

Roundtable on Sustainable Palm Oil Certification
R S P O

[✓] Surveillance

Name of Management Organisation : Kerdu Palm Oil Mill – SOU 11 subsidiary of Sime Darby Plantation Berhad

Plantation Name : SOU 11: Kerdu Estate, Jentar Estate, Sungai Mai Estate, Mentakab Estate, Chenor Estate.

Location : 28010 Temerloh, Pahang, Malaysia

Certificate Code : **MUTU-RSPO/094**

Date of Certificate Issue : 07 July 2016 Date of License Issue : 13 December 2020

Date of Certificate Expiry : 06 July 2021 Date of License Expiry : 06 July 2021

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-1.4	15 – 17 March 2020	Moh Arif Yusni (Lead Auditor), Ebnu Holdoon, Bayu Yogatama	Eileen Chiang	Ardiansyah
	01 and 02 September 2020	Mohd Fadzli Bin Bistamam (Lead Auditor), Mohamad Razin Bin Bakal, and Ismadi Bin Ismail		

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-1.4	30 September 2020

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Figure 1. Location Map of SOU 11

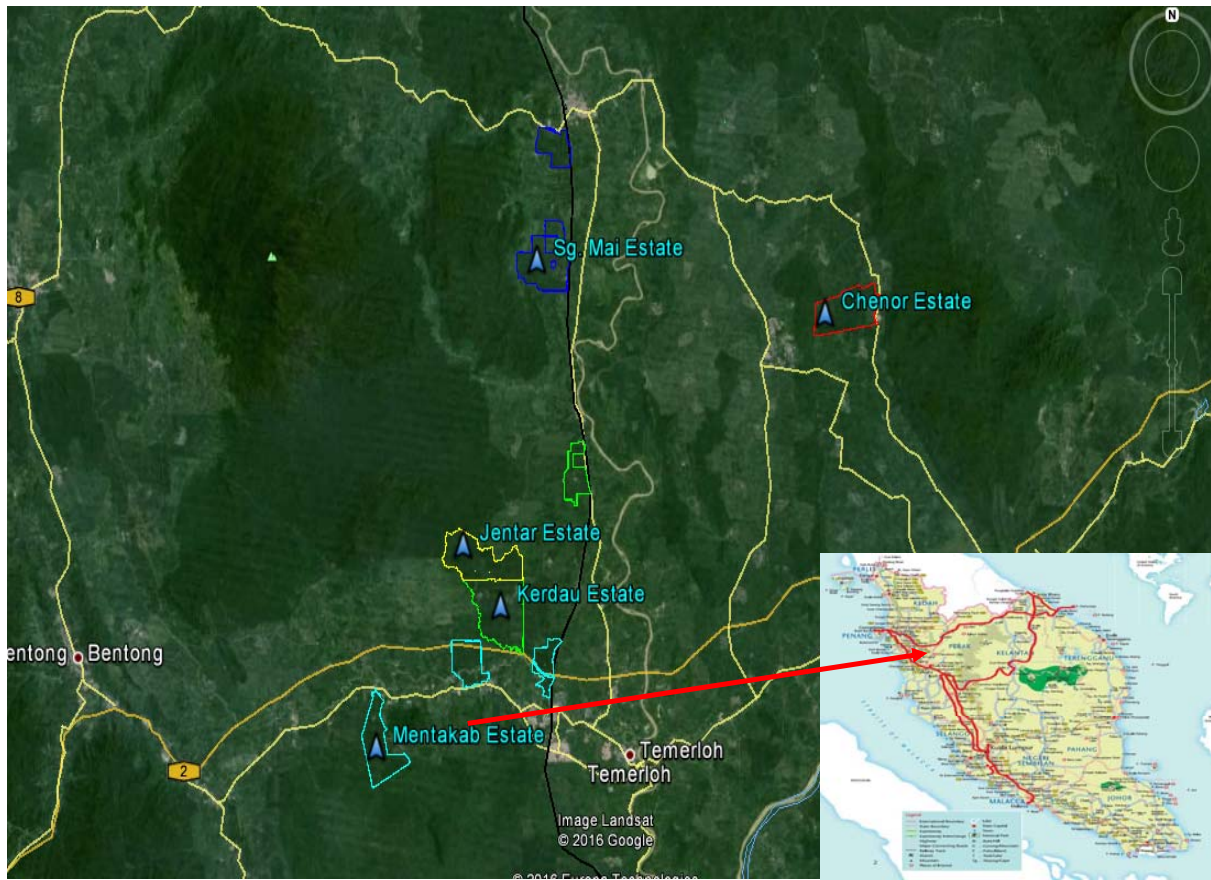


Figure 2. Operational Map of Kerdau Estate

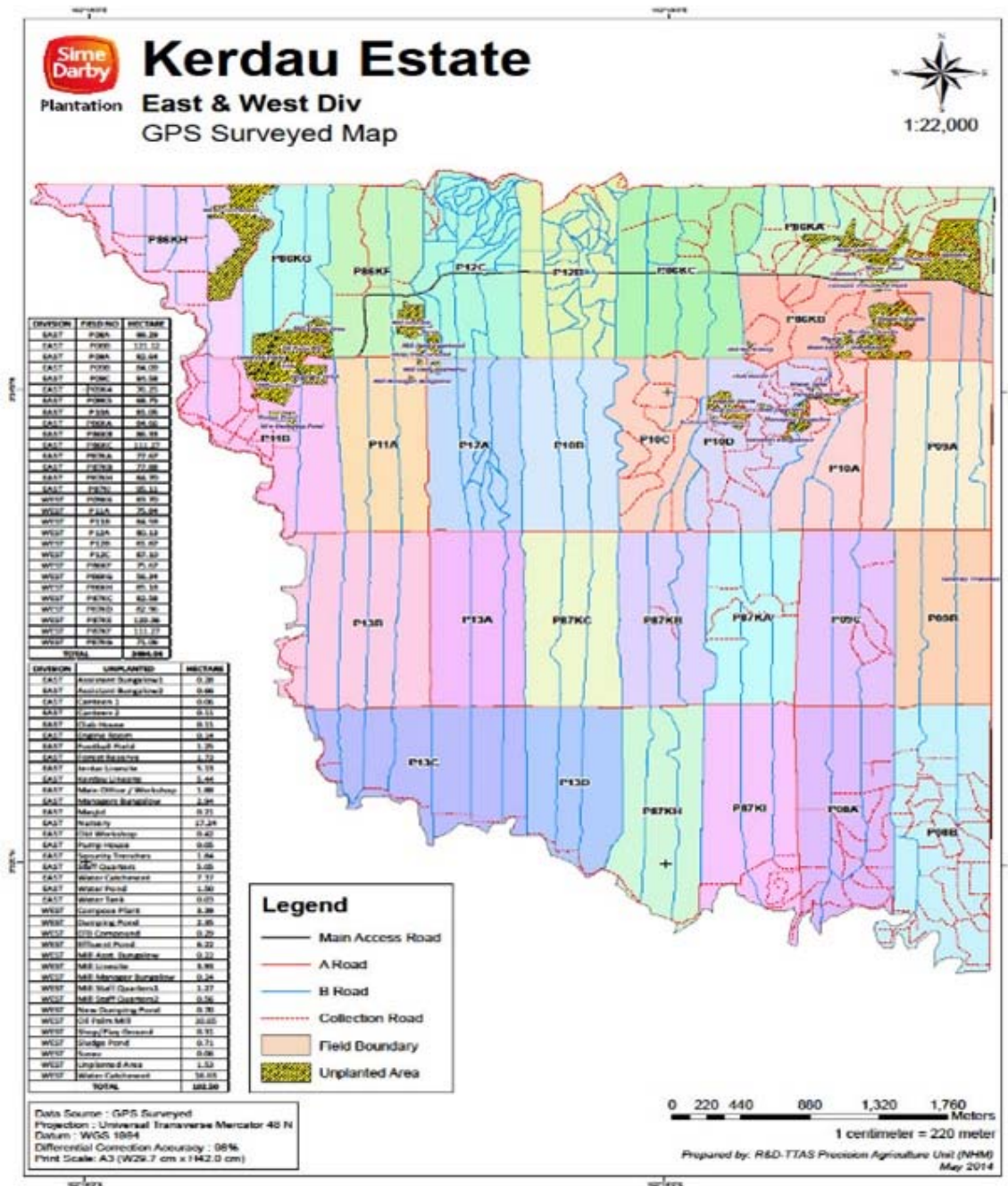


Figure 2.1 Operational Map of Kerdau Estate (Sg Tekal Division)

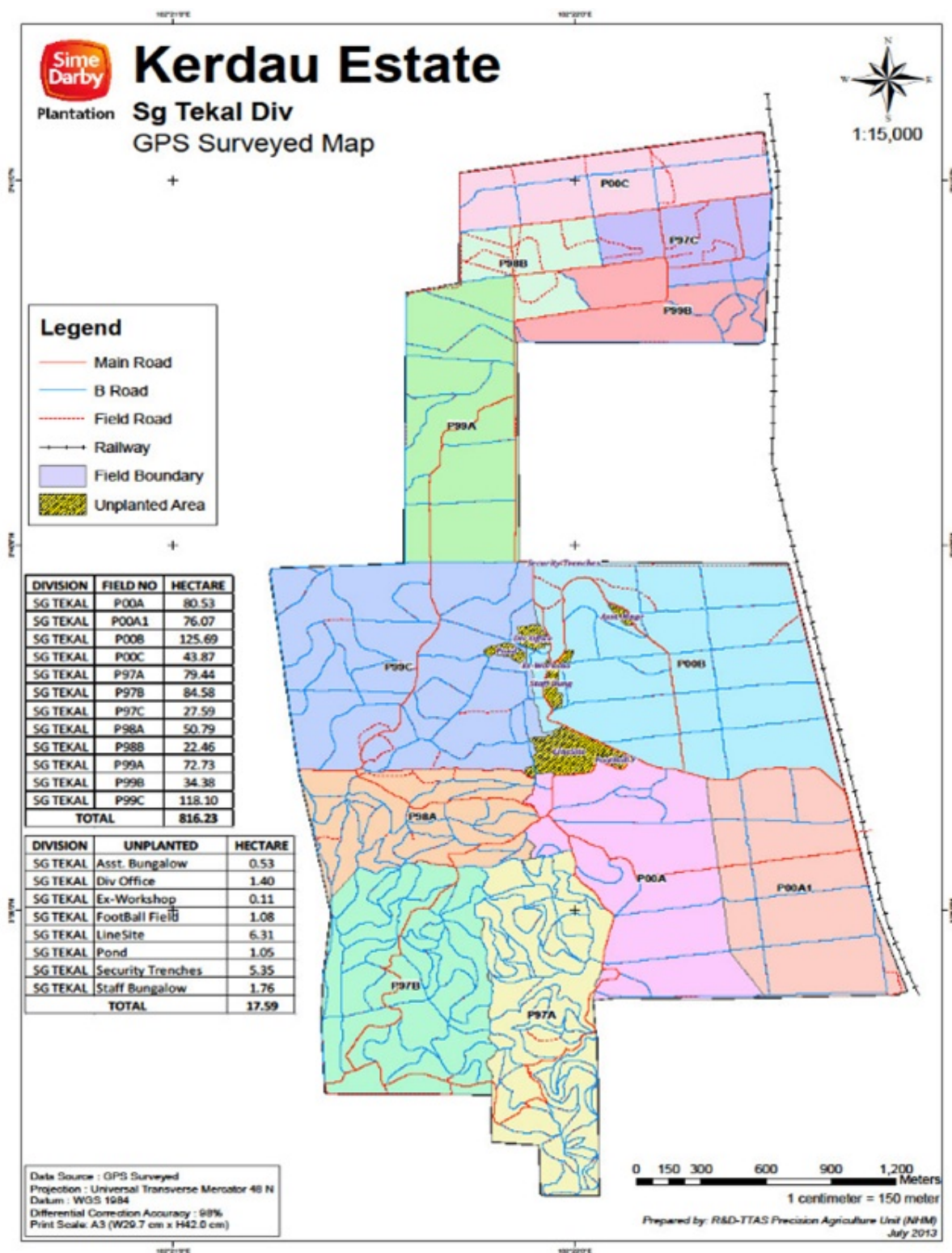


Figure 3. Operational Map of Jentar Estate

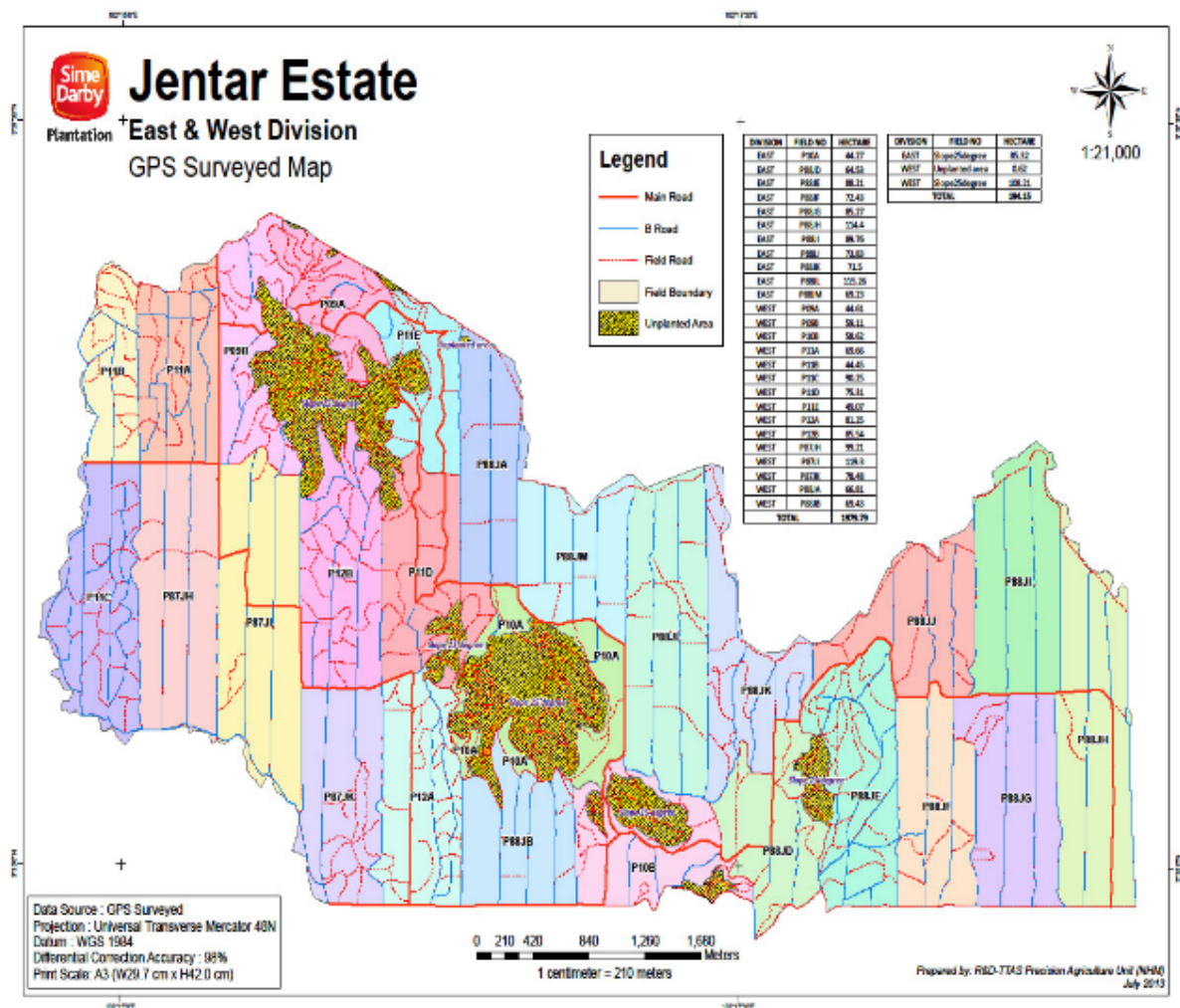


Figure 4. Operational Map of Chenor Estate

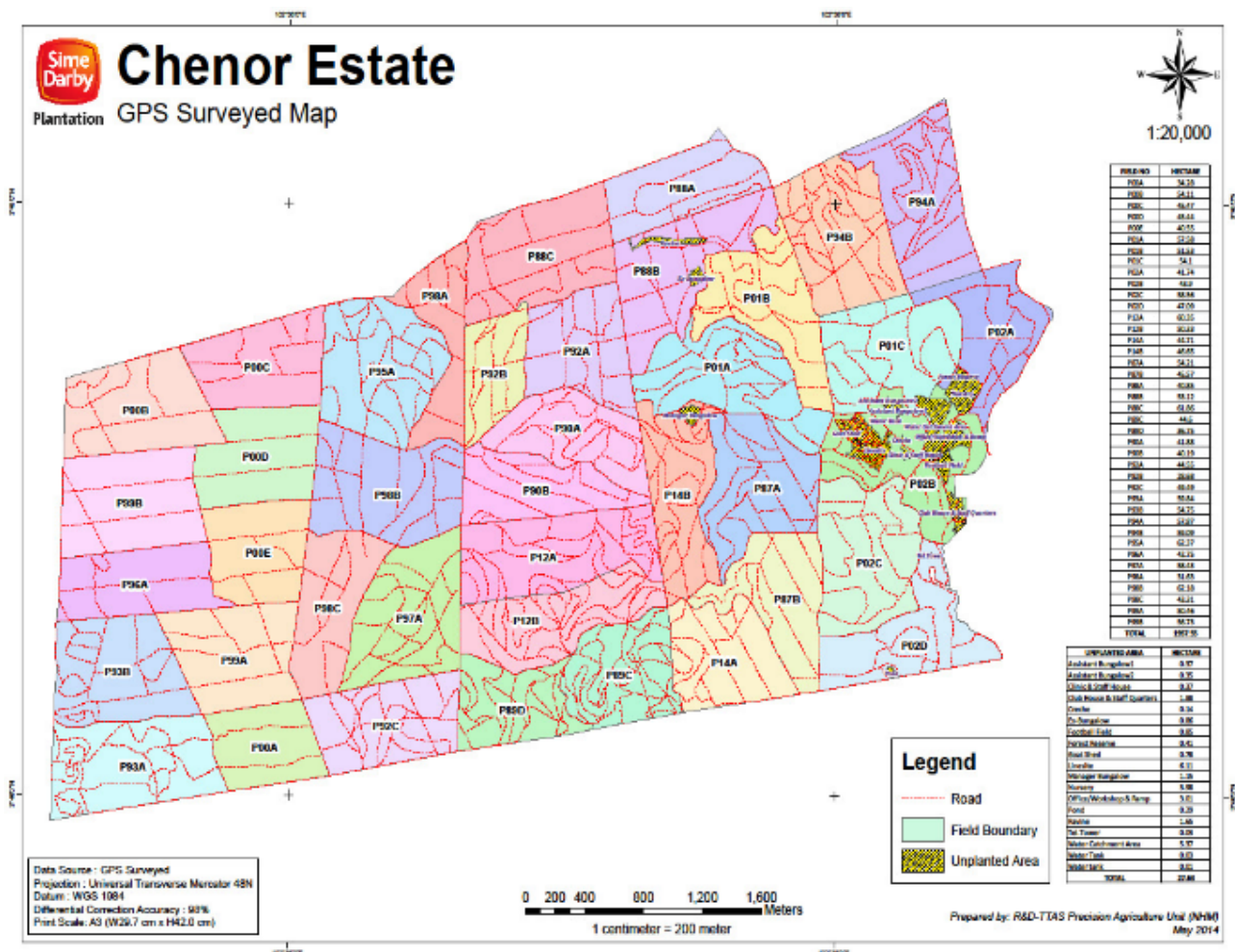


Figure 5. Operational Map of Sungai Mai Estate (Main Division)

