

*Roundtable on Sustainable Palm Oil Certification  
RSPO*

**[ ✓ ]** Surveillance 1.4

Name of Management Organisation : Jabor Palm Oil Mill – SOU 12 subsidiary of Sime Darby Plantation Berhad  
 Plantation Name : Jabor Estate  
 Location : Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia  
 Certificate Code : **MUTU-RSPO/92**  
 Date of Certificate Issue : 07 July 2016                      Date of License Issue : 29 Nov 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	13 to 15 September 2020	Mahaswaran Maliyapan (Lead Auditor); Mohd. Rizal bin Md. Kassim; Yap Chin Hung	Ardiansyah	Octo H.P.N. Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.4	12 October 2020

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Figure 1. Location Map of SOU – 12 Jabor



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

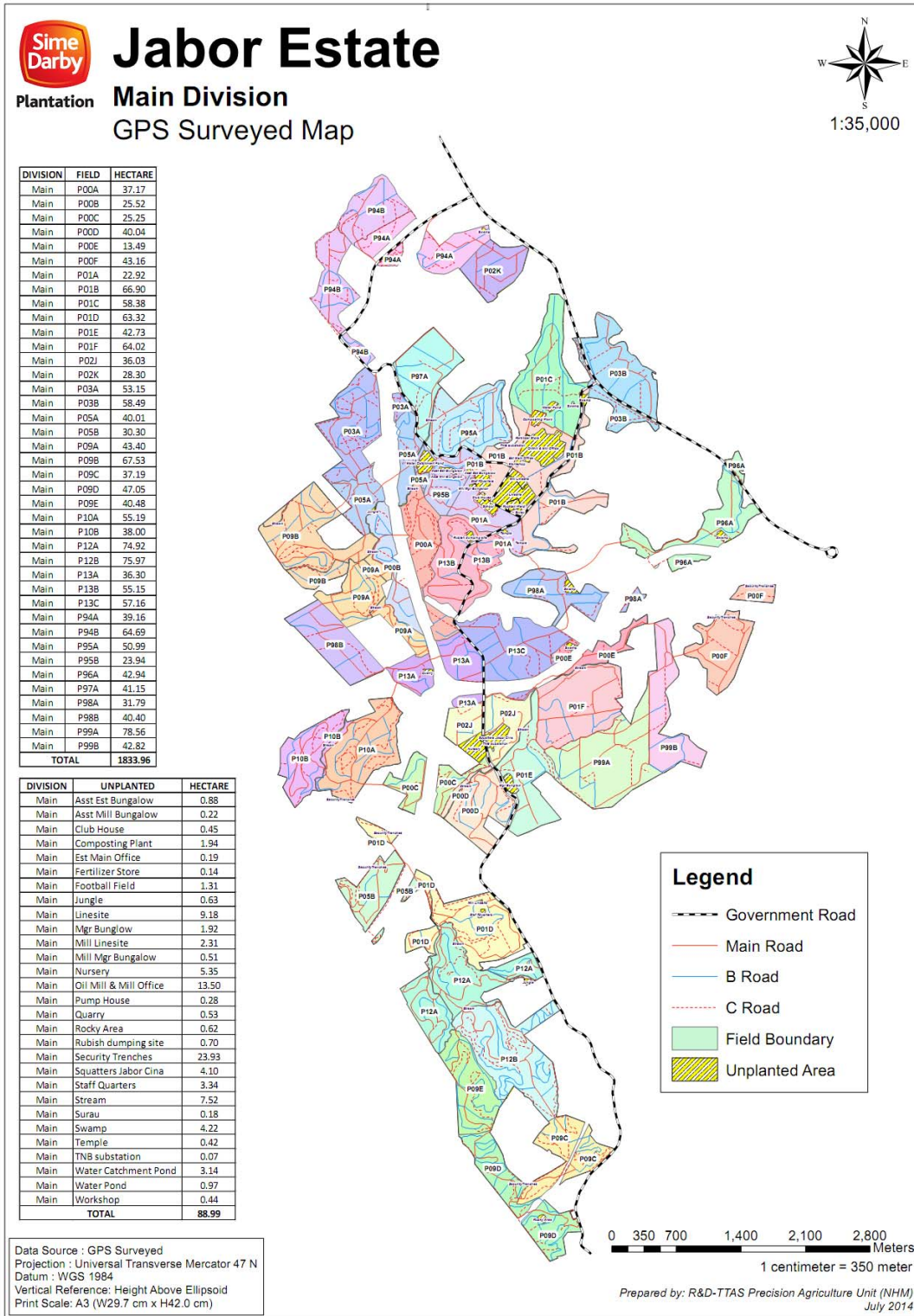
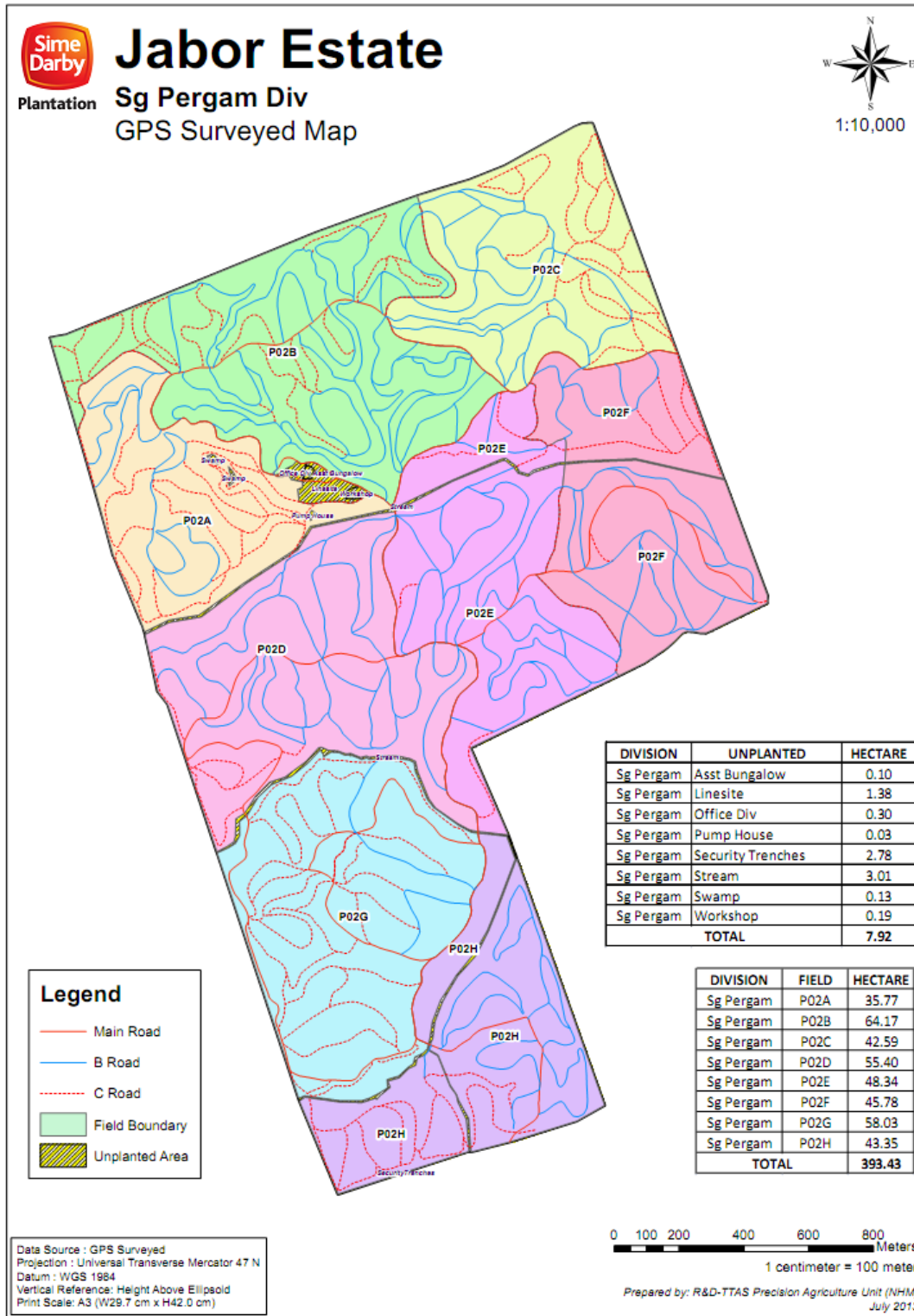


Figure 3. Operational Map of SOU-12 Jabor (Sg Pergam Division)



**Abbreviations Used**

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

1.0	Scope of the Certification Assessment		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> <li>Malaysia National Interpretation (MYNI) of The RSPO Principles and Criteria for The Production of Sustainable Palm Oil 2018, Endorsed by the RSPO of Governors on 7<sup>th</sup> November 2019 (*Revised 17 July 2020 with insertion of additional guidance and reference for indicator 3.4.1)</li> <li>RSPO Certification System for Principles and Criteria, 14 June 2017</li> </ul>	
1.2	Organization Information		
1.2.1	Organization name listed in the certificate	Jabor POM – SOU 12 subsidiary of Sime Darby Plantation Berhad	
1.2.2	Contact person	Shylaja Devi Vasudevan Nair.	
1.2.3	Organisation address and site address	Sime Darby Plantation Berhad. Main Block, Level 3, Plantation Tower, No.2, Jalan PJU 1A/7. Ara Damansara. 47301, Petaling Jaya, Selangor. Malaysia.	
1.2.4	Telephone	+603 784 84366	
1.2.5	Fax	+603 7848 4363	
1.2.6	E-mail	<a href="mailto:shylaja.vasudevan@simedarbyplantation.com">shylaja.vasudevan@simedarbyplantation.com</a>	
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 – 8 September 2004.	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Jabor Palm Oil Mill and Jabor Estate.	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	<b>Name of Mill</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Jabor POM	Mukim Hulu Jabor, Kemaman, Terengganu. Malaysia.	N 03° 57' 39"      E 103° 18' 32"
1.4.2	Location of Certification Scope of Supply Base		
	<b>Name of Supply Base</b>	<b>Location</b>	<b>Coordinate</b>
			<b>Latitude</b> <b>Longitude</b>
	Jabor Estate	Mukim Hulu Jabor, Kemaman, State of Terengganu, Malaysia	N 03° 57' 35"      E 103° 18' 30"
1.5	Description of Area Statement		
1.5.1	Tenure		
	• State	2,332.92 Ha	
	• Community	- Ha	

1.5.2	<b>Area Statement</b>						
	• Total area					2,332.92 Ha	
	• Planted Area					1,979.91 Ha	
	- Mature area					1,828.71 Ha	
	- Immature area					151.20 Ha	
	• Mill					14.20 Ha	
	• Nursery					5.37 Ha	
	• Building and emplacement (housing)					44.56 Ha	
	• Infrastructure (road & bridge)					142.70 Ha	
	• HCV					3.15 Ha	
	• Unplantable area					143.03 Ha	
1.6	<b>Planting Year and Cycles</b>						
1.6.1	Age profile of planting year						
	Planting Year	Hectarage (Ha)				Total (Ha)	
		Jabor Estate					
	1997					39.43	
	1998					30.46	
	1999					117.22	
	2000					177.34	
	2001					306.86	
	2002					429.10	
	2003					108.05	
	2005					67.55	
	2009					222.47	
	2010					88.28	
	2012					141.78	
	2016					100.17	
	<b>Sub Total Mature</b>					<b>1,828.71</b>	
	2017					70.95	
	2019					80.25	
	<b>Sub Total Immature</b>					<b>151.20</b>	
	<b>TOTAL</b>					<b>1,979.91</b>	
1.6.2	New Planting area after January 2010				0 Ha		
1.6.3	Planting Cycle				3 <sup>rd</sup> Cycle		
1.7	<b>Description of Mill and Supply Base</b>						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Jabor POM	25	92,149.96	19,255.42	20.89	4,907.51	5.32
	<i>*Production data source from April 2019 to March 2020  The discrepancy between FFB processed and FFB produced is due to unripe FFB in the previous day.</i>						



