDP), for example provision contract ref no.: S/C-PSD/1902/CPO0080B, dated 30 Jan 2019, contract quantity: 250 MT, type SC: RSPO-CPO MB, buyer address: Lot 27, PT234, Bandar Sultan Sulaiman, 42000 Port Klang, Selangor, Malaysia.

Based on interview to SQM staff, it was told that the all the RSPO-MB sales contract during those period has been downgraded to conventional, the refinery has been inform to GTM (Global Trading Marketing) regarding the status of contract for the palmtrace announcement purpose.

Status: Comply

5.7 Registration of transactions

5.7.1

Supply chain actors who:

- are mills, traders, crushers and refineries; and
- take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable

Question:

Has the organization registered their transactions in the RSPO IT platform? (mills, traders, crushers and refineries only)

The audit are done to CPO mill namely Jabor POM, which take legal ownership of oil palm product. Based on document review there is no CSPK sold under RSPO claim. Has been registered in RSPO Palm-trace, detailed in table below:

Sub License ID	CB68795
Member Name	Jabor Oil Mill
Member ID	RSPO_PO1000000156
Issued On	8/6/2018
Issued By	PT Mutuagung Lestari
Start Date	07-07-2018
End Date	06-07-2019
Total Certified Area (Ha)	2332.92

Status: Comply

5.7.2

The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:

- Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures.
- Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.
- Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.
- Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.

Question:

Did the organization correctly perform the applicable actions on RSPO IT Platform?

All the transaction under SDP are handled by GTM (Global Trading Marketing), The mill through GTM has been do the following actions in the RSPO IT Platform:

- Shipping Announcement and confirm: There is no CSPK and CSPO sold under RSPO.
- Trace: Regularly tracing are done by the GTM.

<p>Based on sales contract and delivery consignment, there was CSPO delivered to SDP Nuri since April 2018- March 2019 as much as 6,056.49 MT which on the contract is under RSPO-MB, confirmation to PSQM staff told that the contract is a provision sales contract. The CSPO product delivered (under RSPO-MB sales contract) to buyer (SDP Nuri) has been downgraded to conventional. In this regard, Jabor POM considered to request the document of final sales of product and its RSPO status (confirmation of downgrade of product) from GTM to mill. OFI</p> <ul style="list-style-type: none"> Remove: remove are done to CSPK stock as much as 1,171 MT on 18 April 2019 (ST-TR-f5666b4c-91cc) due to the sold under conventional. Remove are done to CSPO as much as 5000 MT on 22 April 2019. 	
	Status: Comply
5.8	Training
5.8.1	
The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff	
Question: Has the organization established RSPO training plan?	
RSPO SCC training plan are contained in the company's training plan for FY 2018/2019, the training are planned once a year. The next training are planned on June 2019. OFI	
	Status: Comply
5.8.2	
Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed	
Question : Has the organization Delivered Effective RSPO training?	
The mill can show the training record of RSPO SCC to the key personnel involved, the latest training are done in 26 March 2018 to as much as 15 participant including WB operator, officer operator, mill assistant, office clerk, PSQM and store keeper.	
	Status: Comply
5.9	Record keeping
5.9.1	
The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements	
Question: All records are accurate, complete, up-to-date and accessible?	
The mill has been maintain the SCC record in accurate, complete, and up-to-date for all element of SCC. The auditor are able to access those record and report.	
	Status: Comply
5.9.2	
Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock	
Question: All records are kept for minimum two years and comply with legal and regulatory requirements?	
In Standard Operating Procedure for Sustainable Supply Chain and Traceability (SOP No. 2, issued on February 2018) explained that:	
<ul style="list-style-type: none"> • For RSPO Certified Unit, record area maintained for a period of two (2) years • For RSPO and ISCC Certified Unit, record area maintained for a period of ten (10) years 	
	Status: Comply
5.9.3	
The organization shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	
The estimated volume of certified palm oil and palm kernel has been set by the mill and recorded by the auditor in this summary	