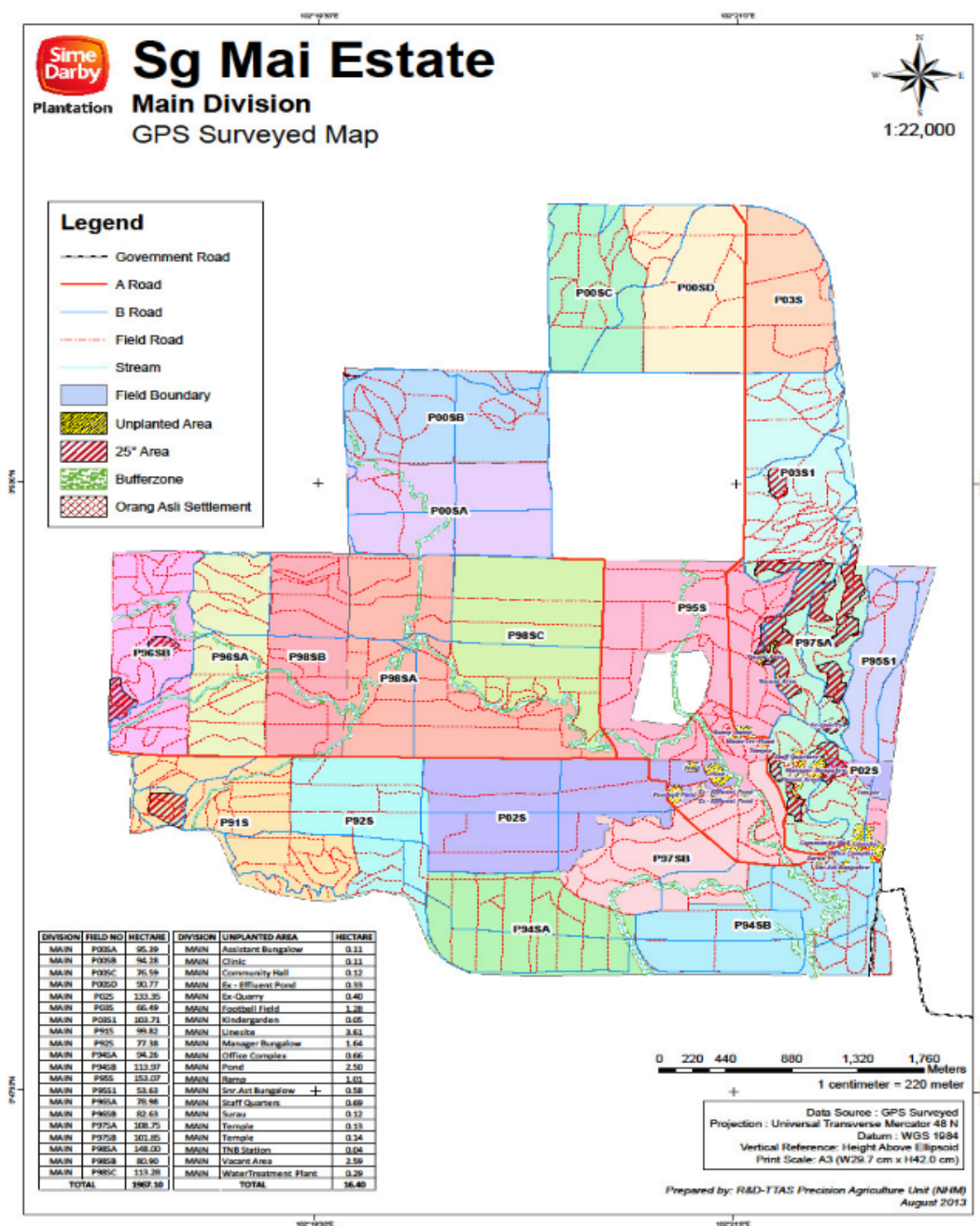


Figure 5.1 Operational Map of Sungai Mai Estate (Jerantut Division)

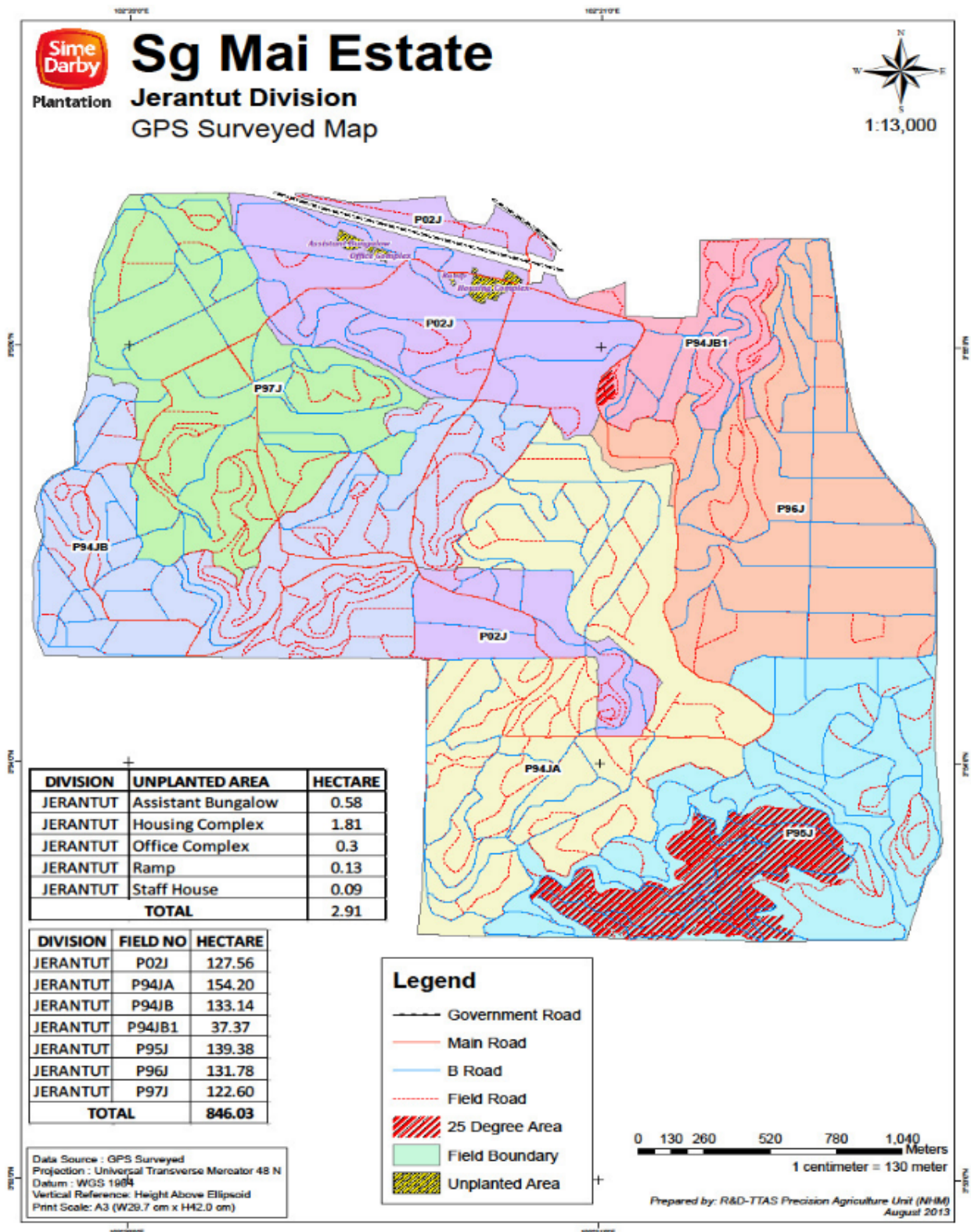


Figure 6. Operational Map of Mentakab Estate (Lanchang Division)

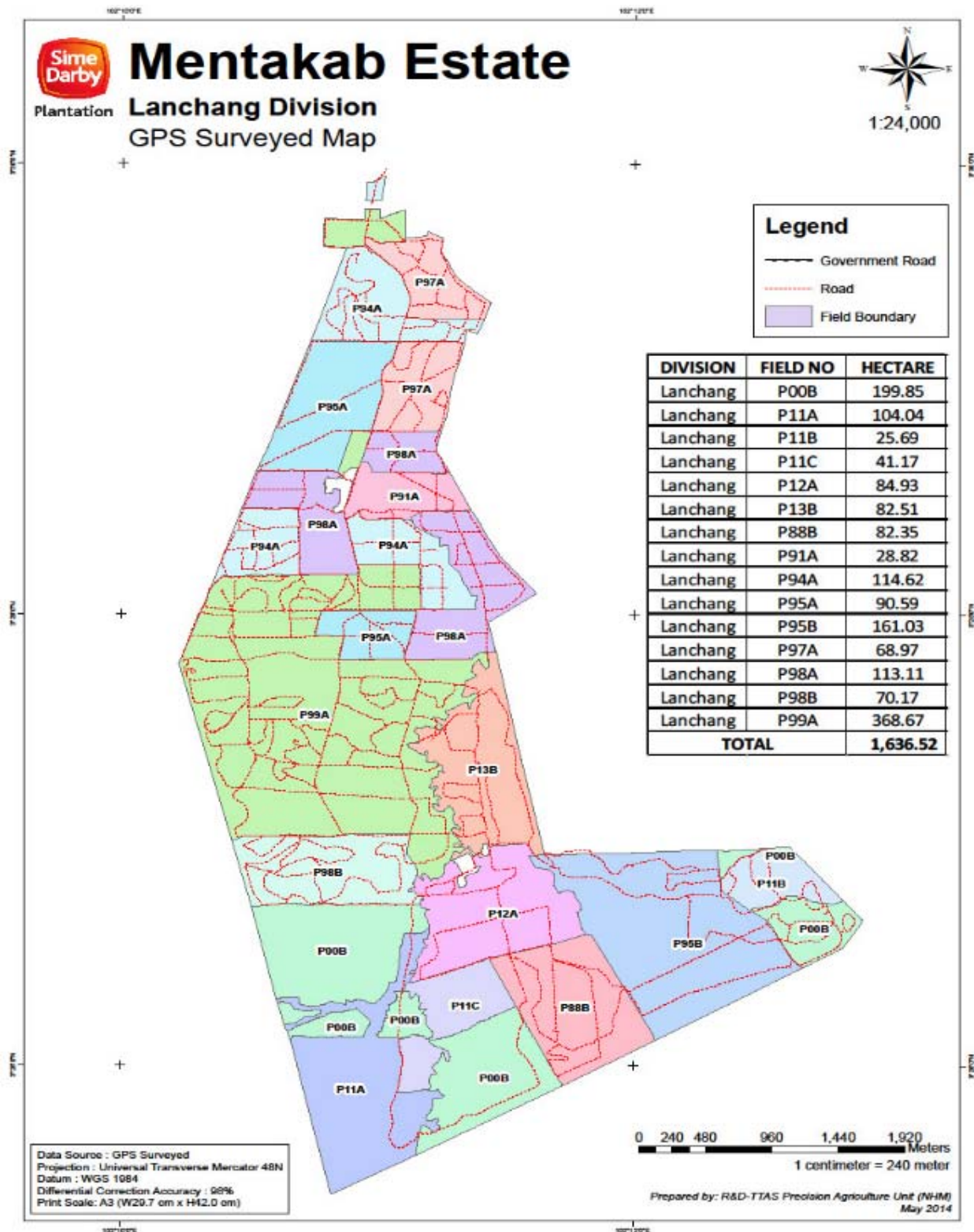


Figure 6.1 Operational Map of Mentakab Estate (Mentakab Division)

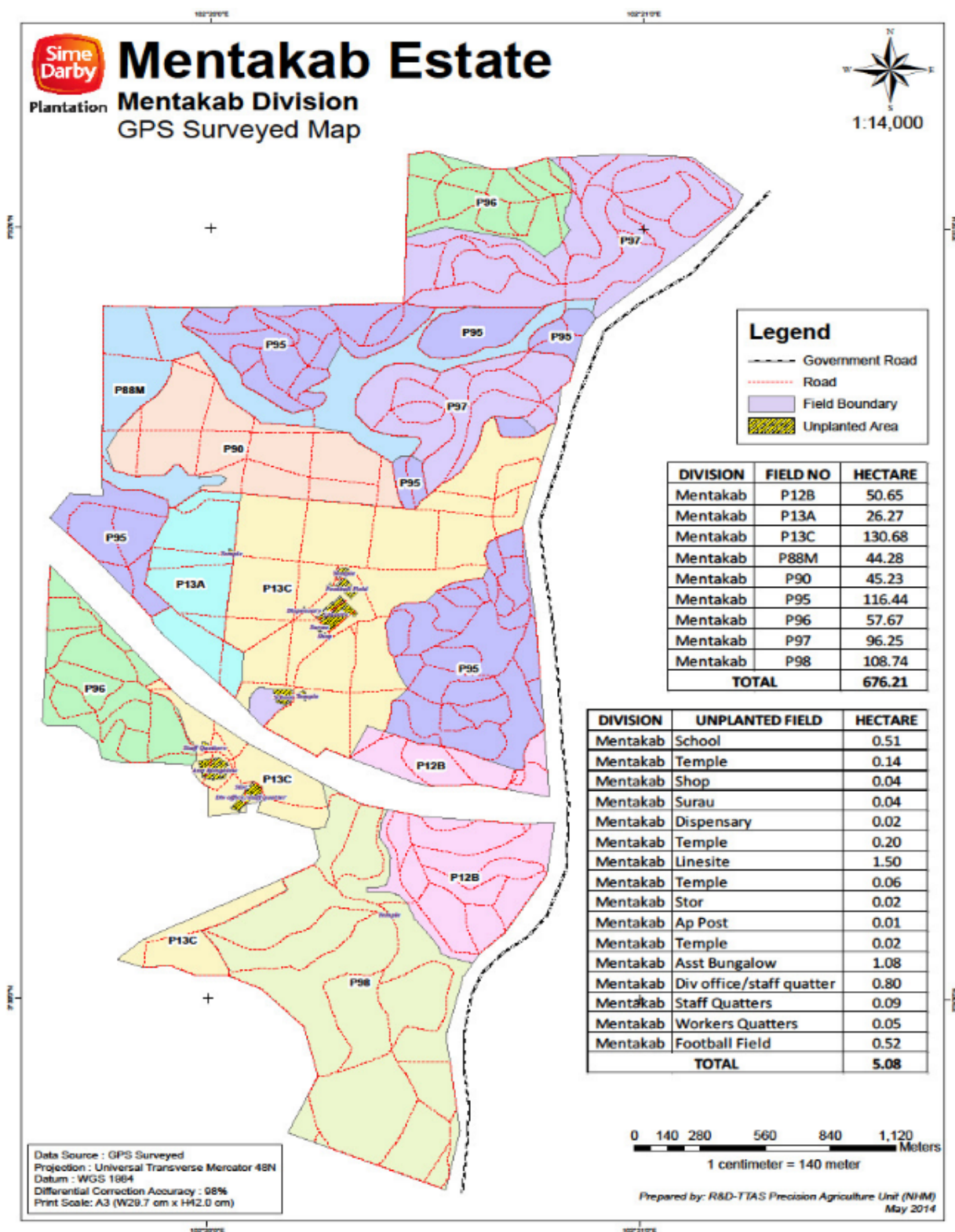
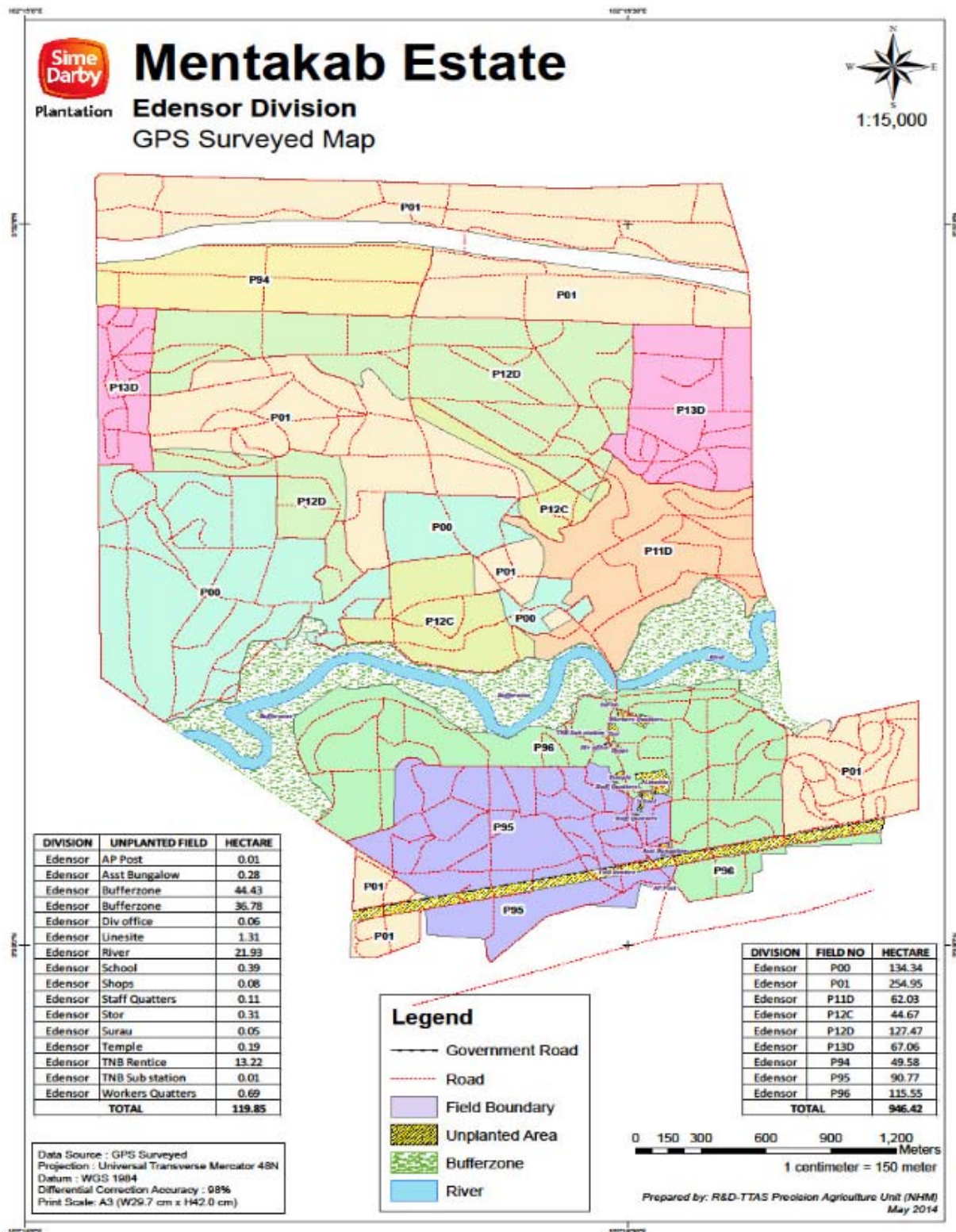


Figure 6.2 Operational Map of Mentakab Estate (Edensor Division)



Abbreviations Used

ARM	: Agriculture Reference Manual	NCR	: Non Conformance Report
ASA	: Annual Surveillance Assessment	NPP	: New Planting Procedure
BOB	: Barn Owl Box		
BOD	: Biological Oxygen Demand	NWSDM	: National Council of Welfare & Social Development Malaysia
FFB	: Fresh Fruit Bunch	NUPW	: National Union Plantation Workers
CePPOME	: Certified Environmental Professional in the Treatment of POME	OFI	: Opportunity For Improvement
CEMS	: Continuous Emission Monitoring System	OHS	: Occupational Health and Safety
CPO	: Crude Palm Oil	OHSA	: Occupational Health and Safety Assessment
CHRA	: Chemical Hazard Risk Assessment	OER	: Oil Extraction Rate
CLC	: Child Learning Centre	PANAP	: Pesticide Action Network Asia and the Pacific
CSA	: Conservation Site Area	PK	: Palm Kernel
CSR	: Corporate Social Responsibility	PPE	: Personal Protective Equipment
COBC	: Code of Business Conduct	POME	: Palm Oil Mill Effluent
COD	: Chemical Oxygen Demand	POM	: Palm Oil Mill
DOE	: Department Of Environmental	PSQM	: Plantation Services Quality Management
DOSH	: Department of Occupation Safety and Health	SPAN	: Suruhanjaya Perkhidmatan Air Negara (Malaysian National Water Services)
EFB	: Empty Fruit Bunch	PSS	: Pictorial Safety Standard
EMS	: Environment Management System	QHSE	: Quality Health Safety and Environment
EPSM	: Environmental Protection Society Malaysia	RHB	: Rashid Husin Bank
EQMS	: Environment Quality Management System	RSPO	: Roundtable on Sustainable on Palm Oil
FY	: Financial Year	RTE	: Rare, Threatened or Endangered
FPIC	: Free Prior and Informed Consent	SCCS	: Supply Chain Certification System
GHG	: Green House Gases	SDP	: Sime Darby Plantation
GPS	: Global Positioning System	SIA	: Social Impact Assessment
HCV	: High Conservation Value	SJKC	: Sekolah Jenis Kebangsaan C
HIRAC	: Hazard Identification and Risk Assessment Control (HIRAC)	SOP	: Standard Operating Procedure
HSE	: Health Safety and Environment	SOM	: Standard Operation Manual
HQ	: Head Quarter	SPMS	: Sustainable Plantation Management System
IUCN	: International Union for Conservation of Nature	SOCISO	: Social Security Organization
KER	: Kernel Extraction Rate	SOU	: Strategic Operating Unit
KKS (POM)	: Kilang Kelapa Sawit (Palm Oil Mill)	SW	: Schedule Waste
LC	: Land Clearing	TQEM	: Total Quality Environmental Management
LCC	: Legium Cover Crop	WTP	: Water Treatment Plan
LOTO	: Log Out and Tag Out		
LTA	: Lost Time Accident		
MPOB	: Malaysian Palm Oil Board		
MSDS	: Material Safety Data Sheet		
MYNI	: Malaysian National Interpretation		