1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
FFB (tonnes/year)						%	
	Jabor Estate	2,332.92	1,979.91	36,053.65	19.13	36,053.65	100
	<b>TOTAL</b>	<b>2,332.92</b>	<b>1,979.91</b>	<b>36,053.65</b>	<b>19.13</b>	<b>36,053.65</b>	<b>100</b>
	<i>*Production data source from April 2019 to March 2020</i>						
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)		
	Mentakab Estate (RSPO Certified)	SOU 11 – Sime Darby Plantation Berhad	-	-	1,098.47		
	Chenor Estate (RSPO Certified)	SOU 11 – Sime Darby Plantation Berhad	-	-	1,725.89		
	Kerdau Estate (RSPO Certified)	SOU 11 – Sime Darby Plantation Berhad	-	-	556.17		
	Jentar Estate (RSPO Certified)	SOU 11 – Sime Darby Plantation Berhad	-	-	472.22		
	Jabor Plantation Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	7,378.77		
	Koperasi Peserta-Peserta FELCRA	Independent FFB Supplier (Non-Certified)	-	-	19,130.41		
	Juru Semangat Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	26.32		
	Lim Meng Sow Enterprise Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	4,121.83		
	YP Plantation Holding Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	6,473.98		
	Mohammad Saidi Abdul Ghani	Independent FFB Supplier (Non-Certified)	-	-	383.11		
	Santong Sawit	Independent FFB Supplier (Non-Certified)	-	-	417.26		
	Sementara Tumpang Senang	Independent FFB Supplier (Non-Certified)	-	-	406.20		
	Tabir Arena	Independent FFB Supplier (Non-Certified)	-	-	6,345.22		
	Wonderful Horizen Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	77.88		
	Zmmas Sdn Bhd	Independent FFB Supplier (Non-Certified)	-	-	6,299.20		
	Ladang Bukit Sah	Independent FFB Supplier (Non-Certified)	-	-	202.79		
	<b>TOTAL</b>						<b>55,115.72</b>
	<i>*Production data source from April 2019 to March 2020</i>						
1.7.4	Product categories			FFB, CPO, PK			

<b>1.8</b>	<b>Tonnage of Product</b>							
1.8.1	Past Annual Claim Certified Product		Last Year Projected Certified Volume (MT) April 2019 to March 2020	Last Year Actual Certified Volume (MT) April 2019 to March 2020				
	FFB Processed		55,693	39,906.38				
	CPO Production		12,193	8,471.83				
	Palm Kernel (PK) Production		3,282	2,163.70				
	<i>*Ext. Volume on September 2020</i>							
1.8.2	Product selling							
	Type of selling product	Actual selling product for last year						
	CSPO sold as RSPO certified product	-						
	CSPK sold as RSPO certified product	-						
	CSPO sold under other scheme	-						
	CSPK sold under other scheme	-						
	CSPO sold as conventional	8,471.83						
	CSPK sold as conventional	2,163.70						
1.8.3	Estimate of Certified FFB Claim							
	<b>Name of Estate</b>	<b>Total Area (Ha)</b>	<b>Planted Area (Ha)</b>	<b>FFB (tonnes/year)</b>				
	Jabor Estate	2,332.92	1,979.91	39,600				
	<b>TOTAL</b>	<b>2,332.92</b>	<b>1,979.91</b>	<b>39,600</b>				
	<i>*Projected FFB production for 07 July 2020 to 06 July 2021</i>							
1.8.4	Estimate of Certified Palm Product Claim							
	<b>Name of Mill</b>	<b>Capacity (tonnes/ hour)</b>	<b>FFB Processed (tonnes/year)</b>	<b>CPO</b>	<b>Palm Kernel</b>	<b>Supply Chain Module</b>		
				<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	<b>Out put (tonnes)</b>	<b>Extraction (%)</b>	
	Jabor POM	25	39,600	8320	21.00	2,200	5.00	Mass Balance
	<i>Projected FFB production for 07 July 2020 to 06 July 2021</i>							
1.9	<b>Other Certifications</b>							
	Others		MSPO Certification by Care Certification					
1.10	<b>Time Bound Plan</b>							
1.10.1	<b>Time Bound Plan for Other Management Units</b>							
	<b>Management Unit</b>		<b>Estate (Supply Base)</b>	<b>Time Bound Plan</b>	<b>Location</b>	<b>Status</b>		
	<b>Mill</b>	<b>Time bound</b>						
	<b>INDONESIA</b>							
1	Sekunyr.Mill PT Indotruba Tengah	2010	Sekunyr	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified		
			Seruyan	2010		Certified		
2	Manggala Mill	2010	Manggala 1	2010	Rokan Hilir District – Riau	Certified		

	PT Tunggal Mitra Plantations		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.	2011	Gunung Aru	2011	Kotabaru District – South	Certified

	PT Bersama Sejahtera Sakti		Gunung Kemas	2011	Kalimantan	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		-
<b>MALAYSIA</b>						
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
			Holyrood	2011	Certified	
			Kalumpang	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 Division)	2011		Certified
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 SOU 16	2011	Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
			Kok Foh	2011		Certified
			Muar River	2011		Certified
			St. Helier	2011		Certified
			Pertang	2011		Certified
			Sg Gemas	2011		Certified
			Sg 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 SOU 26	2008	Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
			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	Tingkayu	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.	
<b>LIBERIA</b>						
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
<b>P &amp; G (New Britain Palm Oil)</b>						
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 - Guadaical 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	2010	Dumpu	2010	Madang, P&G	Certified

	Agricultural Industries Ltd (RAIL)		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	Giligili	2013	Milne Bay, P&G	Certified
			Hagita	2013		Certified
			Waigani	2013		Certified
			Sagarai	2013		Certified
			Padipadi	2013		Certified
			Mariawatte	2013		Certified
			East Gurney	2013		Certified
			West Gurney	2013		Certified
			East Sagarai	2013		Certified
			West Sagarai	2013		Certified
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
			Karausu	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&amp;G that RSPO certified. Total management unit in Sime Darby Plantation Bhd are 34 in Malaysia, 25 in Indonesia and 10 in P&amp;G. In the year of 2016 &amp; 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"> <li>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.</li> <li>2. Selabak Mill, PT Swadaya Andhika: Mill stop operate since.2017 and the supply bases is transfer to Rantau POM, PT Laguna Mandiri</li> <li>3. Pekaka, SOU 34: Mill stop operate since 2017 and the supply bases is transfer to Lavang, SOU 31</li> </ol> <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"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>						

	<ol style="list-style-type: none"> <li>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.</li> <li>6. Ungkaya Mill of PT Tamaco Graha Krida: Plasma TGK has no more FFB supply base, since the credit was over.</li> <li>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.</li> <li>8. PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill, i.e. Lembiru Mill. Legalization is still on progress.</li> <li>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.</li> <li>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).</li> <li>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</li> </ol>
1.10.2	<b>Progress of Associated Smallholders and Outgrowers for Certifiable Standard</b>
	There is no scheme smallholder under Jabor POM - SOU 12 SDP.

2.0	<b>ASSESSMENT PROCESS</b>
2.1	<b>Assessment Team</b>
ASA 1.4	<p><b>Mahaswaran Maliyapan (Lead Auditor):</b> is a Malaysian holds an Executive Master in Entrepreneurship Enhancement [Supply Chain Management], Professional Diploma in International Management Practices, Graduate Diploma in Business Administration, and Diploma in Mechanical Engineering. Has vast exposure and experience in engineering, quality, 2nd &amp; 3rd party auditing in various industries and owns proven track records of auditing various multinational companies both locally and internationally. Certified Lead Auditor for ISO 9001, 14001, OHSAS 18001, MSPO P&amp;C, MSPO SCC, RSPO P&amp;C, RSPO SCC, RSPO Next and certified ISO 37001 Provisional Auditor. Since 2012 trained in agriculture certification programs such as RSPO, MSPO and SCCS and holds role as lead auditor or auditor with several local and overseas certification bodies. He too in Quality Environmental Management System as well the Occupational, Health and Safety auditing. During this assessment, he assessed on the aspect of Management Commitment, Transparency, Legal, Safety and Health, Social, Stakeholder's Consultation, Workers Welfare, Environment and etc. He is able to speak and understand Bahasa Malaysia and English.</p> <p><b>Mohd Rizal Kassim (Auditor):</b> is a Malaysian, graduated from University Institute Technology Mara and (UITM) and holding a Diploma in wood industry. He has a vast experience in lab testing, quality control and chemical handling in the industry. He has completed several certification lead auditor courses such as RSPO, ISCC, and ISO lead auditor courses. He also certified as health and safety officer by FMM institute (SHO /046/2009) and completed the Qualifor chain of custody and controlled wood training course. Since 2012 he has audited a various scheme including RSPO P&amp;C, RED, and RED standard, ISCC standard in multiple countries including Malaysia, Taiwan, Indonesia and Australia. During this assessment, he was assigned on respect community and human rights and deliver benefits and respect worker's rights and conditions.</p> <p><b>Yap Chin Hung (Auditor):</b> is a Malaysian who graduated from University of Malaya with a Bachelor of Engineering (Honours) Degree in Manufacturing Engineering. He is a member of the Institute of Engineers, Malaysia. He had consulted and trained clients from various industries such as chemical, metal fabrication, engineering, electronics, manufacturing, fabrications, plastics, construction and trading in setting up and implementing the Management Systems based on ISO 9001, ISO 14001, ISO 13485, ISO 2200, HACCP, GMP, FSC and OHSAS 18001. Along his service as ISO consultant, he has assisted more than 100 companies to obtain the ISO certification from various Certification Body. Yap is also the associate auditor for QE Certification, UK helping in carrying out 3rd party certification audit for ISO 9001, ISO 14001, ISO 22000 and OHSAS 18001. During this assessment, he conducted an assessment on Environment Aspect (EIA) and Health &amp; Safety aspect.</p>
2.2	<b>Assessment Methodology, Assessment Process and Locations of Assessment</b>
2.2.1	<b>Figure of person days to implement assessment</b>
ASA 1.4	<p>Number of auditors: <b>3 auditors</b></p> <p>Number of days for ASA-1.4 at site: <b>3 days</b></p> <p>Number of working days for ASA-1.4 at site: <b>9 Working days</b></p>
2.2.2	<b>Assessment Process</b>
ASA 1.4	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Jabor POM, SOU 12 to the requirements of Malaysia National Interpretation (MYNI) of The RSPO Principles and Criteria for The Production of Sustainable Palm Oil 2018, Endorsed by the RSPO of Governors on 7th November 2019 (*Revised 17 July 2020 with insertion of additional guidance and reference for indicator 3.4.1) and RSPO Certification System for Principles and Criteria, 14 June 2017.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) <i>interview</i>, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p> <p>The assessment program as per in Appendix 2.</p>

2.2.3	<b>Locations of Assessment</b>
ASA 1.4	<p>This mill was commissioned in Nov 1976 with a processing capacity of 25MT/hr. Based on the mill layout, it is on the land of Jabor Estate with total land area of 6.2HA inclusive of 3.2HA effluent treatment plant and 1ha for water reservoir. The yearly processing capacity is about 150,000 MT of FFB with crop combination (Apr'2019 – Mar'2020) of 43.77% internal (SDP owned RSPO certified estates) and 56.23% external suppliers includes of collection centers. There are 2 CPO tanks each 1500 MT and 1000 MT. As for the PK, there are 2 tanks with 500 MT and 350 MT.</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.</p> <p>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 &amp; treats. However, sampled workers and staff during this audit does not resulted with positive against the statement.</p> <p>In Jabor Estate, the audit team was granted visits to spraying at block of 2019A, where 4 workers were interviewed in regards to worker's welfare, basic minimum wages, trainings on OSH and etc. Auditor visited the nursery activities and were interviewed on gender equalities, restriction of movement, discrimination against foreign workers and their understanding towards environment, company facilities and retention of identity documents. Observed the planting of beneficial plant (<i>Turnera Subulata</i>), cover crops and EFB mulching in immature area.</p> <p>The estate and mill workers are being accommodating in a centralize housing complex. Based on visit and interview with workers known that the adequate housing, clean water supplies, medical, mosque, temple, electricity and access to food to nearby sundry shops has been provided. Foreign workers are housed according to their ethnicity and religious beliefs and have adequate beds, clean running water from taps, kitchen and toilet facility.</p> <p>Fertilizer store, workshop, schedule waste store was sighted with relevant signages, labels, SDS, spillage kits, PPE, first aid kits and emergency contacts. Replanting area in 2020A seen with no traces of fire used during land preparation. The verification on boundary stones found well maintained, trenches along the boundaries next to smallholders and government reserved land are well managed.</p> <p>During visit to production area in mill, workers in engine room, effluent treatment plant, water treatment plant, loading ramp and boiler room were interviewed on OSH awareness, reporting mechanism during an emergency, medical surveillance, audiometric test results and basic human rights that they were able respond well. Boilerman was interview on the legal compliance of stack emission and the process of monitoring and reporting to CEMS (Continuous Emission Monitoring System).</p> <p>In effluent treatment plant found no traces of overflow and signages that required by "Jadual Pematuhan" are well displayed. The weighbridge operator was interviewed on her understanding of Supply Chain Certification System (SCCS) and cross verified the weighbridge tickets for incoming FFBs and dispatched CPO and PK. Interviewed with workers at grading area, found they were provided training on grading, record keeping and complaint &amp; grievance mechanism.</p>
2.3	<b>Stakeholder Consultation and Stakeholders Contacted</b>
2.3.1	<b>Summary of stakeholder consultation process.</b>
ASA 1.4	<p>Summary of stakeholder consultation process:  During the audit dates, there was no external stakeholders' presence as the local communities, contractors, suppliers and other government agencies concerns over growing Covid 19 pandemic cases.</p> <p>Consultation of stakeholders for Jabor POM SOU 12 was held by:</p> <ul style="list-style-type: none"> <li>• Public Notification on website: 31<sup>st</sup> August 2020</li> <li>• Public consultation meeting with internal stakeholders and contractor: Gender Committee Chairwoman for Jabor</li> </ul>

	Complex - Norhazilah Md Nordin (15 September 2020)
	Numbers of input from stakeholders were clarified by auditors through field observation and document verification.
<b>2.3.2</b>	<b>Stakeholder contacted</b>
	Please find appendix 1
<b>2.4</b>	<b>Determining Next Assessment</b>
	The next visit re-assessment will be conducted eight (8) months to twelve (12) months 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 SOU-12 Jabor POM subsidiary of Sime Darby Plantation, Bhd. operation consisting of (one (1) mill and one (1) oil palm estates.