report (basic information). There was only 1 categorize set by the mill, namely: RSPO-MB.	
The record of volume purchased and product claimed are available for over 12 months, the auditor has been verified the records since April 2018 up to March 2019.	
	Status: Comply
5.10	Conversion factors
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries
The audit are done to palm oil mill, the conversion factor of product has been set based on daily production ratio, during April 2018 – March 2019 the average of conversion rate is:	
<ul style="list-style-type: none"> - CPO → 21% - PK → 5% 	
	Status: Comply
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.
The conversion factor of CPO and PK are updated in daily basis based on daily production ratio.	
	Status: Comply
5.11	Claims
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.
There is no use of RSPO trademark on product, document and for promotion purpose as well.	
	Status: Comply
5.12	Complaints
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.
The SOU 12 Jabor POM has Procedure for External Communication under Standard Operation Manual version 01 dated 1 November 2008. The procedure outlines the process in receiving and addressing grievances from both internal and external stakeholders. In addition, there is a Whistle blowing Policy (GPA No. B5) dated 27 February 2014 which is essentially an internal mechanism for reporting, investigating and remedying any wrongdoing, as defined in Clause 4.3 of the same policy in order to ensure that stakeholders are “able to raise genuine concerns in good faith without fear of reprisals or retaliation.”	
	Status: Comply
5.13	Management review
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken
Based on the SCC and traceability SOP, the management review are planned once a year.	
	Status: Comply
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement.
The latest management review are conducted on 27 Feb 2019, the input that include is: result of internal audit, customer	

feedback (no feedback from customer), status of preventive and corrective action, follow-up action from management review, changes that could affect the management system and recommendation for improvement.	
	Status: Comply
5.13.3 The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	
The latest management review are conducted on 27 Feb 2019, it has been included the improvement of the effectiveness of management system and resources needed.	
	Status: Comply

3.2.3 (Module E) CPO Mills - Mass Balance Requirements

Clause	Requirement														
E.1	Definition														
E.1.1	<p>Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p> <p>The Jabor POM are applied SCC Module E-MB since it receive and processed the FFB from certified and non certified sources.</p> <p>Status: Comply</p>														
E.2	Explanation														
E.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products must be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p> <p>The estimated tonnage of CPO and PK that could potentially be produced by the Jabor POM for period of 07 July 2018 to 06 July 2019 recorded in the ASA 1.2 report and certificate. The actual tonnage produced for the latest 12 months (April 2018-March 2019) has been verified by the auditor during ASA 1.3.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Product</th> <th style="width: 20%;">Projection of 07 July 2018 to 06 July 2019 (MT)</th> <th style="width: 20%;">Actual production (MT)</th> <th style="width: 20%;">Projection of 07 July 2019 to 06 July 2020 (MT)</th> </tr> </thead> <tbody> <tr> <td>CSPK</td> <td align="center">2,636</td> <td align="center">2,122.68</td> <td align="center">2,622</td> </tr> <tr> <td>CSPO</td> <td align="center">10,366</td> <td align="center">8,488.46</td> <td align="center">9,613</td> </tr> </tbody> </table> <p>Status: Comply</p>	Product	Projection of 07 July 2018 to 06 July 2019 (MT)	Actual production (MT)	Projection of 07 July 2019 to 06 July 2020 (MT)	CSPK	2,636	2,122.68	2,622	CSPO	10,366	8,488.46	9,613		
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CSPK	2,636	2,122.68	2,622												
CSPO	10,366	8,488.46	9,613												
E.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p> <p>Jabor POM has been registered in RSPO Palm-trace, detailed in table below:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Sub License ID</td> <td>CB68795</td> </tr> <tr> <td>Member Name</td> <td>Jabor Oil Mill</td> </tr> <tr> <td>Member ID</td> <td>RSPO_PO1000000156</td> </tr> <tr> <td>Issued On</td> <td>8/6/2018</td> </tr> <tr> <td>Issued By</td> <td>PT Mutuagung Lestari</td> </tr> <tr> <td>Start Date</td> <td>07-07-2018</td> </tr> <tr> <td>End Date</td> <td>06-07-2019</td> </tr> </table> <p>All the transaction under SDP are handled by GTM (Global Trading Marketing), the mill through GTM has been do stock remove of CSPK as much as 1,171 MT on 18 April 2019 (ST-TR-f5666b4c-91cc) due to the sold under conventional. Remove are done to CSPO as much as 5000 MT on 22 April 2019 (ST-TR-28d91475-f808 – credit allocation).</p> <p>Status: Comply</p>	Sub License ID	CB68795	Member Name	Jabor Oil Mill	Member ID	RSPO_PO1000000156	Issued On	8/6/2018	Issued By	PT Mutuagung Lestari	Start Date	07-07-2018	End Date	06-07-2019
Sub License ID	CB68795														
Member Name	Jabor Oil Mill														
Member ID	RSPO_PO1000000156														
Issued On	8/6/2018														
Issued By	PT Mutuagung Lestari														
Start Date	07-07-2018														
End Date	06-07-2019														
E.3	Documented procedures														
E.3.1	<p>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:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>														