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none">Malaysia National Interpretation (MYNI) 2019 of the RSPO Principles And Criteria 2018 for Sustainable Palm Oil Production, Endorsed by the RSPO Board of Governors on 7th November 2019RSPO Certification System for Principles and Criteria, 14 June 2017	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	SOU 11 - Sime Darby Plantation Sdn Bhd	
1.2.2	Contact person	Shylaja Devi Vasudevan Nair	
1.2.3	Organisation address and site address	Level 3A, Main Block, Plantation Tower, No. 2, Jalan PJU 1A/7, Ara Damansara, 47301 Petaling Jaya, Selangor, Malaysia	
1.2.4	Telephone	+(603) 7848 4379	
1.2.5	Fax	+(603) 7848 4363	
1.2.6	E-mail	shylaja.vasudevan@simedarby.com	
1.2.7	Web page address	www.simedarbyplantation.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, 7 September 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			LatitudeLongitude
	Kerdau Oil Mill	Kerdau Palm Oil Mill, 28010 Temerloh Pahang, Malaysia	03° 34' 10" N102° 16' 42" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			LatitudeLongitude
	Kerdau Estate	Ladang Kerdau, Wakil Pos Kerdau 28010 Temerloh, Pahang, Malaysia	03° 34' 03" N102° 17" 07" E
	Jentar Estate	Ladang Jentar, Wakil Pos Kerdau, 28010 Temerloh , Pahang, Malaysia	03° 35' 44" N102° 17' 01" E
	Mentakab Estate	Ladang Mentakab/ Lanchang/ Edensor, c/o Lanchang Division, 28500 Lanchang, Pahang Darul Makmur, Malaysia	03° 30' 47" N102° 20' 10" E
	Sg Mai Estate	Ladang Sungai Mai, 27000 Jerantut, Pahang, Malaysia	03° 48' 03" N102° 21' 24" E
	Chenor Estate	Ladang Chenor (KT), Sungai Jerik, 26400 Bandar Pusat Jengka, Pahang, Malaysia	03° 46 '05" N102° 38'14" E

1.5	Description of Area Statement						
1.5.1	Tenure						
	• Private	13,619.55	Ha				
	• State	-	Ha				
	• Community	-	Ha				
1.5.2	Area Statement						
	• Total area	13,619.55	Ha				
	• Mature area	10,358.49	Ha				
	• Immature area	2,145.03	Ha				
	• Mill/building/road/trenches	738.72	Ha				
	• Unplantable: Riparian, low land, swamp area, cemetery, football field, facilities	192.72	Ha				
	• Nursery	26.95	Ha				
	• HCV	157.64	Ha				
1.6	Planting Year and Cycles						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)					
		Kerdau	Jentar	Mentakab	Sg Mai	Chenor	Total
	1994	-	-	-	193.09	-	193.09
	1995	-	-	84.44	196.29	-	280.73
	1996	-	-	151.88	275.85	-	427.73
	1997	175.04	-	138.35	274.82	-	588.21
	1998	68.13	-	267.59	324.90	130.90	791.52
	1999	214.35	-	332.95	-	103.47	650.77
	2000	313.35	-	294.52	347.14	212.39	1,167.40
	2001	-	-	254.74	-	154.29	409.03
	2002	-	-	-	250.33	181.50	431.83
	2003	-	-	-	163.66	-	163.66
	2008	216.16	-	-	-	-	216.16
	2009	243.74	101.55	-	-	-	345.29
	2010	302.15	100	-	-	-	402.15
	2011	156.78	316.82	72.72	-	-	546.32
	2012	233.93	-	271.79	-	104.42	610.14
	2013	-	161.13	393.72	-	-	554.85
	2014	606.13	312.97	119.1	-	86.75	1,124.95
	2015	-	154.69	139.67	-	94.00	388.36
	2016	-	505.56	121.37	167.00	225.57	1,019.50
	2017	-	-	-	-	46.80	46.80
	Mature	2,529.76	1,652.72	2,642.84	2,193.08	1,340.09	10,358.49
	2016	494.22	-	45.85	-	-	540.07
	2017	161.60	159.56	131.37	126.52	229.82	808.87
	2018	-	111.06	114.86	147.31	137.32	510.55
	2019	-	-	-	130.05	155.49	285.54
	Immature	655.82	270.62	292.08	403.88	522.63	2,145.03
	TOTAL	3,185.58	1,923.34	2,934.92	2,596.96	1,862.72	12,503.52

1.6.2	New Planting area after January 2010			- Ha			
1.6.3	Planting Cycle			2 nd 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 (%)
	Kerdau Mill	60	190,702.21	38,899.91	20.40	8,269.60	4.34
*Production data source from Aug 2019 to Jul 2020							
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Production Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ ha/year)	Supplied to Mill	
						FFB (tonnes/year)	
	Kerdau Estate	3,310.97	2,529.76	43,443.93	17.17	152,569.72	
	Jentar Estate	2,207.30	1,652.72	21,554.60	13.04		
	Mentakab Estate	3,266.49	2,642.84	43,704.61	16.54		
	Sungai Mai Estate	2,835.04	2,193.08	27,879.80	12.71		
	Chenor Estate	1,999.75	1,340.09	17,860.00	13.13		
	TOTAL	13,619.55	10,358.49	154,442.94	14.91	152,569.72	
*Production data source from 12 months before assessment (August 2019 – July 2020)							
1.7.3	FFB description from other source						
	Name of sources/ Organisation		Type of Organisation	Number of smallholders	Production Area (Ha)	Supplied to Mill FFB (tonnes/year)	
	Felcra Berhad Kawasan (Non-certified)		Independent FFB Supplier	-	-	38,132.49	
	Sri Kerdau (Non-certified)		Independent FFB Supplier	-	-		
	SCL Commodities Sdn. Bhd (Non-certified)		Independent FFB Supplier	-	-		
	Ambang Hijrah Sdn Bhd (Non-certified)		Independent FFB Supplier	-	-		
	Hau Swee Liong (Non-certified)		Independent FFB Supplier	-	-		
	Mohd Noor Azhaar Bin Amir (Non-certified)		Independent FFB Supplier	-	-		
	TOTAL					38,132.49	
*Production data source from 12 months before assessment (August 2019 – July 2020)							
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product			Last Year Projected Certified Volume (MT)		Last Year Actual Certified Volume (November 2019 to October 2020) (MT)	
	FFB Processed			168,390		152,569.72	
	CPO Production			35,362		31,130.21	

	Palm Kernel (PK) Production			7,578	6,621.53			
1.8.2	Product selling							
	Type of selling product			Actual selling product for last year (November 2019 to October 2020) (MT)				
	CSPO sold as RSPO certified product			6,012.22				
	CSPK sold as RSPO certified product			-				
	CSPO sold under another scheme			-				
	CSPK sold under another scheme			-				
	CSPO sold as conventional			25,117.99				
	CSPK sold as conventional			6,516.07				
1.8.3	Estimate of Certified FFB Claim							
	Name of Estates		Total Area (Ha)	Planted / Production Area (Ha)		FFB (tonnes/year)	Yield (tonnes/ha/year)	
	Kerdau Estate		3,310.97	2,529.76		46,000	18.18	
	Jentar Estate		2,207.30	1,652.72		23,000	13.92	
	Mentakab Estate		3,266.49	2,642.84		47,000	17.78	
	Sungai Mai Estate		2,835.04	2,193.08		30,000	13.68	
	Chenor Estate		1,999.75	1,340.09		19,000	14.18	
	TOTAL		13,619.55	10,358.49		165,000	15.93	
	*Projected FFB production for 12 months of certificate (7 July 2020 to 6 July 2021)							
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 (%)	
	Kerdau Mill	60	165,000	33,820	20.50	7,430	4.5	MB
	*Projected CSPO and CSPK production for 12 months of certificate (7 July 2020 to 6 July 2021)							
1.9	Other Certifications							
	ISPO			MSPO Part 3, Part 4 and MSPO SCCS				
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status		
	Mill	Time bound						
	INDONESIA							
1	Sekunyir.Mill PT Indotruba Tengah	2010	Sekunyir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified		
			Seruyan	2010		Certified		
2	Manggala Mill PT Tunggal Mitra Plantations	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified		
			Manggala 2	2010		Certified		
			Manggala 3	2010		Certified		

3	Bukit Ajong Mill PT Sime Indo Agro	2010	West	2010	Sanggau District –West Kalimantan	Certified
			West (HGU on process)	2020		-
			East	2010		Certified
			East and Sei Mawang* (HGU on process)	2020		-
			East Plasma	2010		Certified
			West Plasma	2010		Certified
4	Teluk Siak Mill PT Aneka Inti Persada	2011	Teluk Siak	2011	Siak District – Riau	Certified
			Pinang Sebatang	2011		Certified
			Aneka Persada	2011		Certified
5	Sungai Pinang Mill PT Bina Sains Cemerlang	2012	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
			Sungai Pinang (HGU on process)	2020		-
			Bukit Pinang	2012		Certified
			Bukit Pinang (HGU on process)	2020		-
6	Pematang Mill PT Teguh Sempurna	2011	Pematang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Kawan Batu	2011		Certified
			Hatan Tiring	2011		Certified
			Batang Garing	2011		Certified
7	Alur Dumai Mill PT Lahan Tani Sakti	2011	Alur Dumai	2011	Rokan Hilir District – Riau	Certified
8	Teluk Bakau Mill PT Bhumireksa Nusa Sejati	2011	Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
			Nusa Perkasa	2011		Certified
			Nusa Lestari	2011		Certified
9	Mandah Mill PT Bhumireksa Nusa Sejati	2014	Mandah	2011	Indra Giri Hilir District – Riau	Certified
			Rotan Semelur	2011		Certified
10	Angsana Mill PT Ladangrumpun Suburabadi	2011	Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
			Gunung Sari	2011		Certified
			Pantai Bonati	2011		Certified
			KKPA-1 PT.SHE	2013		Certified
			KKPA-4 PT.SHE	2013		Certified
11	Mustika Mill PT Sajang Heulang	2013	Mustika	2013	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		-
12	Gunung Aru. PT Bersama Sejahtera Sakti	2011	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
			Gunung Kemas	2011		Certified
			Laut Timur	2011		Certified

			Pantai Timur	2011		Certified
			KKPA BSS	2020		-
13	Bebunga Mill. PT Langgeng Muaramakmur	2011	Bebunga	2011	Kotabaru District – South Kalimantan	Certified
			Bakau	2011		Certified
			Sungai Cengal	2011		Certified
14	Sukamandang Mill PT Kridatama Lancar	2011	Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
			Sapiri	2011		Certified
			Barasdanum	2011		Certified
			Kuala Kuayan	2011		Certified
15	Pondok Labu Mill PT Paripurna Swakarsa	2012	Binturung	2012	Kotabaru District – South Kalimantan	Certified
			Pondok Labu	2012		Certified
			Rampa	2012		Certified
			Sesulung	2012		Certified
16	Rantau Mill PT Laguna Mandiri	2012	Rantau	2012	Kotabaru District – South Kalimantan	Certified
			Matalok	2012		Certified
			KKPA Sungai Cengal (1,382 SH)	2014		Certified
			Selabak (PT SAA)	2012		Certified
			Randi (PT SAA)	2012		Certified
			Sangkoh (PT SAA)	2012		Certified
			Lanting (PT LMR)	2012		Certified
17	Betung Mill PT Laguna Mandiri	2014	Betung	2012	Kotabaru District – South Kalimantan	Certified
			Sekayu	2012		Certified
18	Ungkaya Mill PT Tamaco Graha Krida	2012	Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
19	Ladang Panjang Mill PT Bahari Gembira Ria	2012	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
			Ladang Panjang (HGU on process)	2020		-
			Plasma BGR	2020		-
20	Rantau Panjang Mill PT Guthrie Pecconina Indonesia	2012	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
			Rantau Panjang (HGU on process)	2020		-
			Bumi Ayu	2012		Certified
			Karang Ringin	2012		Certified
			Napal	2012		Certified
			Napal (HGU on process)	2020		-
			Mangun Jaya	2012		Certified
			Mangun Jaya (HGU on process)	2020		-

			Sungai Jernih	2020		Undergone audit
			GPI KKPA	2020		-
21	Blang Simpo Mill PT Perkasa Subur Sakti PT Padang Palma Permai PT Perkebunan Sri Kuala	2013	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Aceh	Certified
			Batang Ara (PT PSK)	2013		Certified
			Blang Simpo-01	2013		Certified
			Blang Simpo-02	2013		Certified
22	Lembiru Mill PT Sandika Nata Palma	2014	Lembiru	2014	Ketapang District – West Kalimantan	Certified
			Awatan	2014		Certified
			Karya Palma	2020		-
			KKPA SNP	2020		-
			Pelanjau (PT BAL)	2020		IC
			Sungai Putih (PT BAL)	2020		-
			Baturus (PT BAL)	2020		-
			KKPA BAL	2020		-
MALAYSIA						
1	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
2	Chersonese SOU 2	2011	Chersonese	2011	Kuala Kurau, Perak	Certified
			Holyrood	2011		Certified
			Kalumpong	2011		Certified
			Tali Ayer	2011		Certified
3	Elphil SOU 3	2011	Kinta Kellas	2011	Sg Siput, Perak	Certified
			Elphil	2011		Certified
			Kamuning	2011		Certified
4	Flemington SOU 4	2011	Flemington	2011	Teluk Intan, Perak	Certified
			Bagan Datoh	2011		Certified
			Sabak Bernam	2011		Certified
			Sg Samak	2011		Certified
5	Seri Intan SOU 5	2011	Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
			Sabrang	2011		Certified
			Sg Wangi	2011		Certified
			Sogomana (Main	2011		Certified

			Division)			
6	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
7	Tennamaram SOU 6	2011	Tennamaram	2011	Bestari Jaya, Selangor	Certified
			Sungei Buloh	2011		Certified
			Bkt Talang	2011		Certified
8	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
9	East SOU 8	2010	East	2010	Carey Island, Selangor	Certified
			Dusun Durian	2010		Certified
			Sepang	2010		Certified
10	West - SOU 9	2010	West	2010	Carey Island, Selangor	Certified
11	Bukit Putri - SOU 10	2011	Bukit Putri	2011	Raub, Pahang	Certified
12	Kerdau SOU 11	2011	Kerdau	2011	Temerloh, Pahang	Certified
			Jentar	2011		Certified
			Mentakab	2011		Certified
			Sg Mai	2011		Certified
			Chenor	2011		Certified
13	Jabor - SOU 12	2011	Jabor	2011	Kuantan, Pahang	Certified
14	Labu SOU 13	2011	Labu	2011	Nilai, Negeri Sembilan	Certified
			New Labu	2011		Certified
			Bradwall	2011		Certified
15	Tanah Merah SOU 14	2010	Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
			Sua Betong	2010		Certified
			Bukit Pelandok	2010		Certified
16	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
17	Kok Foh	2011	Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified

	SOU 16		Kok Foh	2011		Certified
			Muar River	2011		Certified
			St. Helier	2011		Certified
			Pertang	2011		Certified
			Sg Gemas	2011		Certified
			Sg Sebalang	2011		Certified
			Sg Senarut	2011		Certified
18	Kempas SOU 17	2010	Kempas	2010	Jasin, Melaka	Certified
			Kemuning	2010		Certified
			Tangkah	2010		Certified
19	Diamond Jubilee SOU 18	2011	Bukit Asahan	2011	Jasin, Melaka	Certified
			Diamond Jubilee	2011		Certified
			Serkam	2011		Certified
20	Pagoh SOU 19	2014	Pagoh	2014	Muar, Johor	Certified
			Lanadron	2014		Certified
			Pengkalan Bukit	2014		Certified
			Welch	2014		Certified
21	Chaah SOU 20	2010	North Labis	2010	Chaah, Johor	Certified
			Cha'ah	2010		Certified
			Sg Simpang Kiri	2010		Certified
22	Gunung Mas SOU 21	2010	Gunung Mas	2010	Kluang, Johor	Certified
			Kempas Klebang	2010		Certified
			Bukit Paloh	2010		Certified
			Yong Peng	2010		Certified
23	Bukit Benut SOU 22	2011	Bukit Benut	2011	Kluang, Johor	Certified
			CEP Niyor	2011		Certified
			Lambak / Elaeis	2011		Certified
24	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
25	Hadapan SOU 24	2011	CEP Rengam	2011	Layang-layang, Johor	Certified
			Kulai	2011		Certified
			Layang	2011		Certified
			Seri Pulai	2011		Certified
26	Sandakan Bay	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified

	SOU 26		Tunku	2008		Certified
			Tigowis	2008		Certified
			Sentosa	2008		Certified
			Saguliud	2008		Certified
27	Melalap SOU 27	2011	Melalap	2011	Tenom, Sabah	Certified
			Sapong	2011		Certified
28	Binuang SOU 28	2009	Tingkeyu	2009	Kunak, Sabah	Certified
			Sungang	2009		Certified
			Jelata Bumi	2009		Certified
			Binuang	2009		Certified
29	Giram SOU 29	2009	Mostyn	2009	Kunak, Sabah	Certified
			Giram	2009		Certified
30	Merotai SOU 30	2009	Imam	2009	Tawau, Sabah	Certified
			Merotai	2009		Certified
			Table	2009		Certified
			Tiger	2009		Certified
31	Lavang SOU 31	2011	Belian	2011	Bintulu, Serawak	Certified
			Kelida	2011		Certified
			Lavang	2011		Certified
			Lavang (SE)	2011		Certified
			Rasan	2011		Certified
			Chartquest	2011		Certified
			Dulang	2011		Certified
			Peroh	2011		Certified
			Pekaka	2011		Certified
			Ruai	2011		Certified
32	Rajawali SOU 32	2011	Rajawali	2011	Bintulu, Serawak	Certified
			Samudera	2011		Certified
			Semarak	2011		Certified
			Bayu	2011		Certified
33	Derawan SOU 33	2011	Takau	2011	Bintulu, Serawak	Certified
			Damai	2011		Certified
			Derawan	2011		Certified
			Sahua	2011		Certified
34	Pekaka SOU 34	-	Bintulu, Serawak	-	-	Withdrawn
35	Bintang Oil Mill SOU 35	-	Johor	SDP acquired Bintang Palm Oil Mill in April 2017. As at Dec 2017, the selling off process of this mill is being initiated hence the RSPO certification process for Bintang Oil Mill is being put on hold. As at 1 Oct 2018, the mill has		

				completed the selling transaction.		
	LIBERIA					
1	Grand Cape Mount	2018	Matambo	2018	Grand Cape Mount, Liberia	IC
			Grand Cape Mount	2018		IC
			Zodua	2018		IC
			Bomi	2018	Bomi, Liberia	IC
			Lofa	2018		IC
	P & G (New Britain Palm Oil)					
1	Poliamba – Poliamba (POL)	2012	Kara	2012	Kevieng, 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
2	Tetere - Guadalcal Plains Palm Oil Limited (GPPOL)	2011	Tetere	2011	Gudaicanal, Solomon 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
3	Sangara, Sambiripa & Mamba – Higaturu Oil Mill (HOP)	2013	Sangara	2013	Higaturu, Popondetta, Oro, P&G	Certified
			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 (smallholders)	2013		Certified
			4	Gusap – Ramu Agricultural Industries Ltd (RAIL)		2010
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
5	Hagita – Milne Bay Estate (MBE)	2013	Gilgili	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
6	Mosa; Kumbango; Kapiura; Namumdo; Waraston – West New Britain (WNB)	2008	Bebere	2008	West New Britain	Certified
			Kumbango	2008		Certified
			Togulo	2008		Certified
			Dami	2008		Certified
			Waisisi	2008		Certified
			Kautu	2008		Certified
			Karausuu	2008		Certified
			Moroa	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 / KDC EU	2008		Certified
			Volupai . Lotomgam / Natupi / Goruru	2008		Certified
			Lolokoru	2008		Certified
			Ove	2008		Certified

			Tamare	2008		Certified
			Smallholders LSS Mosa (1822)	2008		Certified
			Smallholders VOP East (1817)	2008		Certified
			Smallholders VOP Central (1964)	2008		Certified
			Smallholders VOP West (1279)	2008		Certified
			Smallholders LSS Kapiura (551)	2008		Certified
			Smallholders VOP Kapiura (850)	2008		Certified
			Smallholders Kaulong/Akami/Pushiki/Repamira/Sakapei (20)	2008		Certified
7	Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd.	2020	Munum Estate	2020	Lae Morobe	Certified
			Maralumi Estate	2020		Certified
			Erap Estate	2020		Certified
<p>Sime Darby has achieved 34 management units in Malaysia, 25 management units in Indonesia, 10 management units in P&G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&G. In the year of 2016 & 2017 there are three 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. The mills are:</p> <ol style="list-style-type: none"> 1. Angsana Mini Mill, PT Sajang Heulang: Mill stop operate since 2016 and the supply bases is transfer to Angsana POM, PT Ladangrumpun Subur Abadi. 2. Selabak Mill, PT Swadaya Andhika: Mill stop operate since.2017 and the supply bases is transfer to Rantau POM, PT Laguna Mandiri 3. Pekaka, SOU 34: Mill stop operate since 2017 and the supply bases is transfer to Lavang, SOU 31 <p>As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI).</p> <p>Sime Darby has informed the Time Bound Plan progress. MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification. New updated in September 2020 is described as follows:</p> <ol style="list-style-type: none"> 1. Subur Abadi Plasma (supply base of Mustika Mill) with plan for certification is 2020. SAP 1 has been audited by the Certification Body in 2017. The identified legal issue on HGU is being address. 2. Ladang Panjang Mill of PT Bahari Gembira Ria: Only Division 3 (1,200 ha) was certified. Division 1 and 2 with 1,792 ha has received HGU recently. The unit is getting ready for certification. Plan for certification in 2020. Total Ladang Panjang Estate is 2,992 ha. Plasma BGR Estate plan certification in 2020, Sime Darby Plantation does not have management control over the plasma scheme. 1 out of 6 Koperasi Unit Desa (KUD) has been RSPO Certified. And all KUD is planned to undergo RSPO Certification by 2020 as reported in the timebound plan. Socialisation with the entire KUD is currently ongoing. Land Use Change Analysis has been completed for Plasma BGR. 3. The new project at KKPA Maju Bersama (supply base of Gunung Aru POM) by the plasma community is currently in nursery stage and not yet due for harvesting, the year of planting was in 2014. 4. Rantau Panjang Mill of PT Guthrie Pecconina Indonesia: land legalization process for 4,152.70 ha (Rantau Panjang Estate, Napal Estate, Mangun Jaya Estate and GPI KKPA) is still on process. Sungai Jernih Estate has undergone audit. However, land legalization is still in process. 5. Sungai Pinang Mill of PT Bina Sains Cemerlang: land legalization process for 308.35 ha (Sungai Pinang Estate and Bukit Pinang Estate) is still in progress. 6. Ungkaya Mill of PT Tamaco Graha Krida: Plasma TGK has no more FFB supply base, since the credit was over. 						