During the assessment, there were Nil (0) Nonconformities were assigned and three (3) opportunities for improvement were identified

MUTUAGUNG LESTARI found that SOU-12 Jabor POM subsidiary of Sime Darby Plantation Bhd. complied with the requirements of Malaysia National Interpretation (MYNI) of The RSPO Principles and Criteria for The Production of Sustainable Palm Oil 2018, Endorsed by the RSPO of Governors on 7th November 2019 (\*Revised 17 July 2020 with insertion of additional guidance and reference for indicator 3.4.1) and RSPO Certification System for Principles and Criteria, 14 June 2017.

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

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
<b>PRINCIPLE #1 BEHAVE ETHICALLY AND TRANSPARENTLY</b>		
<b>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.</b>		
<p><b>1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5</b></p> <p>As per SDP PQMS (Sime Darby Plantation Quality Management System) dated on 01/11/2008, where appropriate information to made available top requester(s) through annual reports, circulars, agreements, SDP websites and other publications. Aside, the requester's information to be channeled to Group Sustainability Department (GSD), Communication Department and Legal Department of SDP.</p> <p>Since the mill is located in Jabor Estate, therefore the estate management jointly with mill management conducted the annual external stakeholder meeting. In SDP-QMS, Sub-Section 5.5 page 3 – point 6.3 is stated the mill and estate to provide feedback to any requesters within 2 weeks that requiring direct feedback and 1 week for communications that required investigation.</p> <p>There are no on-going disputes concerning to the Jabor estate and mill's legality. The content of SDP-QMS, Appendix 5.5.3.2 for external communication and SDP-PQMS, Appendix 5 on flowchart and procedure on handling social issues communicated to both internal and external stakeholders via briefing during muster ground and in external stakeholder meeting respectively.</p> <p>Based on the stakeholder logbook, there was a request from Malaysia Health Ministry on 19/03/2020 that requesting to closed Jabor Estate's Mosque due to Covid 19 pandemic at which the estate and mill management complied immediately. There is also a "Whistleblowing Policy" (GPA No. B5) are made available for handling stakeholder's social issues. The appointment letter for PIC in charge for communication with external stakeholders clearly indicates the roles and responsibility of the person.</p>		
<b>Status: Comply</b>		
<b>1.2 The unit of certification commits to ethical conduct in all business operations and transactions.</b>		
<p><b>1.2.1, 1.2.2</b></p> <p>Sighted the Human Rights Charter that addressing commitments to avoid causing, contributing, being linked to adverse human rights impacts through business activities. The policy is also available in the company's website. In Code of</p>		



Business Conduct seen the implementation acknowledge the challenges while engaging 3rd party contractors and other business associates that may involve in the process of worker's employment and involving in mill and estate operations. As per interview with estate's and mill manager, the respective management encourage and promote the "Whistle Blowing" policy via muster ground in estates and toolbox meeting in mill. In the event any misconduct against the Ethical Policy, the mill or estate to conduct "Domestic Inquiry" and communicate with HR department for necessary actions. As at audit dates, the estate and mill does not receive any ethical related issues.

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.**

**2.1.1, 2.1.2, 2.1.3**

In Jabor POM, sighted the "Legal & Requirements Register" was checked and approved for compliance on 01/07/2020 by the Mill Manager. There were changes addressed in the regulation such as Prevention and Control of Infectious Diseases Act 1988 (Covid 19) updated 14/04/2020, Employment Provident Fund Act 1991 (Act 452), Minimum retirement Age Act 2012 (Act753) and etc. Permits and licenses were verified for compliance, such as D.O.E annual license renewal [ref: 004080] in accordance to EQA 1974, Sec. 11, Jadual Pematuhan (AS(B)T:31/152/000/003 for 27 MT processing capacity. Jadual Pelanggaran (05/06/2020 – 05/06/2021) JPLP/UB/2020/004080 not exceeding 400mg/l, and opacity below 40%, whereby the new regulation as per EQA (Clean Air) Regulations 2014 limit is 150mg/m3.

The MPOB license which allowing 150,000MT/year expires on 30/06/2021. Verified the Isokinetic Stack sampling, EQA 1978 [Clean Air for palm oil mill boiler] monitor thru Continuous Emission Monitoring System [CEMS] – L-GB-CC2005CSJ-0108. The mill has no Incinerator. Annual & Baseline Audiometric Testing done as per required by the Noise Regulation for Workplace 1989 Section 24 and Nadopod 2004 conducted that resulted 22 workers with STS and 11 workers with Hearing Impairment. Certified Environmental Professional in the Treatment of POME - CePPOME and Certified Environmental Professional in Schedule Waste Management are available.

In Jabor Estate, sighted the permits and licenses that applicable for the estate's operation effectively renewed, such as Permit [PP3/22/0010] for wages deduction – Sek. 24(2) Akta Kerja 1955 that allows deduction for electricity, permit for air compressor in accordance to Factories and Machineries Act 1967 – Notification, Certificate of Fitness, and Inspection Reg. 1970 10(2). Expires on 09/11/2020 and Medical Assistants is certified by Lembaga Pembantu Perubatan Malaysia – ref. 14254.

The identification of changes is the responsibility of sustainability department in HQ whom shall notify in written to the mill & estate representatives of the changes. It then the respective operating unit's manager to delegate the information among their team members. As for the issues concerning to environment and OHS, it is the responsibility of EHS unit [under the arm of RSQM] to update and implement the changes at SOU level.

The internal audit for mill and estate were conducted annually as planned and sighted legal compliance item in the internal audit summary report. The Chief Clerk at mill and estate does the monitoring of renewal of permits and licenses by using legal compliance checklist.

Based on the stakeholder mapping, the mill and estate are surrounded by Kg. Jabor Melayu (Alor Batu), Taman Sri Perasing and Kg. Perasing Jaya. As for Sg. Pergam Division is neighboring to Felda Neram 1 and Rancangan Orang Asli Sg. Pergam. As per area statement updated as at Sept 2020 the estate only planted with palm oil. All the land title's status has been changed to Syarat-Syarat Nyata – Tiada. The proposed project for mining bauxite within the estate land holds "On-going" status. The "Sime Darby Agriculture Reference Manual" – Section 3 & 4, outline the requirements for replanting and land clearing. Seen the estate management peg a marking pole beside the boundary stone.

**OBS:**

*The clause 6(1)(a) of the Worker's Minimum Housing & Amenities Act 1990 requires a written permit for potable water used other than public main. It is still proceedings at JBA Terengganu as the mill had attended a meeting with JBAT on 14/07/2020 at which the agency has not made any final decision. As result from the meeting, the mill management has visited SPAN (Suruhanjaya Perkhidmatan Air Negara) on 28/07/2020 to update on the minutes with JBAT and proceed of a new application. The audit team need to be provided with additional improvement activities / proposal from the mill*

*management if the permit not able to obtain before the next assessment.*

**Status: Observation**

**2.2**

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

**2.2.1, 2.2.2, 2.2.3**

In Jabor POM, sighted a list of contracted parties documented in "List Supplier FFB to SOU 12 KKS Jabor" that includes details such as supplier names, address, PIC and contact numbers. The list identifies suppliers under 2 categories, the 1st is estates within SDP group. There are no written contracts between the supplying estate and mill as it manages within SDP group of estates. There are delivery happens whenever there is crop diversion due to mill maintenance within SDP owned mills. Sampled contract agreements for external FFB suppliers with information on buyer, seller, quantity, OER rates, relevant cost, payment term, force majeure.

Sighted the "Vendors Integrity Pledge" that needs any 3rd party to comply with human rights, code of ethical and ESH requirements. Sampled sighted for AM DH Jaya Enterprise dated in July 2020. Sighted the "Code of Business Conduct", the terms and conditions of the contracts have been included in this document. Seen, point No.05, on labour & human rights that includes of equal opportunities, non-discrimination, elimination of harassment & violence, illegal substance, criminal activities, reasonable wages & benefits, eradication of exploitation, abolishment of child labour & protecting the rights of children and etc.

The mill periodically conducts meetings and to carry out announce audit / visit to ensure supplier's compliances. Sampled "Replanting Job Order Agreement" between SDP and the contractor which the scope of work for replanting define in Appendix 2 (cambering's & drains, felling / shredding / pulverizing / deboling). Sighted the contractor has signed the Code of Conduct as well been briefed on the applicable legal requirements during Townhall meeting. Based on the records of assigned work, the contractor employed 2 locals (Malaysian) to assist him. Estate has recorded the details of workers and regularly inspect the replanting area for any contract violations.

**Status: Comply**

**2.3**

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

**2.3.1, 2.3.2**

In the mill, sighted the MPOB license and expiry dates of FFB suppliers seen stated in the supplier list. Content of ownership in MPOB license were matching with FFB Delivery Note. There is another list available indicating of location / address, GPS co-ordinates, quantity of FFB delivered. Sighted the daily generated FFB supply report that has information on year of planting as SDP has a mechanism "Responsible Sourcing Guidelines" that only allowing FFB from suppliers who have not converted peat land for oil palm planting after 2010 and have not opened primary forest for oil palm planting after 2010.

Based on interview with Assistant Mill Manager and verification on weighbridge records, the mill receives FFB from SDP Group owns estates and from external suppliers. There is a procedure for Supply Chain Mechanism (SDP-PQMS – Appendix 15 – SOP for SCC & traceability).

The auditors from GSM (Group Sustainability Management) has a visit schedule to collection centers and sample audits of the source of FFB to ensure the "Responsible Sourcing Guidelines" are complied. The collection centers are sending FFBs 6 days in a week and the mill strictly not allows any smallholders or unregistered outgrowers to send their FFBs. The collection center maintaining the FFB bookkeeping via Excel spreads sheet.

**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.**

**3.1.1, 3.1.2, 3.1.3**

The 5 years Business Plan for the mill that for 2010/2021 to 2024/2025, that mill manager has acknowledged. Seen the

inputs includes of processing cost such as for reception, handling, sterilization, threshing, pressing and etc. Based on the forecast, the other cost factors are administrative cost (wages, security, building maintenance, amenities, health).

As for Jabor Estate, sighted the 5 years business plan (2019 – 2024) that including of water management, soil conservation, weeding, boundaries monitoring, P&D, sanitation, field upkeeping (matured and immature), harvesting, FFB collection and etc. The direct cost is derived from estate administrative works, labour overheads and road & bridge. The total fixed cost includes manuring, interview with Estate Manager reveals the estate not planning on land extension for oil palm cultivation.

The replanting programme seen for 5 years period from 2020 to 2024. There is no replanting plan in year 2022 and 2023. Based on the "Certificate of Culling Release" record for replanting field 2020A, the planting material is SD Premium which from estate's nursery. The combined annual management review was done on 06/07/2020 participated by mill and estate managers, assistants, chief clerk and mill and estate staff.

Among the key issues discussed are relevant to findings resulted from internal audit (6 major and 4 minor) such as on environmental aspect, OHS implementation, schedule waste management and disposal channel, briefing of sustainability policies and etc. There isn't any recommendation for improvement or changes needed for the RSPO 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.**

**3.2.1, 3.2.2**

Continuous Improvement Plan for mill that divided into 2 sections, the first on genset that to supply electricity to mill during the operation of older boiler and the monitoring measures are on diesel flowmeter, engine driver's record book and routine inspections by engine driver. The improvement plans identified was to minimize the use of genset by running at full capacity and to ensure prompt service of all gensets.