b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.

The SCCS procedures are describes in document of SOP for sustainable supply chain and traceability, appendix 5 version 2 issued no.: 4, year of 2018.

It is aim for identifying product's traceability with supply chain Mass Balance Model. Person in charge have been pointed to ensure the operation of mill based on the applicable procedure consist of Mill Manager, Administration Office Staff, Weighbridge Staff, Ramp Staff, CPO & Dispatch Staff and PSQM Staff.

The SOP has been covering all element of the SCCS Module E, such as: responsibility, document control, FFB delivery from the estate, receiving FFB at mill, FFB processing, CPO and OK despatch, non-conforming product and/or document, product claims, outsourced contractors, training, reclassification of mill's SC model, production volume, conversion factors, internal audit, complaints, and management review.

Status: Comply

E.3.2

The site shall have documented procedures for receiving and processing certified and non-certified FFBs

The Jabor Palm Oil Mill has mechanism for accepting the FFB which explain that the weight bridge operator shall verified the FFB delivery letter and issued FFB receive ticket. There was any two kind of FFB receive, consist of form by each own estate of SOU 12- Sime Darby Plantation (**Certified FFB**) and FFB Delivery Order (**non-certified FFB**) from the outsider crop plantation. Both of document are explain the origin of fruit and quantity, etc. The RSPO information (RSPO Stamp) are sighted in the FFB delivery consignment from the own estate (certified source), while for non-certificate source of FFB there are no specific code. The WB operator explained that the FFB records from certified source and un-certified sources shall be separated in the database for ratio calculation purpose.

Status: Comply

E.4

Purchasing and goods in

E.4.1

The site shall verify and document the volumes of certified and non-certified FFBs received.

The mill has been verify all the FFB receive and processed from certified and non-certified sources, the following table are the record of FFB receive since April 2018-March 2019:

Month	Total certified FFB received (MT)	Total non-certified FFB received (MT)	Total certified FFB received (MT)
April	2,494.74	6,553.03	9,047.77
May	2,055.34	4,209.83	6,265.17
June	3,762.28	4,100.27	7,862.55
July	2,191.98	4,323.34	6,515.32
August	2,697.21	5,703.88	8,401.09
September	3,405.79	5,877.35	9,283.14
October	3,961.19	5,232.70	9,193.89
November	4,409.50	4,240.90	8,650.40
December	4,622.35	3,251.89	7,874.24
January	4,174.27	2,872.68	7,046.95
February	3,547.03	3,655.10	7,202.13
March	3,304.03	4,910.47	8,214.50
Total	40,625.71	54,931.44	95,557.15

Status: Comply

E.4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

In the clause of 15.0 of SCC and traceability procedure mentioned that mill shall maintain monitoring the records of production volume, if there is projected overproduction of certified volume shall notify the respective CB accordingly for any updates in the RSPO-IT Platform.