	<p>7. Bukit Ajong Mill of PT Sime Indo Agro: land legalization for Sei Mawang Estate, East Estate and West Estate for 5,815.64 ha is still in progress. Sei Mawang Estate is currently combined with East estate.</p> <p>8. PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill, i.e. Lembiru Mill. Legalization is still on progress.</p> <p>9. The property of PT Mitra Austral Sejahtera was sold and currently Sime Darby Plantations have no control in the management. A letter to RSPO Secretariat has been sent on 27 June 2019 on the conformation of disposal of PT MAS and reported to Bursa Malaysia accordingly.</p> <p>10. As at 16 Jan 2020, Sime Darby Plantation under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (SDP Liberia) to Mano Palm Oil Industries Ltd (MPOI).</p> <p>11. Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd. (Papua New Guinea) was certified on 27 March 2020. There is total area for NPP: 710.30 ha which is currently excluded from the certification scope until the NPP is approved.</p>
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	There is no scheme smallholder under Kerdau POM - SOU 11 SDP.

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-1.4	<p>The first team is audit on 15 to 17 March 2020 (before MCO in Malaysia), consist of:</p> <ol style="list-style-type: none"> Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring in Plant Protection. Has experience as an operational staff at a private oil palm plantation company in Indonesia on 2010 to 2012. Has attended several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, SA 8000, RSPO lead auditor, ISPO lead auditor, OHS expert, OHS auditor based on National Government No. 50/2012, SCCS, etc. Has conducting ISPO, RSPO and MSPO audit as an auditor and lead auditor with expertise on best management practices for estate and mill, legality, worker welfare, safety, social, environment, conservation, transparency, long term economic management plan and supply chain for palm oil mill aspects. During the audit, he verified BMP and Social. Bayu Yogatama (Auditor). Bachelor of Forestry, Department of Forest Resources Conservation and Ecotourism, Bogor Agricultural University. Has attended the ISO 9001: 2015 Quality Auditor / Lead Auditor Course Quality Management System (QMS) course and ISO 19011: 2011 Guidelines for Auditing Management System, ISPO Lead Training, RSPO Lead Training, RSPO Supply Chain Certification Training, Green Industry Lead Training, SA 8000, IHT RSPO NPP, IHT RSPO RaCP, IHT ISO 17021, and IHT ISO 17065. Having experience working in plywood field as Inspector in foreign private company. Currently working for an independent certification body. During this assessment has verified environment, conservation and GHG aspect. During this assessment has verified worker welfare, OHS, Transparency and SCCS aspect. Ebnu Holdoon Shawal (Auditor). 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 Legal, HCV, GHG and Environmental aspect. <p>The Second team is audit on 31 August to 2 September 2020, consist of:</p> <ol style="list-style-type: none"> Mohd Fadzli Bin Bistamam (Lead Auditor), Post graduate qualification in Agricultural Engineering with more than 7 years working experience in Oil Palm Plantation Industry. More than 7 years of working experience in Oil Palm Plantation Industry with skills in Good Agricultural Practices (GAP) and Integrated Pest Management (IPM). Fully trained in similar agriculture certification programs such as RSPO, MSPO and ISCC. Completed and certified in ISO 9001:2015, RSPO Lead Auditor Course, MSPO Training and ISCC Basic Training, and completed RSPO Supply Chain Certification Training on 11th and 12th June 2018. Thus, became qualified Lead Auditor for the above programs. Involved in Oil Palm Sustainability Audit since year 2016. Involved in audits conducted in Malaysia, Indonesia, Papua New Guinea, Ivory Coast, India and Singapore. During the audit, he verified legal, BMP and SCCS. Mohd Razin Bin Bakal (Auditor), Graduate in Degree of Accountancy with University Putra Malaysia. Having 17 years of working experience in various field in Malaysia, Africa and Indonesia. Have enough knowledge and experiences in oil palm estate operation inclusive of estate administrative, budget preparation, jungle clearing, new planting, nursery establishment and management, harvesting, field upkeep and maintenance, safety and health, vehicle running and skills in Good Agricultural Practices (GAP) including Integrated Pest Management (IPM). Successfully completed an RSPO-endorsed RSPO P&C Lead Auditor Training Course on 14th to 18th January 2019 by CheckMarrk Training. Involved in MSPO auditing since 2018. Qualified as Lead Auditor/Auditor for MSPO 2530:2013, ISO 14001:2015 and ISO 9001:2015 from Sirim Berhad. Able to speak and understand Bahasa Malaysia and English. During the audit, he verified social, environment, BMP and GHG. Ismadi Bin Ismail (Auditor), He holds Diploma in Planting Industry Management from MARA Institute of Technology, Kuantan Pahang. 24 years of working experiences with various plantation companies and skills in Best Agriculture Practices (GAP) for plantation. Fully trained in CoP, MSPO and OSHAS. Qualified as Lead Auditor/Auditor for MSPO and CoP. Involved in MSPO assessment since 2017. Completed and certified MSPO Auditor course in 2017 held by SGS (M) Sdn Bhd and ISO 9001:2015 lead auditor course by TOMC. Successfully completed an RSPO-endorsed RSPO P&C Lead Auditor Training Course on 14th to 18th October 2019 by CheckMarrk Training. Able to speak and understand Bahasa Malaysia and English. During the audit, he verified transparency, human rights, OHS and worker welfare.

2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-1.4	<p>Number of auditors: 3 auditors Number of days for ASA-1.4 at site: 2 days Number of working days for ASA-1.4 at site: 6 Working days</p> <p>Number of auditors: 3 auditors Number of days for ASA-1.4 at site: 3 days Number of working days for ASA-1.4 at site: 9 Working days</p>
2.2.2	Assessment Process
ASA-1.4	<p>The assessment was conducted by measuring the sufficiency of implementation and consistency of the SOU 11 – Sime Darby Plantations to the requirements of Malaysian National Interpretation of the RSPO Principles and Criteria for Sustainable Palm Oil Production (RSPO MYNI 2019, and RSPO Certification System - June 2017</p> <p>The assessment was conducted in three methods: (1) document review, aiming at observe the sufficiency of types or substances from required documents; (2) interview with management and stakeholders, aiming at obtaining more detailed information and information cross check; and (3) field observation, aiming at observe directly the sufficiency of implementation on site.</p> <p>Number of units in this certification activity is 5 (five) estates (Kerdau Estate, Jentar Estate, Sungai Mai Estate, Mentakab Estate & Chenor Estate), which supply the raw material (FFB) to 1 (one) palm oil mill (Kerdau POM). In conducting the assessment, the team of auditors used the $(0.8\sqrt{y}) \times (z)$ formula to determine the management units sampling to be focused on and also considered the issues raised by stakeholder. Based on this formula, the team of auditors determined that the sampling locations are Kerdau Palm Oil Mill and 2 (two) estates (Jentar Estate and Chenor Estate).</p> <p>The audit in this complex was audited on 16th March 2020 by PT. Mutuagung Lestari but there was a force majeure due to Movement Control Order announced by Malaysian Government from 18th March 2020. Only mill was able to be audited by the team. The audit was continued with 2 estates left to be assessed on 01st and 02nd September 2020 by a different audit team due to the original audit team is still restricted to enter Malaysia as per Malaysian Recovery Movement Control Order (RMCO) announced by the Malaysian Government.</p> <p>The assessment program please find in the Appendix 2</p>
2.2.3	Locations of Assessment
ASA-1.4	<p>Kerdau POM</p> <ul style="list-style-type: none"> • Grading Station. Observations and interviews related to FFB quality, handling of FFB that did not pass the criteria, OHS and employment. • FFB process stations (sterilizer, thresher, digester, press, clarification and kernel). Observations and interviews related to best practices, OHS, license, and employment. • Boiler Station. Observations and interviews related to OHS, understanding of emergency response • Engine room. Observations and interviews related best practices, OHS, and employment. • CPO storage and dispatch. Observation related CPO storage and dispatch. • Clarification station Observations and interviews related best practices, OHS, and employment. • Sterilizer Station Observations and interviews related best practices, OHS, and employment. • Hydrant Simulation Observation related emergency response, readiness of firefighting equipment. <p>Estate (Chenor and Jentar)</p> <ul style="list-style-type: none"> • Spraying block – Internal stakeholder meeting with mandore and workers • Manuring block – Internal stakeholder meeting with mandore and workers • Land fill – Inspection

	<ul style="list-style-type: none"> • Boundary stone – Inspection • Worker housing – Inspection • Storage facility (Fertilizer, Diesel, Chemical, General store and Schedule waste) • Workshop
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1.4	<p>Consultation of stakeholders for SOU 11, Sime Darby Plantation Sdn Bhd was held by:</p> <ol style="list-style-type: none"> 1. Public Notification on Mutu certification website on 14th August 2020. 2. Letter sent to related agencies and NGO in Malaysia, dated 14th August 2020. 3. Interview of local contractors, FFB transporters and workers in Kerdau POM, Chenor estate and Jentar estate, held on 01st and 02nd September 2020. 4. Internal stakeholders representatives (worker union and gender committee and local/foreign workers), held during field visit 01st and 02nd September 2020. <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 Re-certification – will be conducted eight (8) months to twelve (12) month after date of annual license.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Kerdau POM, SOU 11 – Sime Darby Plantation Sdn Bhd operation consisting of one (1) mill and five (5) oil palm estates.

During the assessment, there were no nonconformity assigned against Major Compliance Indicator(s) and one (1) nonconformity assigned against Minor Compliance, and no nonconformity against supply chain requirement for mill identified.

Further explanation of the non-conformities raised and corrective actions taken by the certification unit are provided in section 3.5.

MUTUAGUNG LESTARI found that Kerdau POM, SOU 11 – Sime Darby Plantation Bhd complied with the requirements of RSPO Principles & Criteria and National Interpretation, RSPO Principles and Criteria (P&C) for Sustainable Palm Oil Production, MYIWG .

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is continued.

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY		
1.1	The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
	Sime Darby Plantation Bhd (SDPB) has established Estate Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 1st April 2008.	
	The mechanism is to enable effective and timely communication with employees and external interested parties. The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company's safety & health, social, environmental and other aspects.	
	Information relating to land titles, safety and health plans, pollution prevention plans was made available at all Estates or Mill. Among the documents that were made available for viewing were land titles, occupational health and safety plans, EIA reports, SIA reports, details of complaints and grievances, negotiation procedures, continuous improvement plans, and human rights policy.	
	Furthermore, information regards to Sustainability Reports, sustainability policies, Human Rights Charter, practices and key initiatives which include Lean Six Sigma and Continuous Improvement, Safety and Health, Environment, Biodiversity Conservation, Environmental Conservation can be retrieve through the company's website http://www.simedarbyplantation.com/ .	
	Confidential documents such as financial and personal data. are not allowed to be shared publicly. The Estate & Mill Manager is responsible to address all communication and request for documentations that could be made available to public or stakeholders	
	Sime Darby has established Communication Procedure either Internal or External Stakeholders. The information was available in two (2) languages English and Malay. This document was accessible to stakeholder as sighted at Mill and Estate notice board. The information being disseminated to the Internal and External Stakeholders either through Townhall Session or External Stakeholders' Meeting. Interview with foreign workers sighted that the workers has been aware about	

communication procedure

Stakeholders will write in formal letters to Estate / Mill Management whenever there are any requests or assistance. Requests for official documents through the estate / mill office will have to go through the Manager/Assistant in charge, whom will make the decision as to whether the information can be shared to or viewed by the person requesting the information or document.

The procedure for Internal Stakeholders was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Internal Issues. The mechanism is to enable effective and timely communication with employees and external interested parties. The audit team observed that the above SOP specifies the means to communicate and consult with the relevant stakeholders pertaining to the company's safety & health, social, environmental and other aspects.

Status: Comply

1.2

The unit of certification commits to ethical conduct in all business operations and transactions.

Sime Darby Plantation Berhad has implemented Code of Business Conduct (Edition: August 2018) where the company implemented the attitude of fair, integrity and ethic during any business process. The company is strictly prohibited to have any bribery related in the business processes.

It contains, among others, the following aspects of business conduct, Equal opportunity and non-discrimination, Criminal activities, Harassment and violence, avoiding conflicts of interests, guarding against bribery and corruption, how to report a violation, Anti money laundering and anti-terrorism financing. The policy was developed in Bahasa Malaysia and English.

In the Contractors Agreement there are clausal related Vendor Integrity Pledge, that described The Vendor Code of Business Conduct (VCOBC) which outlines the standards behavior required from the vendor relating to:

- Labor and human rights
- Environment, safety and health
- Ethics and management practices

All the vendors are mandatory to sign Vendor Integrity Pledge prior commencement / executing their contract. Sample taken at Chenor Estate the Vendor Integrity Pledge signed by Pacat Emas Enterprise and Triang Leong Enterprise. Sighted latest training and briefing on Code of Business Conduct was conducted on 6th March 2020 to 146 workers of Chenor Estate by Medical Assistant, Tuan Sharifah Munaizzah. At Kerdau Pom, the COBC training was conducted on 11th February 2020 to all staffs at Kerdau POM Meeting Room.

Status: Comply

PRINCIPLE #2 OPERATE LEGALLY AND RESPECT RIGHTS

2.1

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

Among the applicable permits and license that was verified were the MPOB license:

- Number MPOB and Validity: Kerdau Mill : license number 540761004000 for activity related to Menjual dan megalith PK , CPO , SSPO, Membeli dan mengalih FFB, Menyimpan PK, CPO , SPO , Mengilang FFB
Date of Validity from 1st July 2019 until 30th June 2020 at KKS Kerdau(Serial Number 206274)
- Jadual Pematuhan : Sime Darby KS Kerdau dated from 1st July 2019 until 30th June 2020 || refer JP/KKS/2019 /2020/ 004379 (number license)
- Effluent discharge: to alur air and compost, Quantity effluent discharge = 1440 M3 per day
- Fire certificate progress: Sighted the fire certificate for KKS Kerdau serial number : 301920 No. JBPM : PH /7/0198 / 20176 : validity from 8th November 7th November 2019 – License number 005061. Sighted the Air Emission Monitoring on April 2019 by Utm Laboratory with the results for Chimney 3 Boiler on dust Total Particulate Matter mg/m3 : with chimney 3 Boiler =59 Mg /m³
- Request on checking made on 14th November 2019 and the notice information obtained on dated 5th March 2020. The progress made used on budget year 2020. Sighted the quotation on rectification on the defect item of fire

protection system – KKS Kerdau February 2020 to BESRO Engineering Sdn Bhd dated 6th March 2020 and the rectification made based on the notice by the Mill requirement : such as repairing the panel and motherboard at main fire alarm panel , conduct performance tes for duty and standby pumps certified report by Registered engineer (consultant).

In Chenor and Jentar Estate, the company has established legal register identifying laws and regulations that applicable to estate operations. The legal register titled "Estate/Mill – Upstream Malaysia, Legal and Other requirement Register (LORR)" has been last updated by Group Sustainability & Quality Management (GSQM) in July 2019. The summary of the evaluation of compliance shows 100 % compliance for criteria related to occupational safety and health, environment, water, human resource and other requirements. The list in Chenor Estate was checked by Estate Manager, Mr. Syed Abdul Aziz dated 01.02.2020. The estate's compliance with legal requirement is evident from licenses and permits that sighted which are renewed and kept valid. Example sighted in Chenor Estate include:

- MPOB license No. 549938011000 validity from 01.06.2020 until 31.05.2021 (Operating nursery)
- MPOB license No. 524796002000 validity from 01.12.2019 until 30.11.2020 (Menjual dan mengalih FFB)
- Air compressor license PMT-PH/20 32593 dated 29.06.2020
- Diesel permit (Permit Barang Kawalan Berjadual) No. C000189 for storing 13,638 liters of diesel. Validity from 27.05.2020 until 26.05.2021
- Child protection policy

Chenor Estate has proper legal land documents consists of 3 land titles with total land size is of 1,999.754 Ha. Sighted all the land titles during the audit:

1. GRN 5690, Lot No. 3274: 1,394.14 Ha
2. HS (D) 719, Lot PT 469: 489.56 Ha
3. HS (D) 720, Lot OT 470: 116.05 Ha

In Jentar Estate, the estate land title available during the audit. The estate is sharing its land title with Kerdau Estate:

- No. H.S.(D): 5401
- No. PT: PT 575
- Total Area: 4,856.232 Ha
- Kategori Penggunaan Tanah: Pertanian
- Lease: 99 years until 09th September 2086

The estate management has identified its boundary by identifying the boundary stones as per map sighted during the audit (Estate Boundary Stone Map). As the date of audit, a total of 17 boundary stones have been identified in Chenor Estate and maintained by the management. During site visit to estate boundary (Field P02A), no evidence of planting by estate management which is beyond the estate legal boundary.

Status: Comply

2.2

All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.

List of contractors available in mill and both estates audited. The list of contractors working in Chenor estate has been updated in document "List of Stakeholders FY 2020". The list includes details such as contractor name, address and contact numbers. Among the contractors listed by the estate includes:

1. Napi Bersatu Enterprise: Grass Cutting
2. Kalaiselvan A/L Nadesan; Rubbish Collection
3. Triang Leong Enterprise: Pruning & raking contractor
4. Chin Tong Hua: Internal Transport

All estate contractors have understood and signed the Vendor Pledge Integrity (Ikrar Intergriti Vendor) where they agreed to comply with:

1. Labour and human rights
2. Environment, safety and health
3. Ethics and management practices

Sighted the forms signed by;

1. Ahmad Jaya Enterprise
2. Pacat Emas Enterprise
3. Triang Leong Enterprise
4. Napi Bersatu Enterprise

Status: Comply

2.3

All FFB supplies from outside the unit of certification are from legal sources.

List of FFB Supplying estates to Kerdu POM available during the audit as per document RSG Kerdu. The list includes FFB supplier from own estate (Sime Darby) and third-party supplier. The RSG document details out data such as Supplier name, categories, geolocation, volume supplied to mill. Example listed in the form:

Own Estate (Sime Darby)

1. Kerdu Estate
2. Jentar Estate
3. Mentakab Estate
4. Sg. Mai Estate
5. Chenor Estate

Third-party Supplier

1. Pro Island Enterprise
2. SCL Commodities Sdn Bhd
3. Sri Kerdu Commodities Sdn Bhd
4. Bakti Mas Bina Sdn Bhd
5. FELCRA Berhad Kawasan Kerdu

Based on RSG Kerdu sighted that all FFB source is are legally source

Status: Comply

PRINCIPLE #3 OPTIMISE PRODUCTIVITY, EFFICIENCY, POSITIVE IMPACTS AND RESILIENCE

3.1

There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.

Business plan for all operation units audited are available during the audit. Business plan for the mill as per Report: M3.0 Total Mill Cost Report. Sighted costing from year 2019 until 2023. Example data extracted from the report as per table below:

Mill Production	2020	2021
Mill intake - FFB	293,587.61 MT	308,734.95 MT
Production - CPO	63,544.26 MT	67,998.57 MT
Production - PK	79,491.57 MT	84,679.00 MT
OER	21.68%	22.02%
KER	5.40%	5.40%

Business plan for the Chenor estate sighted during the audit as per report MPLAN_2020. The plan is documented from year 2020 until 2024. The budget includes expenditure on OP Mature Upkeep, OP Manuring, OP Harvesting & Collection and Oil Palm Transport. The business plan also includes expenditure for Admin cost, Labour overheads and maintenance of road & bridges. For Chenor Estate, data sighted:

Year: 2020

OP Planted area: 1,862.69 Ha

FFB: 1,800.66 MT

Manuring Cost/Unit: RM 54.93/mt

Upkeep cost/unit: RM 24.76/ha

OP Transport cost/unit: RM 57.00/mt

Harvesting cost/unit: RM 50.58/mt

Ex-Estate cost: RM 253.10/mt

Chenor Estate has established the replanting program from year 2021 until 2025. Program sighted in this document:

Year	Total Hectare	Proposed SPH
2021	107.73	148
2022	104.72	148
2023	126.95	148
2024	102.88	148
2025	51.41	148

During the audit, the auditor has sighted "Seedling Requirement for MPLAN 2020" where the estate has allocated a total of 20,923 seedlings to be ordered for replanting in year 2021. In Jentar Estate, there is no upcoming replanting program for 5 years in the estate.