As in estate, the CIPs are divided into environment, social and OSH. Example, management plan for wastewater that generated at premixing, PPE washing area and line site. For the water contingency plan, to purchase water supply from Perbadanan Air Pahang and to perform water treatment of polluted water.

As to reduce fresh water usage, the estate encourages rain harvesting and to continuously monitor leakage pipelines. Interview with SDP Sustainability Staff, the mill's annual report (ACOP 2019) has been submitted to RSPO Secretariat on 04/06/2020. Verified the email acknowledgement from RSPO ACOP Team on 04/06/2020.

Status: Comply

**3.3 Operating procedures are appropriately documented, consistently implemented and monitored.**

**3.3.1, 3.3.2, 3.3.3**

The mill has 3 tiers of documents namely Mill Quality Management System (MQMS – Level 1), Standard Operating Procedures (SOP – Level 3), Standard Operating Manual (SOM – Level 2), Level 4 consist of OSH manual, training manual, work instructions and etc. The Level 5 are records. Sampled in boiler room, engine room and kernel plant displayed of the relevant SOPs. The SOPs were developed for relevant production section, such as Reception Station, Fruit Handling Station, Sterilization Station, Threshing Station, Pressing Station, and Clarification Station and etc.

Safety work procedure has included on the mill processing procedure at each station. Controlled of documents and master list observed during the mill audit. Document revision well controlled with updated version keep track. All the procedures were available in English and Bahasa Melayu. Based on interview with mill staff, engine room operator and loading ramp PIC, they are able to explain the respective statin's work instruction (Arahan Kerja).

As for estate, is 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. Mechanism for check consistent the implementation of procedures is conducted by Plantation Advisory & Mechanization Department and Group Corporate Audit Department (GCAD) that conducted the internal audit about financial and operational activities every 6 month (2 times a year).

The mill manager develops action plans resulted from internal audit for improvement of the operations. Aside of regularly briefings on OHS, environment and social related during daily muster ground, the estate has also had in-field trainings such as for weeders. Sighted training on SOP for emergency situation handling that (mock exercise) done as planned. During filed visit at replanting field 2020A found the cover crops are grown appropriately, buffer zones are seen protected from over spraying, barn owls are maintained in accordance to SOP.

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.**

3.4.1, 3.4.2, 3.4.3

During site visit, found the mill and estate has no extension of its operation or acquired new land for mill's or estate operations. This was cross verified against DOE licensing in mill and land title against the area statement which found well linking. However, the mill is maintaining a pollution prevention management plan for on-going operations such as chemical store, effluent pond and domestic waste dumping site.

As for social, the mill has 3 management programs that resulted from the external stakeholder meeting. In Jabor Estate, sighted 2 SIA plans established, SJKC requesting estate to allow them to use the estate road and to allow the teachers to park their vehicles along the estate road. Another, plan is on recommendation from Gender Committee that hand sanitizers to be provided at estate's creche and to practice safe environment during Covid outbreaks.

Aside, the estate has developed EMP for quarterly water sampling by identifying sampling locations and send to R&D for test results. As per interview with Sustainability Member, the mill and estate not doing the annual SIA as the annual external stakeholder meeting, gender committee meeting, OSH meeting and union meeting are able to provide social related issues that to incorporated into management plan.

Based on the estate's area statement and field visit by audit team, there is no evidence on land extension nor new developments that has impact to the surrounding communities. The Social Impact Assessment Plan and Environmental Management Programme was last reviewed by Estate Manager and no significant issues received from both internal and external stakeholders.

Status: Comply

**3.5  
A system for managing human resources is in place.**

3.5.1, 3.5.2

There are 2 types of employment procedures available. The 1st is on "Hiring of Local Workers" by (Field Supervisor and below) to comply to (01-11-19) handle by estate / mill by completing requisition form. The 2nd is on "Foreign Worker's Employment", SOP by Workforce Management Unit (WMU) Liaison & Recruitment (LR) – WMU/LR-SOPP/MARCH2016. The flowchart available on "Application for Levi Refund (Medical Unit) from KDN.

The SOP outline the recruitment drive & interview/selection process for potential foreign workers either by the WMU at the country of source or by the appointed agents in the respective country of recruitment. Verified the E-Checkroll maintained by mill and estate, that with latest employee list and database effectively computed. The basic amenities for local and foreign workers are well allocated / provided. The provision of retirement for local workers as of MAPA/NUPW Collective Agreement, copy of agreement given to workers and etc.

Aside, the foreign worker's passports are holds by respective workers as stated in recruitment process and worker's contract agreement. A copy of the employment contract available with worker's interviewed. Cross verified the interviewed worker's (2 x India and 5 x Nepal) contract agreement and found evidence of acceptance at the last page.

Status: Comply

**3.6  
An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.**

3.6.1, 3.6.2

In Jabor POM, sighted the Occupational Safety & Health Policy signed by CEO on 01/06/2020 in RSPO file and copies available at office notice board and mill's operational site. The policy seen available in Bahasa Malaysia and English that can be understood by all levels of its employees, translators are allocated if and when required. OSH Plan that incorporated with environment seen documented with objectives stated to review of ESH plans, legal compliance monitoring, appoint of ESH committee and review their role, yearly inspection of LEV, annual audiometric test and etc.

Risk assessments were conducted through HIRARC based on the severity and the likelihood. HIRARC is consist of hazard identification (type of work activity, hazard & effect), Risk analysis (Existing risk control, likelihood, severity & risk) & Risk Control (Recommended control measures & PIC appointed are Staff or Executive).

PPE Issuance and replacement record sighted for staff, Lab workers, store, workshop, process and others. A sample taken on the PPE issuing records for mill workers under the laboratory namely for Ear Plug, Safety Helmet, Dust Mask, Gloves, apron and safety shoes was recorded and maintain since last 3 years. OSH meeting 20/07/2020 (it was lapsed 6 months due to Covid 19) scheduled and conducted quarterly and the meeting has been conducted as planned that discuss issues regarding worker's safety and health.

Emergency response plan available in local language (Malay and English) and the ERP has been explained to all workers and staffs during training which has been conducted. In estate, the interval of reviewing of Hirarc is based on, if no case arise it should be review annually and if any case happens a revised SOP will be established and Hirarc will be reviewed. There are mitigation plans for the identified issues, such as SOP trainings for harvesters, manures and general workers and OSH quarterly meeting to review accidents and near missed.

Verified the JKPP 8 for both mill and estate. Estate workers seen with appropriate PPEs (apron, nitrile, safety boot and safety google) and aware on the correct manner of usage. The interviewed workers are aware on the safety at work and was able to explain the use of first aid kit, emergency contact, potential thread by insects and reptiles.

*OBS:*

*During field visit to Block 2020A, observed the tractor used to transport sprayers and the pre-mixed chemicals seen with torn driver's seat, the lights and horn were not functioning.*

	<b>Status: Observation</b>	
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<b>3.7</b>	<b>All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.</b>
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**3.7.1, 3.7.2, 3.7.3**

The mill is maintaining a list of staff, workers, outgrowers and suppliers, that a training matrix correspond with. Sighted the annual training programme in place that that includes on environment, safety and social. The shift in charger and mill assistants are regular identify training needs for operational workers, such as those working in high risk areas such as sterilizer and engine room.

Sighted training records for chemical handling, proper way to use PPE and many others. In Jabor Estate, the training plan is available for estate's payroll workers/staff and for 3rd party contractors or service providers, the required trainings will be provided based on needs.

Sighted the training programme for 2020 that consist of 16 items. Among the trainings are induction trainings for new workers, schedule waste management, OSH committee function & responsibility, emergency respond plans (chemical spillage, lightning, firefighting) and etc. Based on the field training records and interviewed Field Supervisor found the training records are maintained by respective Field Supervisors.

	<b>Status: Comply</b>	
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<b>3.8</b>	<b>Supply Chain Requirements for Mills</b>
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**3.8.1 to 3.8.14**

This mill was commissioned in Nov 1976 with a processing capacity of 25MT/hr. Based on the mill layout, it is on the land of Jabor Estate with total land area of 6.2HA inclusive of 3.2HA effluent treatment plant and 1ha for water reservoir. The yearly processing capacity is about 150,000 MT of FFB with crop combination (Apr'2019 – Mar'2020) of 43.77% internal (SDP owned RSPO certified estates) and 56.23% external suppliers includes of collection centers.

There are 2 CPO tanks each 1500 MT and 1000 MT. As for the PK, there are 2 tanks with 500 MT and 350 MT. The daily production report seen able to separate effectively of the FFB received from RSPO certified and non-certified sources. Sampled the Delivery Aside, the delivery notes from RSPO certified sources seen with compliance to SOP (SDP-PQMS, Section 1, Issue 1 dated 01/11/2018).

The estimated tonnage of CPO and PK for period Apr 2019 – Mar 2020 was verified and no quantity was sold under RSPO scheme but as conventional product. The Global Trading department to register the transaction of CSPO / CSPK in the Palm Trace during physical deliveries and records maintained accordingly.

The Palm trace documents and other relevant records emailed to buyer and mill. The mill eventually deducts the confirmed quantity of traded volume from their fixed accounting system accordingly. If there are any RSPO-MB transactions, the Palm Trace documents and other relevant records emailed to buyer and mill. The mill eventually deducts the confirmed quantity of traded volume from their accounting system accordingly.

There is a procedure (SDP-PQMS, Appendix 15, Issue 5 dated Apr 2019 established for supply chain process control. Since the mill adopts to MB Module, therefore the procedures are seen clearly indicates the required mechanisms to ensure the objective of MB is monitored and achieved. As per the SOP, the mill manager is the person having overall responsibility for and authority over the implementation of RSPO SCC. Their responsibility stated in the organization folder.

In the SOP (Point 7.0) mentioned above, mentioned on the process of receiving certified and non-certified FFBs and Point 9.0 on process monitoring. The process to conduct internal audit specified in SDP-PSQM – SD/SDP/PSQM/IAP, dated on 01/11/2017. Sighted the summary report dated on 05-06/03/2020 done by members from sustainability team from HQ whom has been attended and/or trained on RSPO SCC.

Verified also the Internal Audit has no findings on SCC. The above procedure mentioned that all NC raise need to provide corrective action and follow up. The audit results and findings were review during Management Review Meeting dated on 06/07/2020. The daily production report seen able to separate effectively of the FFB received from RSPO certified and non-certified sources, verified records by mill's monthly weighbridge compilation (Mass balance Book keeping).

Since from the ASA 1.3, there was no projected or actual overproduction of certified tonnage. Mill have mechanism to handle non-conforming products/documents as specified in point 11.0 in SDP-PQMS, Appendix 15, Issue 5 dated Apr 2019. Verified delivery order, receiving and dispatch slips, weighbridge tickets that effectively carries the information of RSPO SCC MB model. Sampled records from Mar–July 2020 was verified for FFB tickets from Jabor Estate and external suppliers, weighbridge tickets for CSPO that sold as conventional product.

The mill does not sell any RSPO MB but as conventional for period of Apr 2019 to Mar 2020. The external transport company (Nashreena International (M) Sdn. Bhd.) seen binded an agreement dated on 01/08/2020 (valid for 1 year) for transporting CPO from mill to designated locations. The contracts seen includes of transport rates adjustment table, code of conduct and etc. Ownership changed once CPO reached to the buyer's destinations.

The contract sighted with Agreement Term and Conditions" mentioned shall comply with SDP Sustainability Policy and shall subjected to the management system audits by auditors assigned by the management as and when deemed necessary. Sighted the mill has complete database of all suppliers, contractors and vendor that was reviewed and updated in July 2020. The mill has not outsourcing any processes nor hired any new contractors since from the previous assessment. Procedure of Supply Chain is up to date accordance to P&C 2018.

The retention period for SCC is 5 years accordance to Supply Chain Procedure. The assistant manager jointly with weighbridge operator accountable for the record keeping. The records with information on FFB received from RSPO certified and non-certified sources, OER, total CPO produced, total CSPO stock, CSPO dispatched as conventional, RSPO credit balance and etc.

Conversion rate is based on production volume. Interviewed the mill assistant who was able to explain the method of conversion rate, sampled 30/07/2020 as at that date carry forward volume was 101.045 MT and received volume was 260.110 MT that totaling and total processed volume was 317.973 MT. The produced CPO was 66.207 MT – the OER 20.82% (66.207 / 317.973 x 100). The produced PK was 17.967 MT and KER 5.65% (17.967 / 317.973 x 100).