Compared between last year projection and actual production since April 2018- March 2019, there is no overproduction for both CPO and PK.

Product	Projection (MT)	Actual production (MT)
CSPK	2,636	2,122.68
CSP0	10,366	8,488.46

Status: Comply

E.5 Record keeping

E.5.1

- a. The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.
- 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. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)

The record and balance of all receipts of RSPO certified FFB and deliveries are done by the mill on three-monthly basis, the following table is record since April 2018 – March 2019 (12 months):

Month	Total FFB received (MT)		Total CPO produced (MT)		CPO dispatched (MT)		Total PK Produced (MT)		PK dispatched (MT)	
	Group (Certified)	OCP (Non-certified)	RSPO	Non Certified	RSPO	Non Certified	RSPO	Non Certified	RSPO	Non Certified
April – June 2018	8,312.36	14,863.13	1,756.41	3,171.89	-	4,865.66	440.88	795.26	-	1,452.89
July – Sept 2018	8,294.98	15,904.57	1,762.65	3,381.87	-	5,050.27	381.53	740.22	-	1,012.35
Oct – Dec 2018	12,993.04	12,725.49	2,616.26	2,573.85	-	5,094.77	668.81	651.02	-	1,124.59
Jan – Mar 2019	11,025.33	11,438.25	2,353.13	2,461.10	-	4,664.58	631.47	652.72	-	1,321.96
Total	40,625.71	54,931.44	8488.46	11588.71	-	19,675.28	2122.68	2839.22	0	4911.79

Status: Comply

3.3. Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or ✓
ASA-1.3	Jabor POM – SOU12 has a certificate of approval numbers No. MUTU-RSPO/92	✓
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or ✓
ASA-1.3	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	X or ✓
ASA-1.3	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or ✓
ASA-1.3	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	Status: Comply	

3.4. Summary of RSPO Partial Certification.

Compliance of the uncertified Management Units of Sime Darby Plantation Bhd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Sime Darby Plantation Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total Management Units in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estate on 10 February 2017.</p>
i.	<p>No replacement after dates defined in NIs Criterion 7.3 of:</p> <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p>Auditor Verification: Sime Darby Plantation Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.</p>

i.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> • Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. • RSPO NPP process has been completed in 2011 for a new mill in Liberia.
ii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> • PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities • PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.
iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
iv.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p>

		<p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for company under SDP waiting for land title process, ie:</p> <ul style="list-style-type: none"> • PT Sime Indo Agro 1,652 Ha • PT Aneka Inti Persada 421.31 Ha • PT Bina Sains Cemerlang 308.25 Ha • PT Bersama Sejahtera Sakti 765 Ha • PT Langgeng Muaramakmur 1,162 Ha • PT Paripurna Swakarsa 1,120 Ha • PT Swadaya Andika 63 Ha • PT Bahari Gembira Ria 1,639 Ha • PT Guthrie Pecconina Indonesia 4,133 Ha • PT Perkasa Subur Sakti 1,286 Ha
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3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-1.2

NCR No. :	-	Issued by :	-
Date Issued :	-	Time Limit :	-
NC Grade :	-	Date of Closing :	-
Standard Ref. & Requirement :	-		
Non-Conformance Description & Evidence observed <i>(filled by auditor)</i>			
-			
Root Cause Analysis <i>(filled by organization audited):</i>			
-			
Corrective Action <i>(filled by organization audited):</i>			
-			
Correction <i>(filled by organization audited):</i>			
-			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
-			
Verified by :	-		