Kerdau Mill can show Plantation Advisory Department No SOU11/KDM/01/2019 held in 3-4 September 2019 by Edwin Ng Weng Kong. With rating number 72. (Fair). Several key highlight issues i.e:

- Kernel dirt in FY 18 recorded at 4.3% was very well within the target.
- CPO FFA for FY'18 was recorded at 4.45%, the high FFA was due to: (i) high oxidized LF of 43.7% from group and (ii) high overnight crop from OCP at 99.5 %.

Recommendations from the Last Mill advisory are:

- Reduce oil Loss in press fiber to below the target
- Reduce oil loss in raw effluent to below the target

Latest management review meeting in Chenor Estate was conducted on 20.01.2020. Meeting will be conducted on annual basis. Among the agenda discussed in the meeting such as:

1. Results of internal audit covering RSPO, MSPO & SCCS
2. Customer feedback
3. Status of preventive and corrective actions
4. Follow-up actions from management reviews
5. Changes that could affect the management system

Status: Comply

3.2

The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.

Management plan has been developed by the estate as per documented in:

1. Pollution prevention plan 2020
2. Biodiversity action plan 2020
3. Identification & Management of waste waters 2020
4. Action plan to reduce freshwater usage for FY 2020
5. ESH Management Plan

All the documents include details such as action to be taken, Person in-charge and the status of implementation. Company also review the economic components in monthly basis such as expenditure, overspent and underspent.

Example details documented in Pollution prevention plan:

Type of pollution: Air

Source of pollution: Vehicle exhaust, machinery exhaust, road condition, Pesticide spraying

Action to be taken:

1. Install exhaust filter for every tractor / vehicle
2. Scheduled maintenance for estate tractor
3. Road maintenance

Person in-charge: En. Abu Bakar (Foreman) & Tn. Razif (Assistant Manager)

Status: Continuous

Management plans for Jentar Estate were prepared by Mr. Wan Nasrul Muhaimin (assistant Manager) and approved by the Estate Manager.

Status: Comply

3.3

Operating procedures are appropriately documented, consistently implemented and monitored.

The estates are referencing to "Sime Darby Agricultural Reference Manual – Oil Palm Planting" as part of good agriculture practices. The manual consists of all plantation operation activities, such as planting material, new planting, replanting, palm replacement and chemical controls over pest and disease. Sime Darby Agricultural Reference Manual SOP & ARM are available. Latest update sighted in July 2011. Among the subjects in this manual such as:

- Section 1. Planting Material
- Section 2. Nursery Techniques
- Section 3. Replanting
- Section 4. Land Preparation
- Section 5. Planting Density
- Section 6. Maturity Age.
- Section 7. Field Upkeep

Quality, Environmental and Occupational Health & Safety management system developed for mill observed. Total 16 management procedures developed for the whole Quality Management System. Different SOPs developed for relevant production section:

1. Reception Station
2. Fruit Handling Station
3. Sterilization Station
4. Threshing Station
5. Pressing Station
6. Clarification Station

During the field visit, auditor has observed best management practices on the ground in accordance with the procedure above:

Kerdau Mill:

- Mill has had a daily report that informed amount of FFB processed, extraction, CPO/PK production, quality (moisture, FFA, dobi). There is a comment/remark by manager below the report regarding to daily report.

Based on observed to mill area known that all employee used PPE with accordance the SOP and the PPE is accordance to the station.

The internal audit by sustainability department and routine daily supervising being part of mechanism to check consistent implementation of applicable procedures and SOPs. The estate also regularly conducted training for all workers in the estate operations to ensure workers are fully aware and understand the SOP. Latest internal audit in Chenor and Jentar Estates was conducted on 15th January 2020. Total of 1 Major NC and 8 OFI were raised and all the findings have been closed as per documented in the Internal Audit Report. On top of that, the estate is also visited by Plantation Advisor (PA) at a yearly interval. Latest visit by PA was on 08 – 10th July 2019. The PA visit is more emphasized on yield achievement, crop recovery, OER improvement, Agro Management Practices and Long Range Replanting Program (LRRP).

Trainings on safety and SOPs are conducted to ensure all estate workers are complying with the documented SOP. Trainings conducted such as:

1. Refresher training spraying (22.01.2020)
2. Refresher training harvester (28.02.2020)
3. Training Manuring – 17B (04.03.2020)

Evaluation of training is conducted by company by interview with workers and use evaluation form.

As per mentioned, the management has conducted management review meeting in the estate to discuss about the issues that has been raised during the internal audit for RSPO and agronomist visit / Plantation Advisor. Actions taken from RSPO internal audit has been taken and recorded in the report. Actioned that need to be taken has been recorded and the status of the issue also has been maintained. Latest management review meeting was conducted on 20.01.2020 in Chenor Estate, while in Jentar Estate, meeting was conducted on 23.09.2019. Meeting will be conducted on annual basis.

Among the agenda discussed in the meeting such as:

1. Results of internal audit covering RSPO, MSPO & SCCS
2. Customer feedback
3. Status of preventive and corrective actions
4. Follow-up actions from management reviews
5. Changes that could affect the management system

Status: Comply

3.4

A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.

SEIA for the mill has been conducted in year 2020.

Aspect impact on Environment:

- I. Risk Opportunities Identification
- II. Dated of review – 1st July 2019
- III. Source risk and opportunities
- IV. Issues
- V. RISK and Opportunities
- VI. Existing mitigation
- VII. Risk Assessment [Risk Impact, Likelihood, Risk rating, DFA]
- VIII. Planning action – Action plan and status of implementation / performance indicator

Sighted the issues been recorded which is internal issues, and external issue, compliance obligation and hot wot mitigate the issues. The Involved parties :

- I. Laboratory department
- II. Chargeman
- III. Quality assurance
- IV. Mill assistant
- V. Store clerk
- VI. Mill assistant

What is the matters discussed such as:

- I. Housing condition / living improvement: domestic water supply to the houses
- II. Street light → workers suggested management to repair the functioning street light → management to fix the street lights according to budget allocated by higher management → *pemeriksaan dilakukan 2 kali seminggu pada setiap bulan si Kawasan perumahan* → chargeman → in progress
- III. Working condition → for workers stationed at boiler and sterilizer area, they proposed management → management continuously improve the condition of housing area, prioritising on urgent matter → *gotong royong dijalankan pada masa terdekat* → QA → In progress

Action plan taken and in completion in progress and continuously. Sighted all the action plan related to the SIA had been continuously been updated.

The complex (SOU 11, Kerdau) has conducted Social impact Assessment on 11th until 16th January 2016 by Sustainability Strategy Unit, PSQM Department. The objectives of this assessment are:

1. To identify the existing social issues in the study area
2. To develop social management plan for respective study area that is agreed by both PSQM Department and

Operating Unit Management

The assessment was conducted in consultation with mill management and other staff, contractors and workers, as well as site visits to the field, mill, offices and line sites. All issues related to the stakeholders as per reported in this report point 7.3.2. For year 2020, the management has developed Social Management Plan which includes details such as objectives, category, location, actions and frequency. The plan was prepared by Iskandar Halim Bin Kamaruddin (Assistant Manager), and approved by the Estate Manager, Tn. Syed Abdul Aziz Bin Syed Abdullah in January 2020.

For year 2020, the management has developed Social Management Plan which includes details such as objectives, category, location, actions and frequency. The plan for Chenor Estate was prepared by Iskandar Halim Bin Kamaruddin (Assistant Manager), and approved by the Estate Manager, Tn. Syed Abdul Aziz Bin Syed Abdullah in January 2020. Example management plan documented:

Category	Actions	Frequency
Communication on policies/SOP on social to relevant stakeholders	Organize social, gender, child protection, whistleblowing policy briefing to all employees	As and when necessary
Monitoring of pay and agreement of workers and contractor workers	Monitor the pay and agreement of workers and contractor workers, in compliance with current legal requirement and CA.	Monthly
To maintain housing and facilities provided to workers	Attend to workers' complaint on housing and other facilities in timely manner	As and when required
CSR to surrounding communities / workers	To contribute and document monetary / non-monetary aid to local communities	At least once a year

Status: Comply

3.5

A system for managing human resources is in place.

The company has established as procedure for workers hiring as per document No. AMU/LR-SOPP/MARCH2016 dated 30th March 2016. The objective of the document is to provide the guidelines on the recruitment drive and interview / selection process for potential foreign workers candidate which shall be conducted at the respective source countries. The approved criteria for potential candidates as follow:

1. Type of sector: Oil palm / rubber plantation
2. Job category: Plantation workers
3. Nature of work: All type of tasks such as harvesting, loading of FFB, spraying and manuring.
4. Age: 18 – 45 years old
5. Weight: >50 kg
6. Gender: Male
7. Medical requirement: Certified fit by FOMEMA

The employment procedures are strictly being followed by the company. During the audit, sighted a sample letter (Power of Attorney) dated 03rd December 2015 where the company has appointed The River Overseas (P) Ltd to be the company's lawful attorneys and agents in Nepal for recruitment of workers in Nepal. For recruitment of workers from Indonesia, sighted a letter (Dated: 21.01.2020) requesting for "Demand Letter" from Indonesian Embassy (Kuala Lumpur) to bring 250 Indonesian workers to work in the plantation. The company has appointed PT. Cipta Rezeki Utama as the recruitment agency in Indonesia.

Employment contacts are available during the audit. All documents are filed in individual file for each mill and estate employee. During the audit, sighted employment letter (Letter of Employment Extension Year 3) for:

Name: Kamlesh Ray Yadav

Date: 28.12.2019 – 28.12.2020

The employment contract was prepared in Nepal/English Language. Terms and conditions as per stated in this document:

1. Duration of employment
2. Place of work
3. Salary

4. Working Hours
5. Medical
6. Accommodation
7. Compliance
8. Foreign workers compensation scheme

Status: Comply

3.6

An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.

The group has established a sustainability policy as per policy titled "Kenyataan Dasar Kelestarian & Kualiti Kumpulan" signed by Mohamad Helmy Othman Basha, Pengarah Urusan Kumpulan on 02.12.2019. For upstream operation, safety policy as per document "Upstream Malaysia – Health, Safety & Environment (HSE) Policy Statement" signed by Roslin Azmy Hassan, CEO Upstream Malaysia on 01.06.2020. Interview with workers in mill and estate, sighted that workers has been aware about sustainability policy.

The mill has established document of hazard identification, risk assessment and risk control (HIRARC) which issued on March 2019. It will be reviewed if any occupational accident happens. The document describes the description/activity, potential hazards, risk assessment and risk control. Based on site observation at boiler and engine room in Kerdu Mill, it was clearly confirmed that workers had been aware related potential risk and hazards in the workplace. Following up on this, the company has been reducing the potential risk by routine socialization about OHS, providing PPE, and OHS signboard including Covid-19 are available in workplace.

Both estates have established OSH committee. OSH Committee in Chenor estate chaired by the estate manager as per OSH Organization Chart, Chenor Estate 2020. The committee consisted of 7 employee representatives and 7 workers' representatives. Latest safety meeting was conducted on 18th June 2020 discussing on workplace inspection, ESH Performance and Accident report. The meeting is conducted in every 3 months. In Jentar Estate, the management has established ERP Team to assist estate workers in case of any emergency such as fire, flood and chemical spillage. The team also consists of certified first aider (Estate MA), Nur Ilyyana Binti Ali Hanapiah.

For estate operation involving with chemicals, the management is conducting Chemical Health Risk Assessment (CHRA) on 2nd & 30th October 2015, in compliance with OSHA 1994 and USECHH Regulations. The report was prepared by Haji Shaari Chin from Global Advance Training & Consultancy.

Training program for year 2020 has been developed by the management. The list of training identified includes:

1. Foreign workers induction program
2. Harvesting operation and quality
3. Emergency response plan
4. First aid training
5. Safe driving technique
6. Scheduled waste management
7. Chemical & Spraying Safe operating procedure

PPEs are provided by the management to all estate workers. Record of PPE issuance sighted as per PPE Book. The PPE commonly issued to workers such as rubber gloves, helmet, shoes, and apron. PPEs are provided to estate workers for free and can be replaced any time when the unit is damaged.

Accidents cases are reported to JKKP via mykkp.dosh.my. Sighted latest report for year 2019 where the estate has reported 2 accident cases with 5 days of mandays lost. The total working hours recorded in year 2019 was 486,530 hours. Accident investigation report for both accident cases available during the audit as per document "Incident Detailed Report". HIRARC for the estate is updated on 08.01.2020, approved by the estate manager. Example activities being assessed in the document such as:

1. Spraying
2. Transportation
3. Harvesting

4. Welding in workshop
5. Application of Inorganic fertilizer
6. Supervision

First aid training has been provided to estate workers (Mandores and Field supervisors) as per training record dated 09.03.2020. The training was provided by the estate MA, Tuan Sharifah Munaizzah and attended by 10 other participants. In Jentar Estate, the first aid training was conducted by estate MA (Nur Ilyyana) on 05.03.2020. The training was attended by 7 participants.

Status: Comply

3.7

All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.

Training Program for Kerdau Palm Oil Mill available during the audit. Details:

- I. Group sustainability and quality policy
- II. Code of business conduct training
- III. Supply chain training – All 11th March 2020
- IV. Safety briefing for contract workers
- V. Taklimat pekerja baru
- VI. Meeting on multi operation and training on sterilizer preparation dated 4th /12 / 2019

Estates Training program for year 2020 has been developed by the management. The list of training identified as per individual training record for every estate worker in year 2020.

1. SOP training
2. PPE
3. HCV training
4. Fire drill
5. Chemical Handling
6. HIRARC
7. First Aid

Training records are well maintained by both estate managements. Example training records and attendance available during the audit:

1. Training MSPO / RSPO (13.01.2020)
2. Refresher Training Spraying (22.01.2020)
3. Refresher training harvester (28.02.2020)
4. Refresher training first aid (09.03.2020)
5. Refresher training for rat baiting (14.07.2020)

Training of supply chain has been conducted as per training record dated 17.07.2019. The training was provided by HQ personnel, Ms. Nadiyah Mohamed Nazri and attended by 9 mill participants including weighbridge operator, mill assistant manager, and SQM personnel. Evaluation of training is conducted by company by interview with workers and use evaluation form. Interview with mill staff, known that training has been effective.

Status: Comply

3.8

Supply Chain Requirements for Mills

Kerdau Palm Oil Mill applied Mass Balance supply chain model because the mill receives and process all FFB's from certified and uncertified sources. The 12 months projected production for CPO and PK has been recorded by the CB. The production is based on volume of FFB provided by all the supplying estates. Based on documents verification, the mill has registered in RSPO IT Platform.

This facility has had Standard Operation Procedure for Sustainability Supply Chain and Traceability (last revised in September 2018). This procedure's objectively is guidelines for estates and palm oil mills to establish and ensure effective implementation on sustainable supply chain and traceability of certified sustainable materials (Fresh Fruit Bunch, (FFB); Crude Palm Oil, (CPO) and Palm Kernel (PK)). This procedure covering of supply chain scope, responsibilities, control of

document & records, delivery FFB from estates, receiving FFB at the mill, process monitoring, CPO & PK dispatch, nonconforming product and/or documents, product claims, outsourced contractor, training, reclassification of mill's supply chain model, production volume, conversion factors, internal audit, complaints and management review.

According to the procedure's above, person who have responsibilities in supply chain implementation is:

1. Head of Operating Unit shall have the overall responsibility for the implementation of this SOP.
2. Head of Operating Unit may assign roles to the relevant personnel or invite personnel from various department where necessary to assist in the implementation of this SOP.

During the audit, auditor has visited and interview weighbridge operator and production clerk. Both of them are able to explain and demonstrated supply chain procedures especially in mass balance implementation.

According to the section 17.0, Standard Operating Procedure for Sustainability Supply Chain and Traceability, internal audit conducted at least annually. The last audit has been held by Sustainability, Group Sustainability Quality Management (GSQM) and Regional Sustainability Quality Management (RSQM) on 13 – 14 January 2020 based on internal audit there is no non-conformity regarding SCCS requirements

The mill is delivering its product (CPO) to own refinery (SDP Nuri Refinery). The sales from refinery is handled by SDP Marketing Department (Global Trading). During the audit the auditor has verified the documentations of CPO delivery to the refinery.

Facility has had a physical handling agreement with third parties for CPO transport from mill to bulking. Based on document verification, there is only one transporter listed as CPO transporter on behalf Nashreena International (M) Sdn Bhd. There is a valid contract that signed on 22nd October 2019, with duration contract start form 1st November 2019 to 30th April 2020).

Records kept by the mill are up to-date. The retention period for all traceability records are maintained for a minimum period of (3) years as highlighted in item 5.4 (SOP for Sustainable Supply Chain and Traceability). Mass balance table available during the audit. Data are recorded for a period of 3 months from January until December. For period January 2020 until March 2020, data sighted as follows:

FFB Received (Certified): 29,108.10 MT
 FFB Received (Non-certified): 11,939.16 MT
 Total CPO Produced: 9,425.39 MT
 CSPO dispatched as RSPO certified: 0 MT
 RSPO MB CSPO Credit Balance: 5,663.37 MT
 CSPO dispatch as conventional: 7,590.81 MT

PK Produced: 1,205.66 MT
 PK dispatched RSPO MB: 0 MT
 PK dispatched conventional: 1,515.27 MT
 RSPO MB PK Credit Balance: 1,205.66 MT

Status: Comply

PRINCIPLE #4 RESPECT COMMUNITY AND HUMAN RIGHTS AND DELIVER BENEFITS

4.1

The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.

The Group Sustainability & Quality Policy Statement was established on 2nd December 2019 signed by Managing Director, Mohamad Helmy Othman Basha. The commitment on Human Right was stated under-paragraph no. 3:

- i) Contributing to a better society: respecting and upholding and no exploitation of fundamental human rights
- ii) Providing safe and healthy workplace and protecting workers welfare
- iii) Engaging and empowering communities

Sime Darby Plantation, Responsible Agriculture Carter and Human Rights Charter, Revised 2020 have elaborated further

on the Social Relating Issues. All the details are embedded in www.simedarbyplantation.com. A commitment made by the Sime Darby on Human Rights prohibiting retaliation against Human Rights Defenders (HRD) was stated in Human Rights Charter (Revised 2020) under 3.4 Protection of Human Rights Defenders, Whistle-blowers, Complainants and Community Spokespersons. The Policy being relay to Internal Stakeholders through morning muster / Townhall Session and external stakeholders via stakeholder meeting.

There is no mercenaries and paramilitaries use in the operation of Sime Darby Plantation Berhad. It has confirmed based on stakeholder consultation conducted during the audit

Violence and harassment had been clearly stated in responsible agriculture carter which:

- i) Clause 2.2: i) eliminating all forms of bonded and forced labor, including a ban on charging of recruitment fees for the restricting free movement
- ii) Protecting children from exploitation and combating child labor – we will not employ anyone under the age 18
- iii) Creating a working environment where all forms of harassment and abuse can be eliminated
- iv) Xii- ensuring that violence is never used to resolved labour issues or conflict

Status: Comply

4.2

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

Sime Darby Plantation Bhd (SDPB) has established Estate Quality Management System, Level 2, Standard Operation Manual Sub –Section 5.5 Management Responsibility Appendix 5.5.3.2 Procedure for External communication, version 1, Year 2008, Issue No 1 dated 1st April 2008.

The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Internal Social Issues.

Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented Whistleblowing Channels where the e-Form, email address and toll-free number/ hotline can be found in www.simedarbyplantation.com.

Complaint Form can be obtained at the Estate Office. Interview with the local and foreign confirmed they are aware of the above process. Merely, complaints on Housing Maintenance being observed in all sampled Estates and Mill.

The Standard Operating Procedure specifies the timeframe to be taken to provide feedback to the stakeholder is: -

- a. Within 2 weeks from the date receiving the queries.
- b. Within one week of the completion of the investigation for communication requiring investigation.

The relevant management personnel may extend due to extenuating circumstances or with justifiable reasons time limit. So far, no complaint received from internal and external except for housing maintenance. Evidence, all the stakeholders are informed on the progress of their grievances. Amongst the complaint and grievances address in FY2020 are: -

- i. 24 issues being addressed by Internal Stakeholders in FY 2020 at Chenor Estate. Sampled taken on complaint by Puan Normala Bt Chee Mat, Weighbridge Operator dated 9th June 2020 at House No B9, Chenor Estate on leaking of external piping. The issue was resolved on 16th June 2020. Additionally, complaints of house defects and rectification works were recorded and counter-signed by the house occupant
- ii. 17 complaints recorded at Jentar Estate.

All the complaints been responded timely and agreed by both parties on the outcome.