Conversion rate is based on production volume. Verified the production report for July 2020. The Global Trading department to register the transaction of CSPO / CSPKO in the Palm Trace during physical deliveries and records

maintained accordingly. However, for the period of Apr 2019 to Mar 2020 there was no product sold as RSPO MB therefore was data available for verifications. No use of RSPO Trademark or RSPO Logo at POM.

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.**

4.1.1, 4.1.2

SDP has established the respect employee right policy through policy date 1 June 2020 sign by the Group CEO, on the policy has specified that all workers will be treated fairly, respect and uphold the right of workers including contract, temporary and migrant workers, the policy has been circulated to all level of employees through training and briefing during morning muster call. Training record are available example in the mill date on 15 June 2020 that has been attended by 30 Workers and Management.

The certification unit was not instigated the violence or use any form of harassment to their workforce. The management has engaged the auxiliary polices and watchmen just for security in their plantation premises to prevent crime and property from any illegal encroachment from outsiders and maintain harmonies. Sighted the estate organizational chart Aps and watchmen engaged by the estate management in visited mill and estates.

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.**

4.2.1, 4.2.2, 4.2.3, 4.2.4

Stakeholders engagement and negotiation available in Mill Quality management system, Procedure of External communication has been established as the consultation and communication procedures to relevant stakeholders. SOP has outlined the request & response, consultation & communication and complaint & grievance mechanism in order to handle issues highlighted by stakeholders. Mill assistant Manager who are responsible handling related to social issue, as per appointment letter date on 01.09. 2018.

Based on complaint and Grievance flow chart show that company will address complaint within 14 Days from the date of complaint. There is no specific complaint from stakeholder sighted in mill and Estate and this was cross verified with workers interview in mill and estate that they mentioned no any grievances raised.

The visited certification unit maintained affirms that its dispute system is open to any affected parties. Relevant document such as whistleblowing policy has specified that the management is committed to help all stakeholders raise concerns, without fear of retaliation, on any wrongdoing that they may observed.

Relevant document such as whistleblowing policy has specified that management is committed to help stakeholders raise concerns, without fear of retaliation, on any wrongdoing that they may observed. The policy also has alleged that the anonymity of complainants will not be revealed to anybody or third party. The communication however can be voice out through established channels such as complaint box, grievance and complaint book, workers appointed representative.

Status: Comply

**4.3  
The unit of certification contributes to local sustainable development as agreed by local communities.**

4.3.1

Management has taken part in social responsibility by receiving an industrial visit from Sekolah Kebangsaan Jabor. Since the mill is located within Jabor Estate, therefore any contributions such as monetary or by resources needed is collectively discuss and agreed before it being fulfilled. Interviewed with estate's Chief Clerk and mill's PIC for social aspects reveals the Jabor Complex has contributed sports day fund, transportation and water facilities during annual religious events.

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,**

<b>prior and informed consent.</b>		
4.4.1, 4.4.2, 4.4.3, 4.4.4, 4.4.5, 4.4.6		
<p>Jabor Mill POM occupied the Jabor Estate land with 3.9 Ha. Seen the land titled reference number 4971Lot 314. The quit rent was paid by the Jabor estate and the copy kept by mill as well. The payment was made on 13/02/2020 for both mill and Estate. Land title for estate are 214 such as No. Land Tittle:1158-6.8137Ha, No. Land Tittle:1133-11.4955Ha, No. Land Tittle:1188-0.7681Ha and No. Land Tittle:8214-5.4883 Ha. There are no land dispute and new land acquisitions land are available. No new planting observed.</p> <p>This estate was previously developed by Guthrie Plantation and the merger process in 2008 has changed the ownership to SDP. Therefore, no communities nor individual has any implications for the legal status of their land or have been disputes. This POM is on the land of Jabor Estate; therefore, the estate has no legality issues on land ownership.</p>		
	<b>Status: Comply</b>	
<b>4.5</b>		
<b>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.</b>		
4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.5, 4.5.6, 4.5.7, 4.5.8		
There is no evidence of land extension nor new actuation since from previous audit.		
	<b>Status: Comply</b>	
<b>4.6</b>		
<b>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.</b>		
4.6.1, 4.6.2, 4.6.3, 4.6.4		
There is no land dispute in the visited estate as the land belongs to SDP Berhad and land ownership documents verified for evidence.		
	<b>Status: Comply</b>	
<b>4.7</b>		
<b>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.</b>		
4.7.1, 4.7.2, 4.7.3		
There is no land dispute in the visited estate as the land belongs to SDP Berhad and land ownership documents verified for evidence.		
	<b>Status: Comply</b>	
<b>4.8</b>		
<b>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.</b>		
4.8.1, 4.8.2, 4.8.3, 4.8.4		
There is no land dispute in the visited estate as the land belongs to SDP Berhad and land ownership documents verified for evidence.		
	<b>Status: Comply</b>	
<b>PRINCIPLE #5 SUPPORT SMALLHOLDER INCLUSION</b>		
<b>5.1</b>		
<b>The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</b>		
5.1.1, 5.1.2, 5.1.3, 5.1.4, 5.1.5, 5.1.6, 5.1.7, 5.1.8, 5.1.9		



Current and previous period prices paid for FFB are publicly available and accessible by OCS. MPOB monthly average price clearly stated in the monthly self-billed invoice for OCS (Outside Crop Supplier). The Supplier Meeting & Crop Quality Awareness Clinic conducted by involving all supplier and OCS. Relevant briefing given to all OCS on grading process.

General briefing conducted according to general SOP. FFB Supply Contract observed available between SDP's supplier. Legal contract observed where original signature observed. Contract renewed on yearly basis. Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.

Payment receipt date will be generated upon the payment released. Payment receipt for specific OCS observed. Weighing bridge used as weighing machine at mill observed with valid Calibration certificate. General Grievance handling SOP available including supplier issue and documented into SOM appendix 5.5.3.2 Procedure for external communication. Proper flow developed for grievance handling. No grievance between SDP and supplier reported.

Status: Comply

**5.2  
The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.**

5.2.1, 5.2.2, 5.2.3, 5.2.4, 5.2.5

There is no scheme smallholder under SOU 12 Jabor POM.

Status: Comply

**PRINCIPLE #6 RESPECT WORKERS' RIGHTS AND CONDITIONS**

**6.1  
Any form of discrimination is prohibited.**

6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6

Equal opportunity policy was established that strictly insisted all employees should be treated fairly in terms of recruitment, progression, terms and conditions of work and representation regardless of race, caste, nationality, gender, physique, sexual orientation, union membership, political view, religion and/or age. The company is committed to work with all relevant stakeholders to protect and promote the wellbeing of all persons within their sphere of influence.

In the mill there are two nationality India and Indonesia, based on offer letter and payment slip sighted salary are in equal same. Workers selection hiring selection for foreign and local sighted in SOP (WMU/LR/SUPP/March 2016) sighted has been mention requirement based on skills, capabilities, qualities and medical fitness necessary for the jobs available.

Pregnancy test performed by the worker itself at outsider clinic or hospital. The result will be submitted to estate management just for monitoring purpose and reallocation of work shall be done if necessary. Pregnant women are prohibited and not allowed to involve in any chemical activity such as sprayer etc. Seen the gender committee minute of meeting conducted on 19/June/2020 chaired by Norhazila Md Nordin attended by 23 representatives. The meeting has discussed pertaining sexual harassment, pregnancy women, safety and health in a workplace, social etc.

Interview with Gender Committee member has been informed that No harassment cases been raised by the workers so far based on minute. The workers are treated equally. Contract agreement has stated no difference privilege given to local and foreign workers. All workers were paid according to national minimum wages 2018 of RM1100. The sampled pay slip evidenced that all workers were compensated based on national law requirement.

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).**

6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7

Employment contracts were available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, holiday and annual leave, termination of services etc. The contract was brief to the workers before the workers signed the contract.

Employment contract stated the offered position, wages implied, working hours, OT, allowances, rest day, working on holiday etc. The contract is in Bahasa Malaysia/Mother Language as it is easy to be understood by workers. This contract is signed by both employee and employer and accompanied with respective witnesses.

Workers employed are local and Indonesian workers. Seen the deduction performed by the management only for electricity, NUPW and water. The deduction was made according to letter issued from JTK Semenanjung Malaysia with reference number BHG. PP/3/34/1481 dated 15/04/2014 and letter from Pejabat Tenaga Kerja Terengganu with reference number PTKSBN.218 dated 24/2/2012 addressed to the mill respectively.

The workers muster list has developed containing full name, gender, date of birth, joining date, job designation, nationality and period of employment. Working hour has been offered according to regulation which is not more 12 hours a day inclusive of 4 hours overtime and not exceeding 104 hours a month. Seen the 3 months maternity leave been granted to technical operator since new baby born on 2/3/2020. Evident of payment slip are sighted for maternity leave for April May June.

POM has established punch card recording system to monitor working hour and overtime of their employees. Weekly inspection was carried out by estate and mill Clerk. The inspection was covered a cleanliness, communicable disease control, drainage system, lavatory & sewerage system, housing compound, road safety, water and electricity supply and etc. The latest inspection form was sighted conducted on 31/08/2020. The price in sundry shop is regularly monitored by the management. The workers also possible to obtain their needs from nearest town located at Kuantan approximately 20 km or 20 minutes travel.

Interview with the workers confirmed the selling price in both shop in estate and town were affordable. The SOU has calculated the prevailing wages by regional basis. The calculation has considered wage, service bonus, meals, housing, health, sport & recreation, welfare, transport, telecommunication etc.

The calculation of prevailing wages has initiated by taken annual income of local and foreign into average. The calculation has come out with RM1736.57 and RM1639.18 for local and foreign workers respectively. The figures reckoned as achievable amount. Certification unit were not engaged casual or temporary workers in their operation but only utilizing full time workers for all core work such as harvesting, spraying, manuring etc.

The workers were obtained from local and any other source of country such as India, Bangladesh, Indonesia and Nepal. Sampled payslips shown all workers were paid accordingly and no evidence of seasonal workers been engaged.

**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.**

**6.3.1, 6.3.2, 6.3.3**

The company has established a statement through the policy of Social in recognizing the rights of employees to freedom of association. They were allowed to join any trade union such as NUPW National Union of Plantation Workers. From the last lines of the policy states the commitment of the company to respect the rights of all personnel to form and join trade unions of their choice and to bargain collectively.

They were also allowed either to join or form any association and bargain collectively with the employer as stipulated in the contract of employment. Interviewed the foreign workers (sprayers, tractor driver and Mandore) and local office staff reveals that, local workers are very common being the member but for foreigners it depends on their own judgement, which always ending 1% - 2% from total foreign work force which mainly due to their concern of paying monthly fee. He said the management does not involve in workers freedom to join the Union.

**Status: Comply**

**6.4**  
**Children are not employed or exploited.**

**6.4.1, 6.4.2, 6.4.3, 6.4.4**

Child protection policy was established and been revise on Jan 2020, and advocate for the safety and well-being of children. The policy consisting of eradicating child labor in supply chain, providing process for remedy if children are found

working and recognizing that education is crucial component in effective eliminating child labor, commit to providing all partnership with access to primary and secondary education.

The company also committed to comply with all relevant local and international laws and standards. The age screening procedure of Liaison and Recruitment (LR) with reference WMU/LR-SOPP/March 2016 dated 30/3/2019 has established. The procedure has stressed out the process during workers recruitment and age screening will be carried out at every stages of recruitment process. The management has demonstrated the recruitment process according to their SOP such if the workers obtained from labor source country, the recruitment team and agent prior do the age screening before proceeding to medical check-up and next process.

Company has classified Hazardous and Non-Hazardous operation. Child labour policy has been communicated to all affected parties inclusive of internal and external stakeholders such as staff, contractor, supplier, government authority etc during stakeholder consultation meeting conducted in all respective certification units. The management has stressed out that no child labor is allowed and the company will never compromise and stringent action will be taken to that ignorance.

Status: Comply

**6.5**

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

**6.5.1, 6.5.2, 6.5.3, 6.5.4**

The company has established two (2) polices which related to female affairs as to prohibit any form of sexual and all other forms of harassment and violence. Both which was social and gender policies were signed by Mohamad Helmy Othman Basha, in January 2020 were documented and publicly published at the office, muster board/ roster and implemented and communicated clearly to all levels of the workforce during gender committee meeting, programs and also during morning muster briefing.

Based on the gender committee handbook, the meeting is to be conducted every quarterly. Management has established a social and humanity management policy signed by the group managing director, the policy affirming its commitment to prevent sexual harassment and other forms of violence against women and protect their reproductive rights.