3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-1 .3

NCR No. :	-	Issued by :	-
Date Issued :	-	Time Limit :	-
NC Grade :	-	Date of Closing :	-
Standard Ref. & Requirement :	-		
Non-Conformance Description & Evidence observed <i>(filled by auditor)</i>			
-			
Root Cause Analysis <i>(filled by organization audited):</i>			
-			
Corrective Action <i>(filled by organization audited):</i>			
-			
Preventive Action <i>(filled by organization audited):</i>			
-			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
-			
Verified by :			

3.5.2.1 Noteworthy Positive Components







No	Description
1	Company has commitment to implement the principle of sustainable palm oil management.
2	Monitoring and evaluation of boundary stones are well maintained.
3	Interview with workers found the estate and mill management continuously monitoring their benefits and OHS related compliances.

3.5.2.2 Opportunity for Improvement

No.	Reff standard	Description
1	2.1.1	The mill has engaged external contractor [Bestro Eng. Sdn. Bhd.] for initial layout for design, supply, refurbish, installation, testing & commissioning and guarantee performance of Fire Protection System. The work commenced on 01/08/18 and completed on 30/03/19. The mill is in process of getting an appointment with Bomba for an inspection. The progress will be follow up in the next assessment.
2	2.1.1	The mill has evidence of follow up communication via letter dated on 25/09/18 to Jabatan Bekalan Air Terengganu which is not responded as at 21/04/19. As an alternative option, the mill seen initiated an application for Class License Registration [Private Water Supply System] with SPAN [Suruhanjaya Perkhidmatan Air Negara]. As required by Clause 6(1)(a) of the Worker's Minimum Housing & Amenities Act 1990, the mill has obtained the permit [31/12/18 – 30/12/20] from JTK [Jabatan Tenaga Kerja Semenanjung Malaysia] for private water usage. Also sighted the SPAN visiting report for mill's water treatment plant dated on 13/02/19. The process of application at stage of collecting water sample that to be tested by 3 rd party and not by the laboratory owns by Sime Darby. The progress will be follow up in the next assessment.
3	2.1.1	Jabor Estate, MPOB License – 528528002000, 31/03/2020 [1808 Ha vs act planted area 1808.79 Ha, in Jan'19 the estate management has reclassified the Bauxite reserved area of 142.49 Ha. at which 78.80 Ha been included into cultivated area which increase the total planted area to 187.59Ha. Next assessment to be verify on the area stated in MPOB license against the new inclusion area.
4	6.1.3	Based on the stakeholder meeting minutes the estate has outline a SIA plan to mitigate, implement and monitor of the discussed issues. There are 5 plans available with timetables that consist of PIC and timeline. Among the plan verified were the estate roads dry and dust pollution, EFB dropped from lorry while transporting from mill to field and street lamps due for change. However, it was sighted the management not effectively evaluated of the action taken as seen dry road conditions are possibly happens during dry spell. There must be continuous program and monitoring for issues that may potentially reoccur
5	6.5.2	Sampled 8 personal files of foreign workers [India, Indonesia, Nepal, Bangladesh] found there are inconsistency of documents in each worker's folder, such as no passport surrender letter, absence of <i>Borang Maklumat Pekerja Asing</i> , 2 nd page of the contract not filled and most of the information's that required in respective forms are not filled.
6	SCCS COC 5.7	Confirmation of RSPO status of product (RSPO claim status) for the CSPO delivered to SDP Nuri (refinery)
7	SCCS COC 5.8.1	Implementation of RSPO SCCS Training Plan in June 2019