Seen in Sustainable Plantation Management System Appendix 3, Flowchart and procedures on Handling Land Disputes, Version 1 Year 2008, Issue No 1, Issue Date: 1/11/2008:

- a. Procedures for Handling Boundaries Disputes
- b. Procedures for Handling Squatters Disputes

The complaint and grievance resolution have included the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator. There is no case of conflict at Estates and Mill which need to include the option of access to independent legal and technical advice.

Status: Comply

4.3

The unit of certification contributes to local sustainable development as agreed by local communities.

Estate and Mill is committed and have contributed to local development. The contribution made to the internal and external stakeholders. Sighted, a Corporate Social Responsibility contribution on Donation for: -

1. Chenor Estate

- a. Request an assistance for Grass cutting at SJK (C) Jerik dated 4th March 2020.
- b. Application to utilize Estate Football Field for SJK (C) Jerik Cross Country dated 4th March 2020.

2. Jentar Estate

- a. Sighted, donations to Rumah Anak-Anak Yatim Tengku Ampuan Fatimah (Kuantan), Rumah Sejahtera Bangau Tanjung (Temerloh) and Kompleks Tahfiz Al-Quran & Anak Yatim Al Qaradhawi during Holy Month Of Ramadhan.

Status: Comply

4.4

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

Documents related to the history of land tenure and the actual legal or customary use of the land are available for verification.

All the estate owns by the Sime Darby Plantation Sdn Bhd and there is no evidence of land dispute nor customary land based on the interview with manager and workers.

Estate	Lot No	Hectarage	Land Category
Chenor	3274	1,394.14	Agriculture
	PT 469	489.56	Agriculture
	PT 470	116.05	Agriculture
Jentar	PT 575	4586.232	Agriculture (land title is under Kerdau Estate)

Cross verified the land titles against quit rent payment for 2019 found no discrepancies. The Estate and Mill owns by the Sime Darby Plantation Bhd, there is no evidence of land dispute nor customary land. The land ownership documents being verified and justified. There is no land extension nor new actuation from previous audit.

Status: Comply

4.5

No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.

No new planting activities at SOU 11 Kerdau Complex. There is no land expansion nor new acquisition from previous audit.

Status: Comply

4.6

Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

The Estate and Mill owns by the Sime Darby Plantation Bhd. There is no evidence of land dispute nor customary land. The land ownership documents being verified and justified. There is no land clearing nor new acquisition from previous audit.

Status: Comply

4.7	Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.
	The Estate and Mill owns by the Sime Darby Plantation Bhd, there is no evidence of land dispute nor customary land. The land ownership documents being verified and justified. There is no land clearing nor new acquisition from previous audit.
	Status: Comply
4.8	The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.
	The Estate and Mill owns by the Sime Darby Plantation Bhd, there is no evidence of land dispute nor customary land. The land ownership documents being verified and justified. There is no land clearing nor new acquisition from previous audit.
	Status: Comply
PRINCIPLE #5 SUPPORT SMALLHOLDER INCLUSION	
5.1	The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.
	<p>FFB prices are following MPOB Guidelines – sighted the email form HQ dated 1st February 2020 – for the final February price 2020. Sighted there are 4 smallholders supplying to the mill:</p> <ul style="list-style-type: none"> i) Sow Tan Yaen – SH dated 25th February 2019 ii) Goh Ming Tze – 25th September 2019 iii) Han swee liong – (Ri Yuan Planting Enterprise) – 9/12/2019 iv) Tee Saw kee → 25th September 2019 <p>Sighted the OCP training been conducted dated 20th June 2019 at KKS Kerdau which include Name, company name and signature. A total of 13 personnel attending the audit which include GSQM, OCPM, SCL Commodities, SOW, PRO Island, Manager, Sri Kerdau Commodities, QA GSQM</p> <p>MPOB pricing mechanism is displayed at the mill weighbridge and it is updated on daily basis.</p> <p>Contract agreement between the mill and OCP available during the audit. Sighted the sample contract for Sime Darby Plantations Berhad and SH Hau Swee liong (IC 701224-01-5431):</p> <ul style="list-style-type: none"> i. Pricing of the FFB; the pricing of the FFB shall be calculated and determined in the manner shown in the third scheduled hereto. ii. Subject always to clause 9.1 herein the purchaser shall pay the Supplier for all the actual FFB delivered and accepted by the purchaser in any ONE MONTH 9 the monthly purchase price) in the manner as set out in section 5 of the first schedule <p>Sighted the second schedule that made in timely manner and receipts specifying price which stated in :</p> <ul style="list-style-type: none"> i. FFB category: Unripe, Under ripe, Over ripe, Empty Bunch, long stalk, Dura, Old Corp and Mixed crop ii. Acceptable limit % iii. Penalty Range iv. Penalty Deduction for every 1% above acceptable limit v. Rejectable level <ul style="list-style-type: none"> • Condition: unripe bunches from sample size will be confiscated and will not be returned • Contamination – Penalty Calculation: <p>Sighted the payment made to Mr Hau Swee Liong dated 13th February 2020, 27th February 2020 and 9th March 2020 with total amount of 13,609.74 MYR.</p> <p>The mill weighbridge has been calibrated on 14th February 2020 by Teras Integrasi Sdn Bhd for Mettler Toledo Sdn Bhd (weigh scale) and being approved by Metrology Corporation Malaysia Sdn Bhd. Details on the Computerized system :</p> <ul style="list-style-type: none"> i. Model: CBU VTC- 1860 – PDX

ii.	TYPE: Pitless - Truck scale
iii.	Weighing indicator: MT-IND 560
iv.	Capacity: 70,0000 X 10kg/div
v.	Dimension: 18m X 3.4m
Status: Comply	
5.2	
The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	
<p>In Responsible Sourcing guideline – in the guideline no deforestation after 2010 and clearing Peatland after 2010. Brief on the RSG and the Geolocation tagging for each of the plantations since 2016 to ensure legality. Sighted the briefing from the Mill related to RSG programmed consist of commit and check, support and monitor training program and 2019 prepare to comply.</p> <p>Based on the interview with Sustainability Executive, certification from each individual FFB Supplier is by their own responsibility. However Sime Darby Plantation Berhad has arranged the Crop Quality Awareness Clinic for Outside Crop Production (OCP). The clinic was conducted by Sime Darby Plantation Berhad at Kerdau Palm Oil Mill. The agenda of clinic as follows;</p> <ol style="list-style-type: none"> 1. Crop quality awareness for OCP Supplier 2. Awareness about the Sustainability Certification MSPO, RSPO and ISCC 	
Status: Comply	
PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS	
6.1	
Any form of discrimination is prohibited.	
<p>Sighted, Sime Darby Plantation Berhad has a Non-Discrimination And Equal Opportunity Policy stated in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights, 3.2.5 Promoting diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.</p> <p>Based on worker employment master record, there are mixed of India, Nepal, Bangladesh and Indonesia foreign workers lives and work with local employees. Interview with office staff and general workers whom mentioned their job selection process was fair and transparent.</p> <p>This policy is available in English and Malay displayed at the mill and estate office wall and notice boards</p> <p>At Chenor Estate, the policy being communicated to 111 workers during morning briefing as well as Town Hall Session dated 7th August 2020. Townhall Session at Jentar Estate was conducted on 10th August 2020 by the Estate Manager to 170 workers at Kerdau Clubhouse. For external stakeholders, the meeting was held on 19 February 2020 involving 20 stakeholders comprising Government Agencies, Contractors and Neighboring Communities. The meeting was collaborated between Chenor Estate, Jentar Estate and Kerdau POM.</p> <p>No discrimination against on the benefits and job descriptions based on races, gender, caste and national origin. All the workers are treated equally and fairly. Recruitment Procedure for foreign workers was under Workforce Management Unit, Liaison & Recruitment, Standard Operating Process & Procedures (SOPP) WMU/LR -SOPP/JAN2016/R1 Revision 1 Date 1st November 2016 and for locals under Standard Operating Procedure, Hiring of Local Workers dated 1st November 2019.</p> <p>All employee has been interviewed and confirmed they are freely and voluntary enter into employment. All workers in the sampled estates and mill have valid employment contract which been signed by both employee and employer. Employee recruitment at foreign country (India, Nepal, Indonesia, Bangladesh) will be conducted by the HR department in HQ and Sime Darby absorbs all employee-related statutory recruitment fees (medical check-up, Fomema, processing, transportation, work permit fee, levy).</p>	

The Estate and Mill maintaining the "Passport Save Keeping" of their respective workers. The workers have 2 options either to retain by The Management or themselves. On the 1st option, a consent letter is required. Procedure on Foreign Worker's Passport Handling, Version 2 Year 2019, Issue No 1, Issue Date 2/05/2019 has specify the passport to submit to HQ, 4 months before expiry.

Foreign worker recruitment is fully managed by HR Department based in Sime Darby's HQ and local workers by respective Estate or Mill. Selection and hiring are based on capabilities, qualities and medical fitness. No foreign workers being recruited in FY2020 resulted from Movement Control Order 2020 in response to Covid 19 pandemic.

Based on worker employment master record, it has been confirmed no female workers has been employed specifically for field workers such as spraying and manuring at Jentar and Chenor Estate. Based on the interview with the Gender committee, the practice of Pregnancy testing is not applied in this estate.

The Chenor Estate Gender Committee meeting was conducted on 6/7/2020 attended by 18 members. The meeting minute's content was on Social Policy, Social & Humanity Management Policy, Gender Policy and *Polisi Perlindungan Kanak-kanak*. The Jentar Estate, Gender committee meeting was done on 23/07/2020 that attended by all committees, minute recorded by Secretary of the committee. Among the issues discussed were Covid 19 Pandemic and sexual harassment.

Sighted the Gender Committee Handbook (First Edition) in English details out specifically on establishing & managing gender committee and complaints and grievance procedures to address gender-based issues. There is also a specific procedure (in the form of a flowchart) in both English and Malay namely Sexual Harassment Procedure which outlines the basic framework for handling of sexual harassment complaints. There is no a sexual harassment case reported through interview and document reviewed in Estate and Mill.

Verified from the pay slip (Apr'20 & Jun'20) and workers database, salaries are based on 'Minimum Wages Order 2020 - RM 1200.00. They are salary schemes set by management in HQ and it's applicable for all Sime Darby Estate and POM. Respective units have no rights to set workers salary unless have approval from HQ. Evidence, the workers with same work scope was having the same pay rate. Sample taken on Emp No 20221, 20239, 20290, 20396, 55039, 55047, 65994, 116838, 138911, 140146, 141569, 144772 at Chenor Estate comprises all Nationality, Malaysia, Nepal, Bangladesh and India.

Status: Comply

6.2

Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).

The auditor has randomly sampled the employment contract for the foreign and local worker, Emp No 148066, 151994, 154337, 116838, 140166 and 65994 covering harvester and general worker. Workers interviewed are aware on the terms and conditions which has been clearly specified in the employment contract. Based on the sampled at Estate and Mill, no discrepancy of monthly wages, no forced overtime works and salary being paid before 7th of every month. Sampled salary slips for Apr 2020 and Jun 2020 found no workers receives pay below than RM 1200.00 unless if the worker took unpaid leave or absent to work.

For foreign workers, employment conditions have been documented in Employment Contract between the Estate with individual workers. Sighted the employment contract has includes terms such as duration of the contract, wages, working hours, holidays, deductions and termination.

Base on the Pocket Check-roll Book and cross verified against pay slips of the sampled workers found no discrepancies over overtime calculations, number of working days and deductions. Sighted salary slips for harvester and general workers showing the details for the month of work for each worker. Example, Employee No 101436 at Chenor Estate for Jun 2020 he has no sick leave, unpaid leave, absent and annual leave. He marked 25 days over offered the same days. He has incentive for productivity of RM 85.00, his total gross salary was RM 1,535.00

The workers were provided with housing, water and electricity supply at subsidize rate, medical and education &

transportation aid. Grass cutting and fogging was conducted at the line site. Hospital / Medical Assistant has conducted line site inspection on weekly basis and the records were sighted.

Treated water is for domestic usage in Jentar Estate and water analysis has been conducted annually and result no trace of E.coli and total coliform present. In Chenor Estate, water from Government supply. The electricity deduction is based on the usage that the deduction scheme agreed by both parties in written form. School bus for children are provided without chargers. The Estate and mill provide facilities such as recreational places, religious building, community hall, sundry shop, food stall, electricity, and water. During site visit to line-site, 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.

Clinic facility available in the integrated worker's housing complex whereby the treatment, medicine and consultation are provided free of charge. There are qualified Medical Assistant 24 hrs standby in any case of emergency. Major case will be referred to nearby Government Hospital Temerloh.

There is grocery shop in nearby the mill and estate and workers freely to buy and report to management if they found the price unfair. During the site visit, it was found that the price is displayed publicly.

Sighted the calculation of Prevailing Wages for year February 2020 for sampled estates and mill. The respective managers from the visited sites were able to demonstrate and justify the input used to derive the final figure. Based on the calculation, there are a few elements been included (housing, electricity, water, education, creche, healthcare, transport, sports & recreation, total cost of in-kind benefits and average monthly take home salary per worker) in the calculations that using the RSPO endorsed method. Total Value of Prevailing Wages Per Month as below: -

	Local	Foreigner
Estate	RM 1,390.37	RM1,215.17
Mill	RM 2,375.00	RM 2,220.00

No employment of contract, casual nor temporary workers. All the estate activities (spraying, manuring, harvesting, upkeeping jobs) are fully managed by workers under their payroll.

Status: Comply

6.3

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

Sighted in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights clause: -
3.2.4 Respecting Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, we will provide alternative means of employee engagement and grievance redressal. Workers interview found they are aware on their rights to voice out any issues and they are allowed to join the Union. The policy being briefed to all workers during Town hall Session and Stakeholder Meeting either at Estates or Mill.

Sighted, meeting with NUPW Representations dated 27th December 2019 attended by 4 employer and 11 NUPW Representatives. The meeting merely discusses on repairs at Line site quarters and public holiday. Minutes of meeting with NUPW available. Sighted minutes of Union Meeting with the workers dated 06/02/2020 in POM meeting room. Sighted the NUPW Organization chart 2020. Among the issues discussed were the briefing on Sime Darby sustainability policies, communication & consultation and request & respond such as workers pathway and line site complaints.

Sighted in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights clause: -
3.2.4 Respecting Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, we will provide alternative means of employee engagement and grievance redressal. Workers interview found they are aware on their rights to voice out any issues and they are allowed to join the Union of their own choosing without prior authorization and to bargain collectively.

Status: Comply

6.4

Children are not employed or exploited.

Sighted in Sime Darby Plantation Human Rights Charter (Revised 2020) under 3.3 Respect and Uphold Children's Rights stated We recognise that protecting the wellbeing of children mean safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography by:

3.3.1 Eradicating child labour in our supply chain. We will not employ anyone under the age of 18 years.

3.3.2 Providing process for remedy if children are found working. We will develop a solution that is in the best interest of the child in partnership with qualified organisations.

3.3.3 Recognising that education is a crucial component in effectively eliminating child labour, we commit to providing all our workers' children with access to primary and secondary education.

Based on document reviewed and Interviewed with office female staff, Field Supervisor and Gender Committee President found that the Estates and Mill did not employ workers less than 18 years old.

The policy being briefed to all workers during Town hall Session and Stakeholder Meeting either at Estates or Mill as below: -

- i. At Chenor Estate, the procedure being communicated to 111 workers during morning briefing as well as Town Hall Session dated 7th August 2020. Townhall at Jentar Estate was conducted on 10th August 2020 by the Estate Manager to 170 workers at Kerdau Clubhouse.
- ii. For external stakeholders, the meeting was held on 19 February 2020 involving 20 stakeholders comprising Government Agencies, Contractors and Neighboring Communities. The meeting was collaborated between Chenor Estate, Jentar Estate and Kerdau POM.

Furthermore, all Directors, Employees of the Group, Counterparties and Business Partner to adopt similar principles and standards of behavior as stated in Code of Business Conduct (COBC) Handbook August 2020. Example for Child labour Policy is under clause 5.7 Human Rights of COBC bullet No 8 stated Protecting the rights of children. We seek to promote the wellbeing of children, and safeguard them from any form of maltreatment or exploitation, including child sex tourism, child trafficking, child labour and child pornography.

Status: Comply

6.5

There is no harassment or abuse in the workplace, and reproductive rights are protected.

Sighted in Sime Darby Plantation Human Rights Charter under 3.2 Respect and Uphold Labour Rights clause: -
3.2.6 Creating a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict.

The policy being relay to internal and external stakeholders through: -

- a. External stakeholder meeting
- b. Gender Committee Meeting
- c. Townhall Session with Internal Stakeholders
- d. Sime Darby website, <http://simedarbyplantation.com>.

Since the sampled estates and mill has no female field workers, therefore only the office staff was verified during interview process who mentioned there is no such case occurred in their premises. No female workers work in mill operations and no new mothers (recently given birth, breast feeding).at the Estates. Based on record at Jentar Estate, there is 4 female staffs and 3 female workers involve in operation worked as General workers and confirmed during the interview with Chairman of Gender committee there is no new mother.

The procedure for handling social issue was described in the Sustainable Plantation Management System, Appendix 5, Version 1, and Issue No.1, dated 01/11/2008 on Flowchart and Procedures on handling Internal Social Issues.

In Sustainable Manual sighted the policies in regard to whistle-blower's protection, resolving verifiable complaints, grievances and conflicts through open, transparent and consultative process. Instead of whistle blowing, the workers have another medium to relay their complaints and grievances through SUARA KAMI – TALIAN BANTUAN PEKERJA. The complaints will be directed to Sime Darby HQ for investigation. This medium being handled by 3rd party.

The complaint and grievance mechanism being briefed to workers during morning muster as well as Townhall Session. Cross interviewed workers reveals they are aware on the mechanism and did acknowledge to fill-up Complaint Form at Estate / Mill Office if they have any request and/or suggestions.

Status: Comply

6.6

No forms of forced or trafficked labour are used.

Interview with local and foreign workers in the mill and sampled estates, it reveals they are freely and voluntary enter into employment. All workers have valid employment contract which been signed by both employee and employer, a copy given to workers. The audit team has sampled the validity and legality of worker's passport, work permit and employment contract agreement and found satisfactory with no negative issues.

Interviewed with workers in the mill and estates, they mentioned the company had kept their passport on their concern. Sighted in the Consent Letter to Management the following clause: -

- i) I have the choice keeping my own passport or authorizing my employer to safe keep my passport on my behalf.
- ii) Clause no 4, I can inform my employer if I wish to change my option at any time to either keep my passport or allow my employer to keep my passport.

The audit team did not receive and feedbacks or grievance from workers, that their wages being hold due to debt bondage.

Status: Comply

6.7

The unit of certification ensures that the working environment under its control is safe and without undue risk to health.

The responsibility and accountability to ensure Safety & Health at each operating unit lies with the respective Manager. He is assisted by his nominated Assistant Manager and other OSH Committee members representing Employer and Employee of Each Operating Unit. OSH Meeting being conducted quarterly and chaired by OSH Chairman or Manager. The Assistant Manage/ Chief Clerk as Secretary and attended by Worker's Representatives and Management Representatives. Among the discussed agendas were awareness on Covid 19, safety measure for cutting FFB stalk, SOP for harvesters, inspection of First Aid Kit, workplace inspection and OSH training.

Sighted the emergency respond plans riot, in the event any accident, in case of chemical spillage, in the event of fire and flood. Interviewed Field Supervisor who is one of the ERT member. The ERP has been explained to all workers and staffs during in house training. Based on the JKPP 8 submission record dated 7th January 2020, there is no major accident recorded for year 2019 at Chenor Estate. However, 1 major accident occurred at Jentar Estate in 2019

List of First Aid Kit (Distribution List of First-Aid Kits) at Chenor Estate is available together with the Person in Charge. 17 locations 9 Clinic, Field, Stores, Workshop and Vehicles) being provided with 1st Aid Kit to respective responsible person. First aid kit inspected showed its content has been replenished and checked monthly by the Estate Health Assistant.

First Aider for the Chenor Estate is Mohd. Shahrul Fitri bin Saidun who attended the Basic Occupational First Aid, CPR & AED Training" conducted by Cert Academy in 2020. As for Jentar Estate, Miss Nur Illyyana the Medical Assistant act as the First Aider.

Appropriate Personal Protective Equipment (PPE) for the job undertaken by the workers involved were provided free of charge by the company. Suitable PPE provided is based on the information in the SDS and CHRA assessor's recommendation. Sighted the PPE issuance list based on work type, such as sprayer and chemical storekeeper (N95 respirator, apron, nitrile glove, rubber boot, safety spec), chemical mixer (safety helmet, apron, safety spec). List of distribution of PPE well established and training records on PPE use sighted.

Field visit observed the workers (harvesters) wearing safety helmet and safety boots. The estate has a PPE washing, storing and a shower room for sprayers which facilitate the workers to self-clean before returning home. The SDS seen effectively displayed in the chemical store. The chemical and premixing store seen with sumps that holds any waste water or pesticide contaminated water.

There is a centralize clinic available in Chenor and Jentar Estate which administrating by Hospital Assistant. All the

workers are covered by SOCSO based on verification through Form 8A for the month of April and June 2020. For critical and emergency, the workers to be refer to panel clinic or Government Hospital.