Estate management has assessed the needs of new mother. The assessment was conducted on 15/06/2020 by Technical Operator and verified by the manager. SDP Group has developed Code of Business Conduct and procedure for internal & internal communication system. The objective of the procedure is to provide a formal and transparent platform for its employees to air their grievance, complaints and report.

The methods of raising complaints are channel to various such as via hotline number at 1800 88 8880. The written grievance also can be dropped at respective office or whistleblowing unit in SDP's headquarters. The company will take all necessary steps to protect the identity of the complainant and/or victim of sensitive cases.

The company has also established a whistleblowing policy and report shall be made through options given as such above or whistleblowing e-form available at SDP official website. The policy insists that whistleblowers who voluntarily come forward to report or reveal information on grievance, complaint or report activities, the identity of whistleblower and the information provided are kept confidential from any party.

*OBS:*

*Assessment needs for new mothers was conducted on 15/06/2020 by Technical Operator and verified by the estate manager. Based on the assessment, there are 4 need identified as requested for creche operating hours to be extended, requested for flexible working hours, requested the facilities provided in creche to further improve and to provide training for person employed in creche. Interviewed with a new mother and estate manager reveals the management has taken effort to address the issues but it was not properly documented.*

Status: Observation

**6.6**

**No forms of forced or trafficked labour are used.**

**6.6.1, 6.6.2**

The management has acquired legal workers with permit from Immigration Department. The passport was kept by individual worker and no retention of identity documents been practiced. All costs incurred during recruitment process were borne by the management itself consisting of transportation, medical, passport and levy cost.

All workers have a right to resign at any time as stipulated in contract agreement and no penalty for termination of employment been imposed. Based on the record sighted 4 foreign workers are not available in the list of process of renewal. Worker interviewed was confirmed that they kept their passport by themselves and no requirement to return it to management. They return their passport just for renewal process and will be returned back by management as soonest when permit is done.

**Status: Comply**

**6.7**

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

**6.7.1, 6.7.2, 6.7.3, 6.7.4, 6.7.5**

The responsible person for safety and health has been appointed through letter dated 17th July 2020 issued appointing the manager, En Hairie Hazali is responsible for Safety and Health matters. for Estate Mohamad bin Ishak estate manager. The regular meeting has been recorded. The latest meeting was conducted on 20th July 2020 for mill and 2.09.2020 The matter discussed was mainly on safety and health in mill area.

During mill visit, found the signages for high noise area, slippery area and evacuation route maps are well displayed. Aside, the mill has a floor plan shows arrows that indicating direction to emergency assembly area. During visit to boiler room and workshop, the first aid boxes were verified of the contents and found tally with the item list stucked on the box. All OSH related issues raised from all parties were recorded with attention of mill manager and deadline. Seen the raised issue pertaining to JKKP visit recently related to working in confined space and recommended to prepare proper SOP and complied with the requirement such as AESP&AGTES. There is no accident happen for 3 months for mill and estate.

The workers can get their treatment at estate clinic without any cost be imposed. All workers also been covered with Social Security Organization (SOCSO) which provides protection to employees against accidents or occupational diseases arising out of and in the course of their employment. The benefits covering medical, temporary disablement, dependents, rehabilitation facilities, funeral benefit etc. Seen the medicines issuance records in all certification units attended with their HA. Both estate and mill have different squad for emergency and first aiders. Interviewed the ETP in-charge person in mill and Field Mandore at Block 2019 A who are also the first aiders were able to briefed on the emergency evacuation plan as well the use of items from first aid box.

Workers interview confirmed that medical care was provided to them without be charged at any cost. Records of incident and accident were available reference to JKKP form 8. Records on Lost Time Incident (LTI) metrics had been verified as below 19368manhours without accident.

Site visit to pesticide store, chemical store, schedule waste store, PPE storage area, pre-mixing area and worker's shower room found adequately maintained. At the time of visit, the workers have not back from field work and therefore, the auditor was not observed on workers wash their PPE, keep safely and clean themselves before leaving to their worker's quarters. However, interviewed with sprayers and store in-charge at filed found they are aware on the procedures.

**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.**

**7.1.1, 7.1.2, 7.1.3**

IPM plan available for estate Jabor with relevant type of beneficial plant, (Cassia Cobanensis, Antigonon leptopus, Turnera Subulata, Euphorbia heterophylla) and barn owl house sighted during filed visit. IPM plan program for year 2020 observed with separation to field number. No species in the Global Invasive Species Database andCABI.org being used. No fire

been used for pest control.	
<b>Status: Comply</b>	
<b>7.2</b>	
<b>Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</b>	
7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5, 7.2.6, 7.2.8, 7.2.9, 7.2.10, 7.2.11	
<p>All pesticides used were according to the recommendation stated in Sime Darby Agricultural reference manual, section 16, weed control. Use of pesticides show trend of reducing with introduction of IPM program. Usage of rat baiting showed significant reduction with introduction of bawl owl erection. There is no prophylactic use of pesticides. No use of pesticide that under World Health Organization Class 1A or 1B. List of sprayers identified for pesticide process. Several training arranged for the sprayer to enhance the chemical handling skills. Proper PPE observed during the site observation.</p> <p>During site observation, found competence personnel who handle the chemical with relevant handling skill. Good storage condition observed at chemical store. Proper and clear segregation observed at chemical store. Relevant type stored according to layout. Sufficient MSDS available to the chemical store.</p> <p>All pesticide containers disposed as scheduled waste SW 409. Disposal record dated June 2020 observed to Licensed collector. No Aerial spraying conducted at the moment. Annual medical surveillance for sprayers observed. Health examination record for staff observed and found all in normal condition.</p> <p>No pregnant mother is allowed as Sprayer. Briefing has been given together with RISE presentation. Presentation dated 19/4/2017 observed. Child labor policy observed and accessible thru human right charter and onsite briefing.</p>	
<b>Status: Comply</b>	
<b>7.3</b>	
<b>Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</b>	
7.3.1, 7.3.2, 7.3.3	
<p>Waste management action plan for year 2020 for mill and estate observed with several type of waste identified as scheduled waste, domestic waste, recycled waste and clinical waste. The waste management plan covers all applicable locations such as workshop, lab, office, septic tank, EFB, etc. Thru site observation, found effective management of waste in place according to management plan. EFB observed transported by appointed transporter and send to estate.</p> <p>Domestic waste sends to landfill at estate. Scheduled waste collected by licensed contractor, relevant inventory report was updated and uploaded into ESSIW. All disposal records were adequately assessed. Scheduled waste inventory record updated until Sept 2020 observed. Site observation for scheduled waste store conducted and found in good condition. Proper scheduled waste store maintained with good signage and housekeeping.</p> <p>Person who handle scheduled waste show good understanding on the rules and requirements. No open fire observed during on-site audit for waste disposal.</p>	
<b>Status: Comply</b>	
<b>7.4</b>	
<b>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</b>	
7.4.1, 7.4.2, 7.4.3, 7.4.4	
<p>Sime Darby Agricultural Reference Manual Oil Palm Planting version 3 issue date 1/7/2011 observed. Manuring method separated to few stages (Immature Oil Palms, Immature Oil Palm – Mulched with EFB, Mature Oil Palm and Procedure for Fertiliser sampling for Analysis of Chemical Composition). From site observation, found manuring practice follow the manual methodology. Foliar and soil analysis conducted on yearly basis.</p> <p>Monitoring result analyzed and makes suggestion for fertilizer usage. EFB application to estate observed as nutrient recycling strategy. During site observation, found EFB mulching activity on going for Field 2020A. Fertilizer usage recorded into Fertilizer Bin Card. Transaction record documented according to physical stock exchange. Monthly stock check observed on early of each month and found no discrepancy.</p>	
<b>Status: Comply</b>	

<b>7.5</b>	
<b>Practices minimise and control erosion and degradation of soils.</b>	
7.5.1, 7.5.2, 7.5.3	
Soil map for Jabor Estate observed. No marginal and fragile soil available. No replanting on steep slopes observed during the site observation. Slope map observed with no slope > 25 degree observed. No new planting of oil palm on steep terrain.	
	Status: Comply
<b>7.6</b>	
<b>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.</b>	
7.6.1, 7.6.2, 7.6.3	
No new plantings activity performed at the moment.	
	Status: Comply
<b>7.7</b>	
<b>No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.</b>	
7.7.1, 7.7.2, 7.7.3, 7.7.4, 7.7.5, 7.7.6, 7.7.7	
No new planting on peat as no peat soil available in the Jabor estate.	
	Status: Comply
<b>7.8</b>	
<b>Practices maintain the quality and availability of surface and groundwater</b>	
7.8.1, 7.8.2, 7.8.3, 7.8.4	
Year 2020 water management plan for Jabor Mill & estate observed. Different water sources identified such as secondary water catchment pond, estate water catchment, scheduled water distribution and purchase water from local JBA. Several contingency plan in place for emergency situation. No agricultural activity performed at riparian and buffer zone. The rules are strictly followed by the estate during site observation. Mill effluent treated according to DOE requirements.	
Quarter yearly report submitted with 6 parameters monitored. BOD result showed within permissible limit. Mill water usage monitored and recorded. Yearly monitoring chart for Jabor mill observed from Jan – Aug 2020 was 0.97 – 1.38m <sup>3</sup> /MT of FFB processed against the projected volume of 1.3 m <sup>3</sup> /MT of FFB processing.	
	Status: Comply
<b>7.9</b>	
<b>Efficiency of fossil fuel use and the use of renewable energy is optimised.</b>	
7.9.1	
Diesel management plan year 2020 observed for mill and estate. Relevant action proposed for usage reducing, such as to ensure prompt service of genset and vehicles, to ensure full capacity running of boiler No.3 and to conduct routine visual inspection on the vehicle. Monitoring of Diesel usage per ton FFB observed in monthly basis. Monitoring chart Jan – Aug 2020 observed with 0.49L/MT of FFB processed recorded for Aug 2020. The mill is also having records on shells and fiber usage as fuel for boilers. As for the Jabor Estate, the diesel usage monitoring chart for year 2020 observed with data updated until Aug 2020. Average 0.74L/MT FFB production achieved for Aug 2020.	
	Status: Comply
<b>7.10</b>	
<b>Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</b>	
7.10.1, 7.10.2, 7.10.3	
GHG Emission calculation verified and submitted thru Palm GHG. GHG Emissions reduction incorporated into Pollution	

Prevention Management Plan. GHG emission reduction planned thru good maintenance of vehicle and effective fuel consumption. Pollutions Preventive Management plan for year 2020 observed for mill and estate. Several pollution sources identified such as oil, solid waste, chemical spillage and air pollution. Relevant action plan identified and monitored on periodically.

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

**Summary of Net GHG Emissions**

Emissions per Product	tCO2e/tProduct
CPO	1.35
PK	1.35

Extraction	%
OER	21.17
KER	5.42

Production	t/yr
FFB processed	92,954.46
CPO Produced	19,677.98

Land use	ha
OP planted area	11,982.07
OP planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
<b>Total</b>	<b>11,982.07</b>

**Summary of Field Emissions and Sinks**

	<i>Own Crop</i>		<i>Group</i>		<i>3rd Party</i>		<i>Total</i>
	tCO2e	tCO2e /tFFB	tCO2e	tCO2e /tFFB	tCO2e	tCO2e /tFFB	
<b>Emissions</b>							
<i>Land Conversion</i>	20333.11	0.53	3419.35	0.34	0	0	23752.46
<i>*CO2 Emissions from Fertiliser</i>	1974.20	0.05	422.21	0.10	0	0	02396.41
<i>**N2O Emissions</i>	1038.98	0.03	237.42	0.06	0	0	1276.40
<i>Fuel Consumption</i>	131.84	0.00	20.72	0.01	0	0	152.57
<i>Peat Oxidation</i>	0	0	0	0	0	0	0
<b>Sinks</b>							
<i>Crop Sequestration</i>	-19273.08	-0.50	-3241.09	-0.81	0	0	-22514.17
<i>Conservation Sequestration</i>	0	0	0	0	0	0	0
<b>Total</b>	<b>4205.06</b>	<b>0.11</b>	<b>858.61</b>	<b>0.21</b>	<b>0</b>	<b>0</b>	<b>14145.10</b>

**Summary of Mill Emissions and Credits**

	tCO2e	tCo2e/tFFB
<b>Emissions</b>		
<i>POME</i>	18220.65	0.20
<i>Fuel Consumption</i>	138.17	0.00
<i>Grid Electricity Utilisation</i>	837.39	0.01
<b>Credits</b>		
<i>Export of Grid Electricity</i>	0	0
<i>Sales of PKS</i>	0	0
<i>Sales of EFB</i>	0	0
<b>Total</b>	<b>19196.20</b>	<b>0.21</b>