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Auditor Responses
<p>Contractors of FFB Transport Jabor Estate (3 Contractors)</p> <p>A local contractor had been interviewed during the audit. He had been in contract with the Jabor Estate for 8 years and as far from the interview, the payment method, contracting and workers welfare had been a priority concern of Sime Darby Estate management. The method of payment will be done by online banking and payment been made on monthly basis based on the contract available and invoice issuance. Sighted no complain has been logged in towards the estate Management and the contractor are satisfied with SIME DARBY Management handling the contract. The contract had been done yearly and made in headquarters of Sime Darby In Damansara. SIME DARBY management also giving information to the workers during signing the contract that the workers should obey the company policy, code of conduct (COBC Booklet) and being briefly together with the workers and supplier. The Contractors also kept the contract agreement copy with them. Every single policy and legal requirement are clearly stated in the contract and obeyed by the contractor. Based on the interview, sighted no complain towards the management office and Jabor Mill</p>	<p>The company will continue to keep a good relation between the contractors and SIME DARBY management and also further engagement will be enhanced from time to time.</p>
<p>SIME DARBY Workers Union Representative (Jabor Mill)</p> <p>The workers representative had been interviewed in SIME DARBY Jabor Mill. He works as a foreman in the workshop. Based form the interview, The NUPW leader had expressed satisfaction working in Sime Darby. He had been 4 years working in Sime Darby and the company had treated him well as safety as the main priority for them.</p>	<p>SIME DARBY Jabor Mill will continue to give cooperation towards workers union and will keep continue on the safety requirement of the company.</p>
<p>Community Head Kg Perasing Jaya</p> <p>Interview had been done with the local community of the nearby village. Based on the interview, the representative had expressed their satisfaction with Jabor Mill and estate manager regarding their action of handling the request, grievances and Complain. The interaction between the estate management and local community had also cooperative as few of the local villagers had been working with Sime Darby Jabor. No issues related to environment as the authority of Terengganu State had regularly checked on the mill. Few of the request had been discussed with the estate and mill manager and the respond had been done by the estate manager in 7 days as per communication procedure.</p>	<p>SIME DARBY Management will keep a good relation with Local Community from the respected estate and help them in the related matters.</p>
<p>Local teachers</p> <p>Based on the interview, the local school is having a good relation with the Estate management and the manager had invited during the school day. There is few request related to black soil for school gardening and access of running path for school sports day. There is also verbal request to the manager to the school related to use the machineries for field used trimming.</p>	<p>No issues raised. The local school are satisfied with SIME DARBY management communication with communities and school teacher.</p>
<p>There was no feed-back received from NGO and External Stakeholders</p>	<p>No issues raised</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	Formal Sign-off of Assessment Findings		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p style="text-align: center;">Signed on behalf of:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Sou 12, Jabor, Sime Darby Plantation Bhd Estate Manager</p>  <p>En. Azri Bin Lahman Wednesday, 08 May 2019</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Mutuagung Lestari Lead Auditor</p>  <p>Sandra Purba Wednesday, 08 May 2019 </p> </td> </tr> </table>	<p>Sou 12, Jabor, Sime Darby Plantation Bhd Estate Manager</p>  <p>En. Azri Bin Lahman Wednesday, 08 May 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p>Sandra Purba Wednesday, 08 May 2019 </p>
<p>Sou 12, Jabor, Sime Darby Plantation Bhd Estate Manager</p>  <p>En. Azri Bin Lahman Wednesday, 08 May 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p>Sandra Purba Wednesday, 08 May 2019 </p>		