Occupational injuries and LTA are monitor by the Hospital Assistant at Estates and Mill. Records on Lost Time Accident (LTA) metrics at mill/estates had been verified and JKPP 8 been submitted to DOSH in timely manner.

	Date Submission of JKPP 8	No of Cases	LTA
Chenor Estate	7/1/2020	2	4
Jentar Estate	23/1/2020	1	14

Status: Comply

PRINCIPLE #7 PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT

7.1

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

Sime Darby Plantation Berhad has established Agriculture Practise Manual – Section 15 – Plant Protection. Issue No : 1, Year : 2011, Version : 3, Issue Date : 01/07/2011. The ARM has contained information regarding the implementation of IPM.

Chenor and Jentar estates have established an IPM Plan including Rat census, Barn Owl Census and Bagworm census, Ganoderma Census, Beneficial Plant establishment and Rhinoceros beetle Census. Sighted sample of IPM plan and implementation which has been prepared by the Senior / Assistant Manager and verified by Estate Manager respectively.

Estate: Chenor Estate

1. IPM Plan

No	Issue / Area	Action Plan to reduce fresh water usage	Person In Charge	Target Date	Completion Status
1	Bagworm attack	To increase plant beneficial plant ration per ha 1d, : 1ha to 2dm to 1ha	Assistant Manager	Continues and in progress	In progress
2	Rat attack	To increase ration BO from 1 : 30 and gradually to 1:10ha ration	Assistant Manager	Continues and in progress	In progress
3	Soil moisture	To plant neprolepis to emergence of weed and also to increase moisture	Assistant Manager	Continues and in progress	In progress
4	Chipping of trunk	To chipping trunk below 10cm in order to avoid breeding of rhino beetle	Assistant Manager	Continues and in progress	In progress
5	LCC	To prevent breeding of RB and moisture	Assistant Manager	Continues and in progress	In progress
6	Single layer of EFB Mulching	To prevent breeding of RB and moisture	Assistant Manager	Continues and in progress	In progress

2. Beneficial Plan Establishment

Estate	Hectare	Planning		Actual	
		Ha	DM	Ha	DM
Chenor	42.33	42.33	42.33	42.33	59.00
	39.56	39.56	40.00	12.00	12.00

	41.35	41.35	41.35	6.00	6.00
	55.19	55.19	55.00	18.00	18.00

Estate : Jentar Estate

1. IPM Plan

No	Issue / Area	Action Plan to reduce fresh water usage	Person In Charge	Target Date	Completion Status
1	Bagworm attack	To increase plant beneficial plant ration per ha 1d, : 1ha to 2dm to 1ha	Assistant Manager	Continues and in progress	In progress
2	Rat attack	To increase ration BO from 1 : 30 and gradually to 1:10ha ration	Assistant Manager	Continues and in progress	In progress
3	Soil moisture	To plant neprolepis to emergence of weed and also to increase moisture	Assistant Manager	Continues and in progress	In progress
4	Chipping of trunk	To chipping trunk below 10cm in order to avoid breeding of rhino beetle	Assistant Manager	Continues and in progress	In progress
5	LCC	To prevent breeding of RB and moisture	Assistant Manager	Continues and in progress	In progress
6	Single layer of EFB Mulching	To prevent breeding of RB and moisture	Assistant Manager	Continues and in progress	In progress

2. Beneficial Plant Establishment

Div	Field	Ha	Type of beneficial Plant (dm)		
			Cassis cobanensis	Turnera subulata	Antigonon leptopus
East	2010A / 2014B / 2014C / 2015A / 2015B / 2016D / 2016E / 2016F / 2017A / 2017A / 2018A	865.62	877.40	339.40	273.20
West	2009A / 2009B / 2010B / 2011A / 2011B / 2011C / 2011D / 2011E / 2013A / 2013B / 2014A / 2014D / 2016A / 2016B / 2016C	1,057.72	1,160.70	386.55	304.40
Grand Total		1,923.34	2,038.10	725.95	577.60

Based on the interview with person in charge of Sustainable Department Sime Darby Plantation Group, they are aware and knowledgeable with the Global Invasive Species. The source of reference is through website (www.iucngisd.org and www.cabi.org). Presently no invasive species has been identified in both estates.

The company has recognized the inherent value of forests and the ecosystem services they provide as well as the scarcity of natural resources and threats from climate change. Sighted Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director dated 2nd December 2019. All the company's activities will be guided by a precautionary approach and a no deforestation objective. It was confirmed through site visit, there is no use of fire for pest control in all estates.

Status: Comply

7.2
Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.

Records of pesticides used (including active ingredients used and area treated, amount of active ingredients applied per ha and number of applications) were established and available for verification through bin cards, work program, chemical register, field-cost books and in progress reports.

As evidence, sighted pesticide application program for year 2020 for respective estates. Records of chemical usage sighted in the costing book. All the record maintains by estate management as follows;

1. In Chenor Estate, sample the pesticide Glyphosate usage records for circle sprays at Block 2017C for the period from 01/07/2020 – 22/07/2020 using 180ml / 16 liter @ 0.48ml / Ha
2. In Jentar Estate, sampled the pesticide Glyphosate and Canyon usage records for circle sprays at Block 2014B/112.46Ha for the period from 16/07/2020 – 20/07/2020 using 180ml + 18ml / 16 liter @ 0.48ml / Ha

Sime Darby Plantation Berhad Group is committed to minimize the usage of agrochemicals by implementing IPM for both estates as follows.

No	Issue / Area	Action plant to reduce chemical
1.	To plant beneficial plant (Tunera Subulata, Antigonon leptopus, cassia conanesis)	By plant the beneficial plant will reduce usage of chemical such as cypermetrin and acephate
2.	Reduce of population of rat	To increase ration BOB from 1;30 and gradually to 1:10ha ratio and also as per recommended by ARM
3.	Planting of LCC	To prevent of RB To depress weed growth
4.	Grass cut	To conduct grass cut gradually on path
5.	Chemical mixing	Strictly follow the ARM recommendation

The management encourage establishment of biological control as per IPM plan. The implementation in the field is consistent with the SOP operation Guidelines in Integrated Pest and Disease management of oil palm and part of strategic to minimize the usage of pesticides.

No prophylactic use of pesticides had been carried out in all Estates. Blanket spraying was not in practiced and soft grasses being maintained in the field. In view of Estate practice, the insecticides are used only after a threshold level has been exceeded as per Agriculture Reference Manual Guideline. Sighted latest chemical register for all Estates and It's confirmed that there is no Class 1A and 1B chemical has been used in the estate operation.

Pesticides were handled, used or applied by trained Agrochemical Sprayers, Pre-Mixer and Mandore's. The Pesticide operators were given training on the safe handling and application of the pesticides as per the SDS of the pesticide.

Pesticides operators have been provided with proper PPE. Observed during the site visit the PPE usage by the operators such as google, half face respirator, nitrile hand glove, rubber boot and apron were in place. The emergency shower and eye wash were verified to be available and in proper working order at the pesticide mixing area. All Estates having adequate facilities for mixing of pesticides and the emergency shower and eye wash were verified to be available and in proper working order at the pesticide mixing area. The PMU has adequate facilities for mixing of pesticides and cleaning up after work. There are suitable storage areas for PPE. cleaning up after work. There are suitable storage areas for PPE. Training to the chemical handlers as sighted:

1. Chenor Estate
 - Training on chemical handling by Mr Heng Wah Leong (My Crop Trading) on 21st July 2020 to 20 participant including Executive, Staff, Mandore and Sprayer.
2. Jentar Estate
 - Training on chemical handling by Mr Heng Wah Leong (My Crop Trading) on 27th August 2020 to 25 participant including Executive, Staff, Mandore and Sprayer.

Site inspection to the storage facilities evidence that all pesticides are stored in an appropriate manner as follows: -

1. All pesticides are labelled with original labels.

2. Safety Data Sheet (SDS) for all the chemical sighted and updated.
3. All stores were secured under lock and key with restricted access.
4. Provision of ventilation fan.
5. Display of Safety Pictorial poster, namely the required PPE and chemical Safety hazards pictogram.

Sighted the unused empty chemical containers that were triple rinsed and pierced 3 holes at the bottom and kept at Empty Chemical Container Store. The empty pesticide container has been used for premix of chemical or disposed as Recycle waste to third party as listed below:

No	Estate	Containers disposed	Date Collected	Collector
1	Chenor	702 pcs	19 th June 2020	S.S Ravi Trading
2	Jentar	671 pcs	27 th August 2020	

Annual medical surveillance for all pesticide operators had been implemented in accordance with OSHA USECHH 2000 requirements Schedule 1 and 2 for Chenor and Jentar Estate. Based on the recommendation has been given by OHD in the CHRA report for Chenor Estate, recommendation has been given to carry out annual medical surveillance for all worker worked under station Foremen. Sighted latest medical surveillance done at Klinik Syed Badaruddin which examined on 25th August 2020. Based on remarks, all the workers are fit for works. In Jentar Estate, recommendation has been given by OHD in the CHRA report to carry out medical surveillance for all worker worked under sprayer station. Sighted latest medical surveillance done at Klinik Sulaiman which examined on 6th – 7th March 2020. Based on remarks, all the workers are fit for works.

Verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator. The record in the medical surveillance has confirmed that no female worker employed to carry out pesticides' activities

Status: Comply

7.3

Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.

Waste management plan for the estate and mill available as below :

- i. Recycling available? sighted the recycling for scrap iron available at the mill.
- ii. Reusing Available? no reusing at the mill
- iii. Disposal of waste material □ Methodology of Scheduled waste and Non Scheduled waste : Implementation of scheduled waste as follows :

The last collection of waste dated 15th June 2019 and the units had completed the SW collection from the mill dated 16th March 2019. Sighted the letter communication and information received by the unit dated 5th march 2020 to Jabatan Alam Sekitar Temerloh that the disposal only can take the SW on 16th March 2020. This is due to the logistic issues by cenviro – Kualiti Alam.

In estates, sighted the waste management plan year 2020 prepared by the Assistant Manager and verified by the respective Estate Manager. Sources of pollution and waste have been adequately identified by all estates. Generally, the wastes identified were of general, recyclable and scheduled wastes. The management had listed the waste product, sources of pollution, mitigation measures, target, and person responsible. Among the wastes that were identified include domestic wastes from household, scrap iron, empty chemical containers, scheduled wastes as listed below;

1. Schedule waste (Used lubricants, Used hydraulic oil, used batteries)
2. Domestic waste (Rubbish from housing area, mill office)
3. Recycle waste (Used fertilizer bags, used chemical containers, used paper)

Sighted the Fifth Schedule (Regulation 11) Inventory of Scheduled waste, all the estates have shown their compliance toward the Environmental Quality Act 1974 (Schedule Wastes) Regulations 2005. Summary record of the waste dispose as below: -

1. Chenor Estate

SW Code	SW Items	Date Generated	Quantity	Date Disposed
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305	Spend Engine Oil	08/2019	210 Liter	July 2019
409	Contaminated Sand	08/2019	10 kg	July 2019
410	Empty Container	07/2020	702 pcs	June 2020

2. Jentar Estate

SW Code	SW Items	Date Generated	Quantity	Date Disposed
305	Spend Engine Oil	08/2020	200 Liter	June 2020
410	Empty Container	03/2020	671 pcs	August 2020

Training and briefing on scheduled waste have been planned and conducted to internal and external stakeholders for the respective estates:

1. Chenor Estate: Training on chemical handling by Mr Heng Wah Leong (My Crop Trading) on 21st July 2020 to 20 participant including Executive, Staff, Mandore and Sprayer.
2. Jentar Estate: Training on chemical handling by Mr Heng Wah Leong (My Crop Trading) on 27th August 2020 to 25 participant including Executive, Staff, Mandore and Sprayer.

There is no evidence to show that the company is using fire for its control of pests. It is to support the Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director dated 2nd December 2019.

NC (7.3.1)

Schedule Waste (SW 305 – Spent lubricating oil / SW 409 – Contaminated Soil) was kept more than 180 days in Chenor Estate:

Items SW	Date Generated	Date Disposed	Difference Days
SW 305	01.08.2019	-	399
SW 409	01.08.2019	-	399

7.3.1 Status: Non-conformity No. 2020.01 with non-critical grade

7.4

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

Chenor and Jentar estates operate in accordance with the Agriculture Manual and standard operating procedures. The practices consistently monitored by estate operation management and regional office. The recommendations for improvements are given to maintain the sustainable practices. Leaf analysis and foliar sampling will be monitored on yearly basis. Variable dosage recommendation was given by the agronomist for fertilizer input for both estates. Sighted annual record Soil and Leaf Analysis for year 2020 covered under Agronomist report for Chenor and Jentar Estate.

Large portion of both estates is consisting of good soil series which is friable and well drain. This soil has limitation in its water holding capacity and tend to dry fast. Thus. Moisture conservation practices such as maintaining LCC, U shape frond arrangement, maintaining soft grass & nephrolepis and judicious spraying are very important to minimize soil moisture loss. Further improvement in manuring, pruning, crop recovery and rat management are also required to ensure yield improvement.

Leaf nutrient analysis are commonly used in the diagnosis of fertilizer requirements in oil palms. The frequency for leaf analysis and leaf sampling is conducted annually. The foliar sampling and soil analysis reports by the company's agronomist were available at the estates as per agronomist report. The agronomist report also emphasized on field best practices and physical condition such palm appearance, canopy size and vigour, canopy color and vigour, palm circle and inter row condition. Sighted Leaf Nutrient Levels result for few fields in Jentar Estate as below: -

Nutrient / Field	2016F	2009A	2014B
N %	2.77	2.67	2.77
P %	0.166	0.159	0.166
K %	1.00	1.00	1.00
Mg %	0.32	0.24	0.32

B (%DM)	17	14	17
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The mill is delivering the mill waste such as POME and EFB to the estate. Sighted the records for EFB distribution to the estate. All fields will be recommended with full rates of fertilizer despite EFB being programmed at the selected field. Records of EFB application in both estates audited are available and has been verified by the auditor.

Fertilizers in Chenor and Jentar estates were applied according to agronomist recommendation. The records have the information about application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. Types of fertilizer applied were of straight and mixture. The records were maintained and update accordingly. Verification of various documents at both estates such as agronomist report, annual manuring program and store issuance records shown that the inputs of fertilizers to the field were accurate. Sighted the recommendation and application data for all estates as sample below.

Chenor Estate: Sample Block : PM 2001A, 53.92Ha – 141 palm / Ha

Recommendation from Agronomist	Fertilizer Type : AC – 1.75kg / palm – Feb 2020 MOP – 1.50kg / palm – March 2020 Rp – 1.50kg / palm – May 2020 Kieserite – 2.00kg / palm - June
Actual Application by estate operation	Fertilizer Type : AC – 1.75kg / palm – Jan 2020 MOP – 1.50kg / palm – April 2020 Rp – 1.50kg / palm – June 2020 Kieserite – 2.00kg / palm – June 2020

Status: Comply	
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7.5
Practices minimise and control erosion and degradation of soils.

Soil surveys and topographic information, including the identification of steep terrain, marginal and fragile soils was available. Sighted the soil series available in soil maps at both Estates as shown below. There was no soil categorized as problematic or fragile soil in both estates.

No planting of oil palm on steep slopes (>25 degrees) in the estate as per company policy signed by Mohamad Helmy Othman Bash, Group Managing Director dated 2nd December 2019. Sighted Slope & Manuring Block Map for Chenor and Jentar estate prepared by R&D – Precision Agriculture Unit (EIM) updated on March 2019 and October 2019 respectively. It's confirmed that all the planted area is below than 25 degree and this was sighted during the field visit at both estates.

To prevent and minimize erosion from planting and replanting activities in slopes, the followings practices have been drawn-up:

1. Minimize use of heavy machinery particularly during wet weather to avoid soil compaction.
2. Construct contour terraces for slopes > 15 degrees (especially in steep area) and platform in undulating areas.
3. Construct adequate under-passes, hump & silt pits.
4. To ensure that leguminous covers crop are established promptly after the land preparation work has been completed.

Based on the site visit to both estates, no new planting was observed at the steep terrain in all estates.

Status: Comply	
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7.6
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

No new plantings in all the estates.

Status: Comply	
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7.7
No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.

No new planting on Peat at Chenor and Jentar Estates

Status: Comply

7.8
Practices maintain the quality and availability of surface and groundwater

Both estates have established the Water Management Plan to monitor the source of water, description, management and monitoring plan to ensure the water are safe and protected. The source of water for domestic used in Chenor Estate is from Government source (Pengurusan Air Pahang Berhad - PAIP) and Jentar Estate is from the treated water catchment area. Sighted Water Management Plan for both estates which has been prepared by Senior / Assistant Manager and verified by the respective Estate Managers.

Water Management Plan for Chenor and Jentar Estate has been divided into 3 categories as bellow:

1. Water Management Plan: Contingency plan during water shortage for financial year 2020.
2. Identification & Management of waste waters for FY 2020
3. Action plan to reduce freshwater usage for FY 2020

Distribution of water for domestic use in the Kerdau Complex is in charge by Kerdau Estate Management. According to the water management plan prepared by Kerdau Estate, water quality test will be carry out every month. The Water Quality report for Treated Water taken at 3 point i.e No. 1 - Catchment Pool, No. 2 – Storage Tank and No. 3 – Workers Quarters as tabulated below;

Parameter	No. 1 Catchment Pool	No. 2 Storage Tank	No. 3 Workers Quarters	Standard Quality
Date Received	05/08/2020	05/08/2020	05/08/2020	
Date Sampled	29/07/2020	29/07/2020	29/07/2020	
Date Tested	05/08/2020	05/08/2020	05/08/2020	
Date Issued	14/08/2020	14/08/2020	14/08/2020	
pH	6.20	7.40	7.20	6.60 – 9.00
TDS (mg/L)	160	164	464	1000
Turbidity (NTU)	2.20	0.30	3.30	5
Chlorine, ppm	36	68	58	250

The management plan for conserving its river buffer zone such as:

1. To erect proper signboard at strategic points along the boundary to riparian zones
2. To erect riparian Zone signboard.
3. To identify location of river / stream in the Estate map
4. To paint with red & white bands on frond butt / trunk of every alternate palm bordering the riparian zone.
5. Fertilizers and herbicides are prohibited.
6. To monitor rainfall data.

No river water passing through for both estates. However, in Chenor estate there is a water catchment area which holds a conservation value for daily basic needs or emergency water use. Water Catchment area is located at block 2002B and sighted the buffer area painted with red & white band on the tree trunk, safe signage and erection of buffer zone signboard surrounding the water catchment area.

The mill effluent generated is treated as per required by Jadual Pematuhan from DOE. Sighted the recording made by the mill daily basis. Sighted the mil water per ton FFB year 2020 from January to February (2.212 MT/FFB January, and 1.824 MT/FFB February 2020). FY 2019 Details of the water consumption as follows MT / Ton FFB:

- i. January; 0.417
- ii. February; 0.495
- iii. March; 0.599

- iv. April: 0.588
- v. May: 0.643
- vi. June: 0.907
- vii. July: 0.672
- viii. August: 0.682
- ix. September: 1.459
- x. October: 0.943
- xi. November: 1.720
- xii. December: 2.012

Status: Comply
7.9
Efficiency of fossil fuel use and the use of renewable energy is optimised.

Sighted the plan in both estate for improving efficiency of the use of fossil fuels and to optimize renewable which incorporated in the Environmental Management Plan in the respective estate. Monthly record of energy consumption for non-renewable and sources were kept and documented. It is monitored to optimize use of renewable energy. Record for Diesel consumption for respective estate for year 2020 has been verified during the audit. To-date data for Chenor estate was 1.94 Liter/MMT FFB while for Jentar estate was 2.18 Liter/MT FFB.

Status: Comply
7.10
Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.

Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. Land conversion, Emissions from Fertilizer, Emissions from peat, Fuel Consumption, and crop sequestration. Their usage have been recorded and documented at each of the operating units. Approved GHG calculator, Palm GHG was used for the calculation during implementation period. Identification of significant pollutants and greenhouse gas (GHG) emissions has been conducted for the followings: -

1. Land conversion,
2. CO₂ Emissions from Fertilizer,
3. N₂O Emissions from peat,
4. N₂O Emissions from Fertilizer
5. Fuel Consumption
6. Peat Oxidation
7. Crop sequestration.

All information and data below can be retrieved from the summary report generated through PalmGHG Calculator.