**Palm Oil Mill Effluent (POME) Treatment**

Divert to compost	0
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Divert to anaerobic digestion	100
<b>POME Diverted to Anaerobic Digestion:</b>	
Divert to anaerobic pond	100
Divert to methane capture (flaring)	0
Divert to methane capture (electricity generation)	0
<b>Status: Comply</b>	
<b>7.11</b>	
<b>Fire is not used for preparing land and is prevented in the managed area.</b>	
7.11.1, 7.11.2, 7.11.3	
No fire used for preparing land for new planting and replanting. Emergency Response and Preparedness SOP and flow chart observed. Good adherence for Fire prevention and control observed. Factory and estate actively connect with BOMBA in handling of emergency response especially for fire accident.	
<b>Status: Comply</b>	
<b>7.12</b>	
<b>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.</b>	
7.12.1, 7.12.2, 7.12.3, 7.12.4, 7.12.5, 7.12.6, 7.12.7, 7.12.8	
There is no land clearing occur since November 2005. High Conservation Value (HCV) Assessment report dated March 2016. HCV report for 3 SOUs (Bukit Puteri, Kerdau, Jabor) observed with only HCV 4 & 6 identified. No land clearing and deforestation after 15 November 2005. Integrated management system developed for maintaining HCV 4 & 6.	
<b>Status: Comply</b>	



3.2 Conformity Checklist of Certificate and Trademark Use

<b>1.</b>	<b>Evidence of permission or approval certificate and logo from Certification Body which submitted by Client</b>	<b>X or ✓</b>
ASA-1.4	Jabor POM – SOU12 has a certificate of approval numbers No. MUTU-RSPO/92	✓
	Status: Comply	
<b>2.</b>	<b>Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use</b>	<b>X or ✓</b>
ASA-1.4	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	Status: Comply	
<b>3.</b>	<b>Implementation of Certificate and Logo is not used on product</b>	<b>X or ✓</b>
ASA-1.4	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	Status: Comply	
<b>4.</b>	<b>Controlling of Certificate and Logo, including withdrawing inappropriate logo.</b>	<b>X or ✓</b>
ASA-1.4	Jabor POM – SOU12 does not use the RSPO logo both in the on-product and off-product.	✓
	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><b>Company Group/Holding Statement:</b> 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><b>Auditor Verification:</b> 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><b>Company Group/Holding Statement:</b> 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><b>Auditor Verification:</b> Sime Darby Plantation Bhd sent disclosure of liability including LUCA analysis to RSPO Secretariat on 2 December 2014 and 2<sup>nd</sup> 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 <sup>st</sup> 2010 must comply with the RSPO New Plantings Procedure.	<p><b>Company Group/Holding Statement:</b> 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 <a href="http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14">http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</a></p> <p><b>Auditor Verification:</b></p> <ul style="list-style-type: none"> <li>• Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1<sup>st</sup> 2010 and due to not conduct NPP.</li> <li>• RSPO NPP process has been completed in 2011 for a new mill in Liberia.</li> </ul>
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><b>Company Group/Holding Statement:</b> Sime Darby (Liberia) Plantation Inc. Status: Box G – Close for Monitoring Further details please refer to: <a href="http://www.rspo.org/members/complaints/status-of-complaints/view/46">http://www.rspo.org/members/complaints/status-of-complaints/view/46</a></p> <p><b>Auditor Verification:</b> 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><b>Company Group/Holding Statement:</b> No stakeholder comments or complaints received.</p> <p><b>Auditor Verification:</b> 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><b>Company Group/Holding Statement:</b> None noted. No stakeholder comments or complaints received.</p>

	<p>Criterion 4.2 in P&amp;C 2018).</p>	<p><b>Auditor Verification:</b>          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"> <li>• PT Sime Indo Agro 1,652 Ha</li> <li>• PT Aneka Inti Persada 421.31 Ha</li> <li>• PT Bina Sains Cemerlang 308.25 Ha</li> <li>• PT Bersama Sejahtera Sakti 765 Ha</li> <li>• PT Langgeng Muaramakmur 1,162 Ha</li> <li>• PT Paripurna Swakarsa 1,120 Ha</li> <li>• PT Swadaya Andika 63 Ha</li> <li>• PT Bahari Gembira Ria 1,639 Ha</li> <li>• PT Guthrie Pecconina Indonesia 4,133 Ha</li> <li>• PT Perkasa Subur Sakti 1,286 Ha</li> </ul>
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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 (Nil)**

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

**3.4.2. Identification of Findings, Corrective Actions and Observations at ASA 1.4 (Nil)**

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

**3.4.3. Opportunity for Improvement**

No	Ref. Std.	Description
1	2.1.1	<p>The clause 6(1)(a) of the Worker's Minimum Housing &amp; Amenities Act 1990 requires a written permit for potable water used other than public main. It is still proceedings at JBA Terengganu as the mill had attended a meeting with JBAT on 14/07/2020 at which the agency has not made any final decision.</p> <p>As result from the meeting, the mill management has visited SPAN (Suruhanjaya Perkhidmatan Air Negara) on 28/07/2020 to update on the minutes with JBAT and proceed of a new application. The audit team need to be provided with additional improvement activities / proposal from the mill management if the permit not able to obtain before the next assessment.</p>
2	3.6.2	<p>During field visit to Block 2020A, observed the tractor used to transport sprayers and the pre-mixed chemicals seen with torn driver's seat, the lights and horn were not functioning.</p>
3	6.5.3	<p>Assessment needs for new mothers was conducted on 15/06/2020 by Technical Operator and verified by the estate manager. Based on the assessment, there are 4 need identified as requested for creche operating hours to be extended, requested for flexible working hours, requested the facilities provided in creche to further improve and to provide training for person employed in creche. Interviewed with a new mother and estate manager reveals the management has taken effort to address the issues but it was not properly documented.</p>

**3.4.4. Noteworthy Positive Components**



No	Ref. Std.	Description
1	7.3.1	<p>All waste and used chemical containers are being treated as schedule waste and the estate not encouraging triple rinse and re-use. This eventually minimize the potential reuse by workers for other purposes than for plantation needs.</p>
2	2.1.1	<p>The awareness level on OSH and Covid 19 related SOPs are well communicated to all mill and estate workers. This was justified during interview with workers.</p>
3	6.2.4	<p>In term of social aspect, on monthly basis each and every mill and estate general workers are given 10kg of rice packet without any charges and RM 5.00 as a token for mobile use.</p>

**3.5 Summary of Arising Issues from Public and Auditor Verification**

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p><b>Estate and Mill foreign workers:</b></p> <p>The interviewed workers mentioned they are being treated equally among all different nationalities. The monthly salary received is always higher than the basic minimum wages and pay through bank before 7<sup>th</sup> every month. No charges being imposed for workers quarters that with subsidized of water and electricity. PPE given by company free. There is no conflict ever happened between workers &amp; estate or mill management.</p>	<p>No negative comments. However, due to Covid 19 Pandemic the estate and mill always ensure the safety and health risks before assigning daily jobs.</p>
<p><b>Estate and mill field staff:</b></p> <p>They are aware on the RSPO implementation and have good understanding about complaint and grievance mechanism. They agreed, PPEs are given without charges even for replacement or worn out PPEs.</p> <p>Female staff, mentioned no sexual harassment and domestic violence within estate and mill worker's family. All collectively agreed of no discrimination based on gender, races and nationality. Company sent all the sprayer to medical check annually and results briefed by medical Assistant to respective workers and staff.</p>	<p>Positive comments</p>
<p><b>All level of workers includes Security Personals:</b></p> <p>The local and foreign workers appreciate the effort taken by estate and mill management to provide rations / groceries during Covid 19 as they were unable to go out from the line site as precatory measures.</p> <p>The continuous monitoring and updates by the respective management with supply of free face musk made the workers safe stay.</p>	<p>Positive comments</p>
<p><b>Gender Committee (Combined mill and estate)</b></p> <p>The committee chairwoman mentioned, there isn't any social issues with presence of foreign workers. The estate and mill management always encourage the committee to reach out all level of female workers and their dependents.</p>	<p>Jabor mill and estate management will continue to give cooperation towards gender committee.</p>
<p><b>Workers Union Representative (Jabor Estate)</b></p> <p>The workers representative had been interviewed and he mentioned the foreign worker's subscribing to Union is largely based on their respective nationalities and the company never restrict them. Very good support from the manager in conducting meeting and provide facilities.</p>	<p>Jabor Estate will continue to give cooperation towards workers union and will keep monitoring the participation of foreign workers.</p>
<p><b>Workers (Jabor Estate)</b></p> <p>Local, India, Nepal and Bangladesh workers were randomly selected during field visit and they collectively agrees the estate management no discriminating them in any forms. There isn't any pay violation against the employment contract. No forced overtime and work on rest day.</p>	<p>Jabor Estate will continue to give cooperation towards worker's benefits and social amenities.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p><b>Workers (Jabor Mill)</b> The interviewed workers are happy with the management and really appreciated their contribution during Covid-19 initial days by providing sufficient foods and basic necessities. There isn't any accident among mill workers.</p>	<p>Jabor Mill will continue to give cooperation towards worker's needs and maintaining the fortnightly visits to line sites.</p>
<p>There was no feed-back received from NGO and External Stakeholders</p>	<p>No issues raised</p>



4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY
4.1	Formal Sign-off of Assessment Findings
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <p>SOU 12 Jabor POM SIME DARBY PLANTATION BERHAD LADANG JABOR (647766-V)</p>  <p>MANAGER MOHAMAD SIN ISHAK</p> <p>Tuesday, 15 September 2020</p> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Mahaswaran Maliyapan</u></p> <p>Tuesday, 15 September 2020</p>

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

No	Institution / NGO / Community	Address	Phone / Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	<ul style="list-style-type: none"> <li>• 1 x Local Field Supervisor</li> <li>• 1 x Nepalese tractor driver</li> <li>• 1 x Nepalese Mandore</li> <li>• 2 x sprayers – India</li> <li>• 2 x sprayers - Bangladesh</li> </ul>	Jabor Estate	-	Interviewed	14 September 2020	✓	
2	<ul style="list-style-type: none"> <li>• 1 x Local Boilerman</li> <li>• 2 x Graders</li> <li>• 1 x local ETP staff</li> <li>• 1 x Medical Assistant</li> </ul>	Jabor Mill	-	Interviewed	13 September 2020	✓	
3	Gender Committee	Jabor Estate Jabor Mill	-	Interview	13 September 2020	✓	
4	Workers Union Representative	Jabor Estate	-	Interview	14 September 2020	✓	

**Appendix 2. Assessment Program**

DATE	13 to 15 September 2020	
PROGRAM	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Sunday, 13 September 2020		
08:00 – 09:00	<p>Centralize Opening Meeting at <b>Jabor POM</b></p> <ul style="list-style-type: none"> <li>• Presentation by the manager/coordinator</li> <li>• Presentation by Lead Auditor.</li> </ul> <p>Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation – where applicable).</p>	MM, RK, YC
09:00 – 13:00	<p><b>Jabor POM</b></p> <p><b>Document Audit:</b> Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</p> <p><b>Mill inspection:</b> Workshop, Laboratory, Environment, OHS, Chemical Stores, Workers Welfare and Interview, Clinic, Landfill, Mill Housing, Biogas System (if applicable), WWTP, Schedule Waste and POME.</p>	MM, RK, YC
13:00 – 14:00	<b>Lunch</b>	MM, RK, YC
14:00 – 16:30	<p><b>Continue document review in Jabor POM</b></p> <p>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</p>	MM, RK, YC
16:30 – 17:00	<p>Verify any outstanding issues, auditor discussion and end of audit for day 1.</p>	MM, RK, YC
Monday, 14 September 2020		
08:00 – 13:00	<p><b>Jabor Estate</b></p> <p><b>Document Audit:</b> Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</p> <p><b>Estate Visit:</b> Field inspection, boundary inspection, fertilizer application, field spraying, harvesting, workers interview, buffer zone, conservation area, office, workshop, agriculture best practices, chemical store, and pre-mixing, etc.</p>	MM, RK, YC
13:00 – 14:00	<b>Lunch</b>	MM, RK, YC
14:00 – 16:00	<p><b>Continue document review in Jabor Estate</b></p> <p>Public documents, SOPs, Policies, Internal audit, Production &amp; Supply chain records, FFB pricing, Review on SEIA documents and records, payment records, complaint records, workers records, training records, permits, CIP, etc.</p>	MM, RK, YC
16:00 – 17:00	<p>Verify any outstanding issues, auditor discussion and end of audit for day 2.</p>	MM, RK, YC