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Jabor Estate <ul style="list-style-type: none"> • 2 Harvesters from Bangladesh. • 2 Nursery Workers from Nepal and Bangladesh. • 1 Manuring Foreman from India and 2 Fertilizers Applicators from Nepal and India. 	Jabor Estate			23 April 2019	✓	
2	Jabor Mill <ul style="list-style-type: none"> • 2 Sterilizer Operators from Indonesia. • 1 Thresher Operator from Indonesia. • 1 Nut and Kernel Operator from Indonesia. • 1 Engine Room Operator from Malaysia. • 1 Boiler Operator from Indonesia 	Jabor Mill		Interview	22 April 2019	✓	
3	3 FFB Transporter	Jabor Mill and Estate		Interview	23 April 2019	✓	
4	Gender Committee	Jabor Estate		Interview	23 April 2019	✓	
5	SIME DARBY Workers Union Representative (Jabor Mill)	Jabor Estate		Interview	23 April 2019	✓	
6	Techer / Govt. School of SK Jabor	Jabor Estate		Interview	23 April 2019	✓	
7	Community Head Kg Perasing Jaya	Jabor Estate		Interview	23 April 2019	✓	
8	National Council of Welfare & Social Development Malaysia - NCWSDM	No. 17, Jalan 1/48A, Bandar Baru Sentul, 51000 Kuala Lumpur, Malaysia.	makpem@gmail.com	Email	16 April 2019		✓
9	National Union of Plantation Workers (NUPW)	No 2, Jalan Templer, 46000 Petaling Jaya, Selangor	sangkara@mail.tm.net.my	Email	16 April 2019		✓
10	TRAFFIC - the wildlife trade monitoring network	Unit 3-2, 1st Floor, Jalan SS23/11, Taman SEA, 47400 Petaling Jaya, Selangor, Malaysia.	tsea@traffic.org	Email	16 April 2019		✓
11	Environmental Management and Research Association of Malaysia (ENSEARCH)	30-3, Jalan PJU 5/16, Dataran Sunway, Kota Damansara, 47810 Petaling Jaya, Selangor	admin@ensearch.org	Email	16 April 2019		✓

Appendix 2. Assessment Program		
DATE		21-24 April 2019
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 21 April 2019		
08.35 – 11.50 12.30 - 16.30	Jakarta → Kuala Lumpur International Airport (KLIA) Kuala Lumpur International Airport → Lodging / SOU 12 Jabor	SDP Auditor Team
Monday, 22 April 2019		
08.00 – 09.00	Opening Meeting <ul style="list-style-type: none"> Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification) 	Management Representative of SOU 12 Jabor Auditor Team
09.00 – 10.00	Document Review: <ul style="list-style-type: none"> Time Bound Plan Partial Certification Basic Information Review of Previous Visit Non-conformance Stakeholder Consultation	SDP SDP SDP MAH, EHS EHS
10.00 – 13.00	Field observation to Jabor POM <ul style="list-style-type: none"> SCCS Verification (Security, Weighbridge) POM (Lading Ramp, Process, Engine Room. Workshop. Boiler) WTP, WWTP, Hazardous Waste Warehouse/TPS LB3, Drainage, Collecting Place of Solid Waste (EFB, Fiber, Shell), Methane Capture (if any), Composting (if any) 	SDP MAH EHS
13.00 – 14.00	BREAK	
14.00 – 16.30 16.30 – 17.00	Continuing of Document Review Clarification of Field Observation Result & Completing of Check List	Auditor Team Auditor Team
Tuesday, 23 April 2019		
08.00 - 12.00	Field Observation to Jabor Estate <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manure, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect Implementation of Legal Aspect (Land Ownership, Legal Boundaries) and Conservation/HCV Area Implementation of Social Aspect (Mechanism of Complaint and Grievance) Implementation of Environmental, and Waste Management Aspect (Domestic Waste Management, Fire Control Facilities) 	SDP MAH EHS EHS EHS

DATE		21-24 April 2019	
PLANNED TIME	PROCESSES / CLAUSES TO BE AUDITED		AUDITOR
	<ul style="list-style-type: none"> • Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 		
12.00 – 13.00	BREAK		
12.00 – 16.30	Document Review		Auditor Team
16.30 – 17.00	Clarification of Field Observation Result & Completing of Check List		Auditor Team
Wednesday, 24 April 2019			
09.00 – 11.00	<ul style="list-style-type: none"> • Closing Meeting: Presentation of Assessment Findings by Auditor Team (Explanation of Identified Nonconformities and Completion of Corrective Timeline, Answer & Questions) 		Auditor Team & Management Representative of SOU 12 Jabor
11.30 – 15.30	<ul style="list-style-type: none"> • Auditee Response against Assessment Findings Traveling from SOU 12 Jabor to SOU 10 Bukit Puteri (Pahang)		Auditor Team