Summary of Net GHG Emissions

Emissions per Product	tCO ₂ e/ tProduct
CPO	1.53
PK	1.53

Extraction	%
OER	20.77
KER	4.32

Production	t/yr
FFB processed	204,897.91
CPO Produced	42559.4

Land use	ha
OP planted area	16315.84
OP planted on peat	0
Conservation (forested)	0
Conservation (non- forested)	0
Total	16315.84

Summary of Field Emissions and Sinks

	Own Crop		Group		3rd Party		Total
	tCO ₂ e	tCO ₂ e /tFFB	tCO ₂ e	tCO ₂ e /tFFB	tCO ₂ e	tCO ₂ e /tFFB	
Emissions							
Land Conversion	117,336.70	0.73	276.43	0.71	0	0	117613.12
*CO ₂ Emissions from	14,198.26	0.09	17.64	0.05	0	0	14215.90

Fertiliser							
**N ₂ O Emissions	8,147.85	0.05	9.99	0.03	0	0	8157.83
Fuel Consumption	1,147.58	0.01	2.32	0.01	0	0	1149.91
Peat Oxidation	0	0	0	0	0	0	0
Sinks							
Crop Sequestration	-111,219.61	-0.69	-262.02	-0.67	0	0	-111481.63
Conservation Sequestration	0	0	0	0	0	0	0
Total	29,610.77	0.18	858.61	0.11	0	0	37643.85

Summary of Mill Emissions and Credits

	<i>tCO₂e</i>	<i>tCo₂e/tFFB</i>
Emissions		
POME	40163.46	0.20
Fuel Consumption	333.53	0.00
Grid Electricity Utilisation	587.37	0.01
Credits		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	41084.36	0.20

Palm Oil Mill Effluent (POME) Treatment

Divert to compost	0
Divert to anaerobic digestion	100

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	100
Divert to methane capture (flaring)	0
Divert to methane capture (electricity generation)	0

All the figures were tally and accurate between GHG RSPO Calculator Version 4 and Manual record in the respective estates and POM.

There was no proposed development area in the SOU 11 Kerdu Palm Oil Mill. Hence, no New Planting.

The significant pollutants and greenhouse gas (GHG) emissions had been identified and documented and plans to reduce or minimize were being implemented. Sighted, in the Estate Environmental Management Programme the mitigation on the negative impacts and to promote the positive one being effectively implemented and monitored by both estates as below:-

Process / Area	Activity	Impact	Management Control
Tractor and Heavy Machinery	Smoke emission of vehicle / heavy machineries	Air Pollution	To perform regular maintenance of the vehicle / heavy machineries involved.

Status: Comply

7.11
Fire is not used for preparing land and is prevented in the managed area.

It was confirmed through site visit, there is no use of fire for in all estates during replanting as per emphasised in Group Sustainability & Quality Policy Statement signed by Mohamad Helmy Othman Basha, Group Managing Director dated 2nd December 2019.

Seen Fire Drill with ERP and Fire Fighting organization in both estates. Sighted the emergency procedure for all Estates. Emergency response plan available in local language (Malay and English). The ERP has been explained to all workers and staffs during training. Emergency response plan include the emergency contact number, and also have Guidelines on Accident, Emergency Procedures and Exit routes as well as assembly point in file and pasted on notice board.

Status: Comply

7.12

Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.

This indicator is not applicable as no new planting exist within SOU 11 Kerdu Palm Oil Mill certification unit.

7.12.2

For Chenor and Jentar Estates, Sustainability Department is in-charge on HCV Assessment.

The Sime Darby Plantation Berhad is periodically reviews HCV assessments and the last HCV review was conducted in 2016 as outlined in the In House High Conservation Value Area Assessment document.

Based on document verification, the identification of RTE species has taken into consideration the IUCN Red List, CITES and the Red List of Mammals for Peninsular Malaysia published by the Department of Wildlife and National Park Peninsular Malaysia (DWNP), 2010. In-House HCV Assessment is carried out by a Team that has the competency of identifying HCV.

The Methodology and participatory used in the assessment process comprise of the following steps:

1. Team formation and briefing on project scope.
2. Compilation of secondary and available primary data, including preliminary stakeholders consultation.
3. Fieldwork and primary data collection – physical inspection, site observation, internal and external stakeholder consultation.
4. Data analysis and interpretation.
5. Preparation of full report and maps

Sighted the In – House High Conservation Value Assessment Re assessment for Pahang Zone for SOU 10 – Bukit Putri, SOU 11 – Kerdu, and SOU 12 Jabor prepared by PSQM Department, Sime Darby Plantation Sdn. Bhd., dated March 2016. The HCV as follows;

Estate	Assessment Area	Ha	Present HCV
Chenor	Water Catchment	7.82	HCV 4
Jentar	Bukit Kiab	59.00	HCV 4
	Jah Hut Cementery	0.0002	HCV 6

The HCV report for SOU 11 Kerdu Palm Oil certification unit has been conducted by Ms Nur Aida Ab. Gani (Field Assessor / Report Writer), Norsyamimi Saifullizam (Field Assessor) and Tharani Malar David (Field Assessor) in year 2016.

Status: Comply

3.2 Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA 1.4	The Kerdau POM – SOU 11 (Sime Darby Plantation) do not use RSPO trademark and CB Logo. Sime Darby Plantation has a trademark license number Trademark License Number RSPO-1106024.	✓
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of trademark Use	X or√
ASA 1.4	The Kerdau POM – SOU 11 (Sime Darby Plantation) do not use RSPO trademark and CB Logo. Sime Darby Plantation has a trademark license number Trademark License Number RSPO-1106024.	✓
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA 1.4	The Kerdau POM – SOU 11 (Sime Darby Plantation) do not use RSPO trademark and CB Logo. Sime Darby Plantation has a trademark license number Trademark License Number RSPO-1106024.	✓
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
ASA 1.4	The Kerdau POM – SOU 11 (Sime Darby Plantation) do not use RSPO trademark and CB Logo. Sime Darby Plantation has a trademark license number Trademark License Number RSPO-1106024. The company has SOP for Sustainability Supply Chain and Traceability (issue date: April 2019).	✓
	Status: Comply	

3.3 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 unit 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 September 2020 by the Head of Sustainability.

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:

- 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

Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.1.1	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, latest partial internal audit held in 2019, for five units and three smallholder scheme.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit, latest partial internal audit is held in 2019, for five units and three smallholder scheme.</p>
2.1.2	No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3 (it has changed be Criterion 7.12 in P&C 2018)	<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. Current status of LUCA report of SDP Bhd is having been sent the 19 report of LUCA to RSPO on Aug 2018, responded by</p>

		RSPO with need clarification. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondence with RSPO Remediation and Compensation.
2.1.3	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.
2.1.4	Land conflicts, if any, are being resolved through a mutually agreed process, such as the RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO criteria 2.2, 6.4, 7.5 and 7.6 (it has changed be Criterion 4.8, 4.7 and 4.5 in P&C 2018).	<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</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in: PT Bina Sains Cemerlang, this issue was raised on 22 April 2017 and still being process to resolve.</p>
2.1.5	Labour disputes, if any, are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3 (it has changed be Criterion 4.2 in P&C 2018).	<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>
2.1.6	Legal non-compliance, if any, is being addressed through measures consistent with the requirements of RSPO P&C criterion 2.1 (it has changed be	<p>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p>

	<p>Criterion 4.2 in P&C 2018).</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, i.e.:</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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3.4 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.4.1. Identification of Findings, Corrective Actions and Observations at ASA-1.3 Assessment

<i>NCR No.</i>	: 2019.01	<i>Issued by</i>	: Yap Chin Hung
<i>Date Issued</i>	: 12 th April 2019	<i>Time Limit</i>	: ASA-1.4
<i>NC Grade</i>	: Minor	<i>Date of Closing</i>	: 14 June 2019
<i>Standard Ref. & Requirement</i>	: 4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Evidence observed (filled by auditor): During the site audit (Kerdau POM), it was observed that the fire hose reel was not in working condition. Nozzle was not attached to fire hose. Furthermore, first aid box was not available at the production area. There is no periodical monitoring performed for readiness of firefighting equipment. Interviewed with production personnel, nozzle stored in the workshop and only retrieved from workshop whenever occurrence of fire accident.			
Non-Conformance Description (filled by auditor): This is nonconformity against indicator 4.7.5 stating that accident and emergency procedures shall exist and instructions shall be clearly understood by all workers and first aid equipment shall be available at worksites.			
Root Cause Analysis (filled by organization audited): Incomprehensive training of accident and emergency procedures to the workers.			
Correction (filled by organization audited): To install the hose reel nozzle and follow-up with MA on the First Aid Kit box. A mock emergency evacuation has been conducted to monitor mill performance for readiness of firefighting equipment.			
Corrective Action (filled by organization audited): To re-visit training materials and ensure items related to firefighting equipment (including hose reel and nozzle) and first aid kits are available at site. To monitor the firefighting equipment and First Aid Kit availability and functionality during quarterly workplace inspection.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 28 May 2019 Kerdau POM has shown the corrective action such as: <ul style="list-style-type: none">• Safety town hall briefing on Monday, 15 April 2019. Attended by 71 participant.• Photos of monthly inspection of first aid kit by medical assistant and refill.• Photos of hose reel.			

- Check list of first aid kit in working station as per January 2019.
- Photos of emergency response team training.

Based on document verification, this nonconformity still **open**.

Verification on 12 June 2019

Certificate holder has shown the evidence as follows:

- First aid kit monthly monitoring sheet in main office, mill laboratory, guard house, process station, mechanical and electrical workshop.
- ESH plan year 2019 which indicated inspection of fire extinguisher/firefighting equipment and first aid kit will conducted every 3 months.
- ESH plan year 2019 which indicated the fire drill and firefighting training annually.

There is no evidence that all fire hose point has attached with proper hose and nozzle. Based on document verification, this nonconformity still **open**.

Verification on 14 June 2019

Sighted the service report by certified third party tester (Bestro engineering) related to installation of hose reel at following place dated 12th October 2018. Certificate holder has shown the following evidence related to the proper attachment of hose reel and nozzle at the stations as followed :

- Power House station
- Mill Main Store room
- Kernel Bunker Station
- Clarification Station
- Biofertilizer Area
- Recovery Station

Hence the Certificate Holder manage to show the evidence that proper installation of fire hose reel and fire nozzle been properly attached accordingly. Based on the document verification, this non conformity is **Closed**.

Verified by	: Andi Pratama Pasaribu
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NCR No.	: 2019.02	Issued by	: Andi Pratama Pasaribu
Date Issued	: 12th April 2019	Time Limit	: 10th July 2019
NC Grade	: Major	Date of Closing	: 20 May 2019
Standard Ref. & Requirement	5.7.2 The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> • 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. 		

	<ul style="list-style-type: none"> • 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.
<p>Evidence observed (filled by auditor):</p> <p>During the audit, auditor found:</p> <ol style="list-style-type: none"> 1. All certified/uncertified FFB received, CPO/PK product, dispatch and mass balance records have been documented by mill on a real-time basis and/or three-monthly basis. 2. According to the transaction report in palm trace, the last notification of transaction report performed by Kerdu POM on 29 August 2017. 3. According to the minutes of management meeting dated on April 2018 stated that the remaining stock will be removed at the end of certification period (at least on early July). However, no evidence of remaining stock removal by Kerdu POM at the end of ASA-1.2 certificate on July 2018. 4. According to the record keeping 12 month before audit (April 2018 – March 2019) found that Kerdu POM has sold CSPO/CSPK as conventional. However, there is no evidence that the mill has removing their certified volumes in RSPO IT platform. 5. There is no specific guidance for removing stock of CSPO/CSPK if any certified product sold under other scheme or as conventional in Standard Operation Procedure for Sustainability Supply Chain and Traceability (last revised on September 2018). <p>Non-Conformance Description (filled by auditor):</p> <p>Based on the fact above, it can be concluded that Kerdu POM didn't has a mechanism which can lead them for better recording, updating and monitoring of data in the RSPO IT platform.</p>	
<p>Root Cause Analysis (filled by organization audited):</p> <p>The mechanism to conduct removal of stock is not clearly identified during the meeting in April 2018, where the duration, period were not being discussed/identified in details and not translated to the SOP.</p>	
<p>Correction (filled by organization audited):</p> <p>Discussion between GSQM and Global Trading (GT) and to agree that GT to perform timely removal of CSPO/CSPK stock. (Discussion was done on 22 April 2019).</p>	
<p>Corrective Action (filled by organization audited):</p> <p>To review Standard Operation Procedure for Sustainability Supply Chain and Traceability i.e. to include clause for removal of RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage</p> <p>To request accessibility to the RSPO IT platform for monitoring of RSPO certified volume sold</p>	
<p>Assessor Evaluation and Conclusion (filled by auditor):</p> <p>Verification on 20 May 2019</p>	

- Kerdau POM has revised their Standard Operation Procedure for Sustainability Supply Chain and Traceability on April 2019. This last revised has set the procedure and personnel in charge to control the transaction in RSPO IT Platform especially for certified volume sold under other scheme or conventional (clause 10.4).
"RSPO certified volume sold under other scheme or as conventional, or in case of underproduction, loss of damage shall be updated/removed in RSPO IT Platform by GT within one month before the end of license period taking into consideration license extension period (of maximum 3 months), or as and when necessary/scheduled."
- PSQM also as proposed 2 personnel of Kerdau POM to have an RSPO IT Platform account.
- Auditor has reviewed the transaction record in RSPO IT Platform where all of certified volume sold (RSPO certified and conventional) has been registered.

Auditor conclusion on 20 May 2019

Based on the evidence shown, this non conformity has been **fulfilled**.

Verified by	:	Andi Pratama Pasaribu
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3.4.2. Identification of Findings, Corrective Actions and Observations at ASA-1.4 Assessment

NCR No.	: 2020.01	Issued by	: Mohd Fadzli Bin Bistamam												
Date Issued	: 02 September 2020	Time Limit	: RC-2												
NC Grade	: Minor	Date of Closing	:												
Standard Ref. & Requirement	: 7.3.1 - A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.														
Evidence observed (filled by auditor): Chenor Estate "Environmental Quality (Schedule Waste) Regulation 2005; PU(A) 294/2005; Regulation 9 – Storage of schedule waste; No. 5 – Any person may store schedule wastes generated by him for 180 days or less after its generation provided that :															
<table border="1"> <thead> <tr> <th>Items SW</th><th>Date Generated</th><th>Date Disposed</th><th>Difference Days</th></tr> </thead> <tbody> <tr> <td>SW 305</td><td>01.08.2019</td><td>-</td><td>399</td></tr> <tr> <td>SW 409</td><td>01.08.2019</td><td>-</td><td>399</td></tr> </tbody> </table>				Items SW	Date Generated	Date Disposed	Difference Days	SW 305	01.08.2019	-	399	SW 409	01.08.2019	-	399
Items SW	Date Generated	Date Disposed	Difference Days												
SW 305	01.08.2019	-	399												
SW 409	01.08.2019	-	399												
Non-Conformance Description (filled by auditor): Schedule Waste (SW 305 – Spent lubricating oil / SW 409 – Contaminated Soil) was kept more than 180 days.															
Root Cause Analysis (filled by organization audited): Unavailability of person in-charge to monitor scheduled waste inventory and disposal at Chenor Estate.															
Correction (filled by organization audited): Notified Cenviro/ Kualiti Alam for disposal on 28/09/2020 and assigned Person In-Charge and her back-up to update all SW inventory without failed either date of generate and disposed.															
Corrective Action (filled by organization audited): To conduct training to PIC and her subordinate including person involve in producing schedule waste in the estate i.e. chemical mixer and workshop operator on scheduled waste handling and conduct scheduled waste inventory on a weekly basis.															
Assessor Evaluation and Conclusion (filled by auditor): All evidence related to this NC will be verified during next year audit. This minor NC is still open.															
Verified by	:														

3.4.3. Opportunity for Improvement

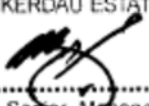
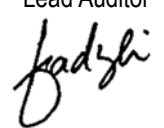
No	Ref. Std.	Description
-	-	-

3.4.4. Noteworthy Positive Components

No	Description
1	Company's commitment to implement sustainability.
2	Good Occupational Health & Safety System established at Chenor and Jentar estate with few safety good practices in place.
3	Improvement observed in operation process efficiency towards mechanization.

3.5 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Verification
Local Contractors <ul style="list-style-type: none"> • They have good understanding about RSPO. • He is clear that if he employs a worker, he has to officially inform estate management. He also knows the working hours, minimum salary, SOCSO & EPF (for local workers) that must be paid as he has been briefed in the Stakeholders meeting. • They informed that the payments were made promptly without any delay. Contract agreement were signed prior commencement of work. 	<p>Positive findings</p>
Estate workers <ul style="list-style-type: none"> • RSPO awareness, company policy and SOP are briefed among workers during muster call. • Personal Protective Equipment are distributed free of charged by management. • They have good understanding about complaint and grievance mechanism. • They are very happy with the management and hopes to continue their contract for a long time. • Company well managing the welfare, health and safety of their workers. • Housing facilities is provided with water and electrical supply. • They have been treated equally without any discrimination. Their salary was according to Minimum Wage Order 2020. 	<p>Positive findings</p>
Liberty Shared <p>There is a Petition from Liberty Shared submitted to U.S. Customs and Border Protection with content of statement was on excessive overtime, retention of identity documents, physical and sexual violence, deception, debt bondage, abuse of vulnerability, abuse of working and living conditions, restriction of movement, withholding wages, isolation and intimidation & treats.</p>	<p>During this audit, interviewed with mill and estate managers, field staff, estate and mill workers (local and foreigners) reveals no issue of concerning oil palm processing violating any environmental, social nor applicable legal regulations. The audit team has also cross verified via interview with workers on SDP's response to the "Statement Made by Liberty Shared" dated 4 August 2020" and the press statement dated Friday, 7 August 2020. The content of statement was on excessive overtime, retention of identity documents, physical and sexual violence, deception, debt bondage, abuse of vulnerability, abuse of working and living conditions, restriction of movement, withholding wages, isolation and intimidation & treats. However, sampled workers and staff during this audit does not resulted with positive against the statement.</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>Signed on behalf of:</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> <p>SOU 11 Sime Darby Plantation Berhad Management Representative SIME DARBY PLANTATION BERHAD (COMPANY NO : 647766-V) KERDAU ESTATE</p>  <p>..... Senior Manager<u>AZRI BIN LAHMAN</u> Wednesday, 16 September 2020</p> </div> <div style="text-align: center;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Mohd Fadzli Bin Bistamam</u> Wednesday, 16 September 2020</p> </div> </div>

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	Gender Committee of Sime Darby Kerdau	Malaysia		Interview	1 – 2 Sept 2020	✓	
2	Contractors of FFB Transportation	Malaysia		Interview	1 – 2 Sept 2020	✓	
3	Sime Darby Foreign Workers Representative (6 workers)	Malaysia		Interview	1 – 2 Sept 2020	✓	
4	Mill Operator (FFB Ramp)	Malaysia		Interview	1 – 2 Sept 2020	✓	
5	Estate workers (Harvesters, Sprayers, Field Workers) & Estate Supervisors	Malaysia		Interview	1 – 2 Sept 2020	✓	

Appendix 2. Assessment Program

DATE		15 – 17 March 2020	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Ahad / Sunday, 15 March 2020			
08.00 - 11.00		Jakarta – Kuala Lumpur	• MAY / BYG
11.00 – 16.00		Travelling from KL to Temerloh	• All Auditor
Isnin / Monday, 16 March 2020			
08.00 – 09.00		Opening Meeting in Kerdau Palm Oil Mill <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) 	All Auditor
09.00 – 12.00		Document Audit and Field visit to Kerdau Palm Oil Mill <ul style="list-style-type: none"> Supply Chain verification (FFB Receiving, Weighbridge) FFB Sorting, Processing Activity, Despatch CPO); Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) 	• MAY • EHD / BYG
12.00 – 14.00		Break and Lunch	
14.00 – 17.00		<ul style="list-style-type: none"> Continue Field Observation and field observation clarification Document review & Follow-up and Clarification of Field Observation\ 	All Auditor
Selasa/Tuesday, 17 March 2020			
08.00 - 12.00		Document review	
12.00 –		Force majeure due to Covid-19. Malaysia will applied lockdown.	

DATE	01 st – 02 nd Sept 2020	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
<i>31st August 2020</i>		
	Travelling Day	
<i>01st Sept 2020 (Tuesday)</i>		
Jentar Estate	0830 – 0900: Opening meeting Introduction by team leader 0900 – 1700 Document review (Jentar Estate) <ul style="list-style-type: none"> • Document review [EIA, SIA, CIP, Business Plan] • Complaint mechanism / Request & respond • Best agricultural practices • Safety and Health • Last year NC (s) verification Site verification <ul style="list-style-type: none"> • Best agricultural practices • Manuring, Spraying, Harvesting, • HCV / Conservation Area • Legal compliance / boundary • Chemical / Pesticide / Fertilizer Stores • Workers interview • Worker's facilities (housing, pay) Stakeholder consultation if required.	MFB, MRB, IBI
<i>02nd Sept 2020 (Wednesday)</i>		
Chenor Estate	0900 – 1600 Document review (Chenor Estate) <ul style="list-style-type: none"> • Document review [EIA, SIA, CIP, Business Plan] • Complaint mechanism / Request & respond • Best agricultural practices • Safety and Health • Last year NC (s) verification Site verification <ul style="list-style-type: none"> • Best agricultural practices • Manuring, Spraying, Harvesting, • HCV / Conservation Area • Legal compliance / boundary • Chemical / Pesticide / Fertilizer Stores • Workers interview • Worker's facilities (housing, pay) • Stakeholder consultation if required. 0600 – 1630: Preparation for closing meeting Additional field visits and meetings with managers as necessary. 1630: Closing meeting <ul style="list-style-type: none"> • Presentation of findings by the audit team • NC closure dateline (if any) • Questions and answers • Final summary by team leader End of assessment	MFB, MRB, IBI