Tuesday, 15 September 2020		
08:00 – 10:00	<b>Jabor POM and Jabor Estate documentation:</b> verify any outstanding issues, basic information data, GHG verification	
10.00 – 11.00	<b>Auditors discussion:</b> finalizing findings and prepare for centralize closing meeting at Jabor POM	
11.00 – 12.00	<b>Closing meeting:</b> Chaired by the audit Lead Auditor <ul style="list-style-type: none"> <li>• Welcome and introduction by the Lead Auditor</li> <li>• Presentation of findings by the audit team</li> <li>• Questions &amp; answers and Final summary by Lead Auditor</li> </ul>	
12.00	<b>End of assessment</b>	

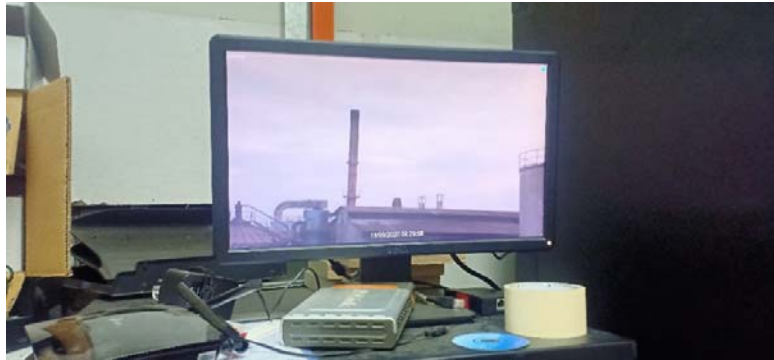
**Appendix 3.**  
**Checklist of RSPO Assessment for ST-1, ST-2, ASA-1, ASA-2, ASA-3, ASA-4 and Recertification**

RSPO Ref.	HASIL VERIFIKASI MUTUAGUNG LESTARI-Certification	GRADE
<b>PRINCIPLE 1: BEHAVE ETHICALLY AND TRANSPARENTLY</b>		
1.1	The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.	
1.1.1	<b>(C) Documents that are specified in the RSPO P&amp;C are made available to the public.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>As per SDP PQMS (Sime Darby Plantation Quality Management System) dated on 01/11/2008, where appropriate information to made available top requester(s) through annual reports, circulars, agreements, SDP websites and other publications. Aside, the requester's information to be channeled to Group Sustainability Department (GSD), Communication Department and Legal Department of SDP.</p> <p>Since the mill is located in Jabor Estate, therefore the estate management jointly with mill management conducted the annual external stakeholder meeting that dated on 03/03/2020. The attended stakeholders were briefed on sticker to be paced on visitor's dress, request of soil from SKSP and SJKC, com intrusion, use of estate roads by surrounding communities and etc. In SDP-QMS, Sub-Section 5.5 page 3 – point 6.3 is stated the mill and estate to provide feedback to any requesters within 2 weeks that requiring direct feedback and 1 week for communications that required investigation.</p>	Yes
1.1.2	<b>Information is provided in appropriate languages and accessible to relevant stakeholders.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>There are no on-going disputes concerning to the Jabor estate and mill's legality. The content of SDP-QMS, Appendix 5.5.3.2 for external communication and SDP-PQMS, Appendix 5 on flowchart and procedure on handling social issues communicated to both internal and external stakeholders via briefing during muster ground and in external stakeholder meeting respectively. Both events were conducted in Bahasa Malaysia and in English, that accordance to discussed topics.</p>	Yes
1.1.3	<b>(C) Records of requests for information and responses are maintained.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Based on the stakeholder logbook, there was a request from Malaysia Health Ministry on 19/03/2020 that requesting to closed Jabor Estate's Mosque due to Covid 19 pandemic at which the estate and mill management complied immediately. Another request was made by PIBG SK Lembah Jabor for</p>	Yes

	monetary assistance to organize their annual meeting.	
<b>1.1.4</b>	<b>(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Since the mill is located in estate's land, the estate also provides a log book at the security post to enable external stakeholders to register their complaints and grievances. There is a flow chart titled dated 01/11/2008 "Sustainable Plantation Management System" - for internal [Appendix 5.5.3.1] and external [Appendix 5.5.3.2] established for communicating and reporting of EMS, OHS and social issues with relevant stakeholders.</p> <p>There is also a "Whistleblowing Policy" (GPA No. B5) are made available for handling stakeholder's social issues. The appointment letter for PIC in charge for communication with external stakeholders clearly indicates the roles and responsibility of the person.</p>	Yes
<b>1.1.5</b>	<b>There is a current list of contact and details of stakeholders and their nominated representatives.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>The stakeholder list in estate and mill which updated on July 2020 seen categorized into various parties such as approved certified FFB suppliers, CPO / PK buyer, neighboring communities, suppliers, transporters, replanting contractors, vehicle maintenance contractors and etc. The list has input of stakeholder's type, contact details and email IDs.</p> <p>There isn't any personal particulars or information available in the stakeholder list. Sighted the annual stakeholder meeting minutes dated on 03/03/2020 attended by 31 stakeholders from various organization.</p>	Yes
<b>1.2</b>	<b>The unit of certification commits to ethical conduct in all business operations and transactions.</b>	
<b>1.2.1</b>	<b>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Sighted the Human Rights Charter that addressing commitments to avoid causing, contributing, being linked to adverse human rights impacts through business activities. The policy is also available in the company's website. In Code of Business Conduct seen the implementation acknowledge the challenges while engaging 3<sup>rd</sup> party contractors and other business associates that may involve in the process of worker's employment and involving in mill and estate operations. Sighted the external</p>	Yes

	stakeholder meeting slides that was briefed on 03/03/2020 consist of explanation on Code of Ethical, Whistleblowing policy, Code of Business Conduct and etc.	
1.2.2	<b>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>As per interview with estate's and mill manager, the respective management encourage and promote the "Whistle Blowing" policy via muster ground in estates and toolbox meeting in mill. In the event any misconduct against the Ethical Policy, the mill or estate to conduct "Domestic Inquiry" and communicate with HR department for necessary actions.</p> <p>As at audit dates, the estate and mill does not receive any ethical related issues. Interviewed with estate and mill workers, reveals they are aware of the Sustainability Policies and their rights to voice out if any violation against the policies, especially in regards to unethical conducts such as charging cost for recruitment process and job tendering process as to determine on supplier/vendor/contractor for job assignments in estate and mill.</p>	Yes
<b>PRINSIP #2 OPERATE LEGALLY AND RESPECT RIGHTS</b>		
2.1	<b>There is compliance with all applicable local, national and ratified international laws and regulations.</b>	
2.1.1	<b>(C) The unit of certification complies with applicable legal requirements.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p><u>Jabor POM</u></p> <p>The "Legal &amp; Requirements Register" was checked and approved for compliance on 01/07/2020 by the Mill's Asst. Manager &amp; Manager which has scored 96.00% [satisfactory]. The Water Act 1020 and Water Enactment 1998 scored 98% respectively due to applications pending at government agencies. There were changes addressed in the regulation such as Prevention and Control of Infectious Diseases Act 1988 (Covid 19) updated 14/04/2020, Employment Provident Fund Act 1991 (Act 452), Minimum retirement Age Act 2012 (Act753) and etc. Below permits and licenses were verified for compliance:</p> <ul style="list-style-type: none"> <li>• D.O.E annual license renewal [ref: 004080] in accordance to EQA 1974, Sec. 11 that expires on 05/06/2021</li> <li>• Jadwal Pematuhan (AS(B)T:31/152/000/003 for 27 MT processing capacity. Jadwal Pelanggaran (05/06/2020 – 05/06/2021) JPLP/UB/2020/004080 not exceeding 400mg/l, and opacity below 40%, whereby the new regulation as per EQA (Clean Air) Regulations 2014 limit is 150mg/m<sup>3</sup>.</li> <li>• MPOB license which allowing 150,000MT/year expires on 30/06/2021 [530438004000] [for buying CPO, FFB, PK, SPO], selling [CPO, FFB, PK], storing CPO, PK, SPO] and processing of FFB.</li> </ul>	OFI

- The mill has visited by Bomba on 09/08/2020 for renewal of Fire Certificate as required by Fire Services [Fire Certificate] Regulation 2001 – 28(1) and the issuance of fire s=certificate remain pending at Bomba.
- Isokinetic stack sampling, EOA 1978 [Clean Air for palm oil mill boiler] monitor thru Continuous Emission Monitoring System [CEMS] – L-GB-CC2005CSJ-0108 dated 21/05/2020 that observed dark smoke emission in the stack flue gas [Stack 3 TG PMD 139 resulted 363.2 mg/m<sup>3</sup>]. The auditor verified the ESP with Boilerman, in Apr 2020, the boiler emission was high that due to ID Fan faulty and intermittent of sensor.







- Incinerator not applicable.
- Permit for Diesel – T001615 (KPDNKK/KMN/25-01/08 SK D for 9100 Liter valid till 10/05/2021).
- Annual & Baseline Audiometric Testing done in Sept 2016 as per required by the Noise Regulation for Workplace 1989 Section 24 and Nadopod 2004 conducted on 11/07/2020. Based on the result, there are 22 workers with STS and 11 workers with Hearing Impairment. Interviewed with mill assistant found, the management has approved for quotation for re-test.
- Quarterly Return Form as per First Schedule of the Environmental Quality (Prescribed Premises) (Crude Palm-Oil) Regulations, 1977 – report to DOE sighted for 2<sup>nd</sup> quarter dated on Jun 2020 [ref. 31/152/000/003 – 002386]. Total CPO produced 4657.8 MT / total FFB processed 22887.74 MT and total water consumed was 33488 cubic meters(m3)
- Sampled competence person – FMM 1967, Regulation 1970, 5(2) Steam Cert – Gred 1` [055/2014] Mohd Hairie bin Hazali
- Authorised Entrant and Standby Person for Confined Space – Rizqan Ammar, valid until 09.06/2021
- Certified Environmental Professional in the Treatment of POME - CePPOME – Mohamed Jamil bin Ismail – CePPOME/00013.
- Certified Environmental Professional in Schedule Waste Management - CePSWaM – Mohd Hairie bin Hazali – CePSWaM/185209 whom have completed the Field training Report and attended the interview session in DOE.
- Competence Person as First Aider – Mohd Izwanuddin Mohd Nasir trained by Academy of Safety and Emergency Care on 22/02/2018 and the cert valid for 3 years.
- Sampled competence person as Grader – Azman bin Abdul Ghani dated on 02/03/2017, trained by IMPAC (Institute of Malaysian Plantation and Commodities)





Observation (OBS):

The clause 6(1)(a) of the Worker's Minimum Housing & Amenities Act 1990 requires a written permit for potable water used other than public main. It is still proceedings at JBA Terengganu as the mill had attended a meeting with JBAT on 14/07/2020 at which the agency has not made any final decision. As result from the meeting, the mill management has visited SPAN (Suruhanjaya Perkhidmatan Air Negara) on 28/07/2020 to update on the minutes with JBAT and proceed of a new application. The audit team need to be provided with additional improvement activities / proposal from the mill management if the permit not able to obtain before the next assessment.

Jabor Estate

Sampled the permits and licenses that applicable for the estate's operation:

- Permit [PP3/22/0010] for wages deduction – Sek. 24(2) Akta Kerja 1955 that allows deduction for electricity.
- Permit for air compressor [PMT TG/19 15551] in accordance to Factories and Machinerics Act 1967 – Notification, Certificate of Fitness, and Inspection Reg. 1970 10(2). Expires on 09/11/2020.
- MPOB license [528528002000] expires on 31/03/2021 for area of 1907.51 Ha
- MPOB license [525928011000] expires on 31/12/2020 for nursery area of 3.5 ha
- Permit [T 001681] for diesel – 18,000 L expires on 20/08/2021
- Medical Assistants Mr. Safuan – Certified by Lembaga Pembantu Perubatan Malaysia – ref. 14254.

2.1.2	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	The identification of changes is the responsibility of sustainability department in HQ whom shall notify in written to the mill & estate representatives of the changes. It then the respective operating unit's manager to delegate the information among their team members. As for the issues concerning to environment and OHS, it is the responsibility of EHS unit [under the arm of RSQM] to update and implement the changes at SOU level. For the issues related to foreign workers, the Worker	Yes

	<p>Management Unit will liaise with respective sites. The HR team co-ordinates on wages concern issues with all operating units. The applicable SOP is SDP-PQMS, Section 1, Issue 1 dated 01/11/2018.</p> <p>Jabor POM The identification of changes is seen still the responsibility of corporate department in HQ whom shall notify in written to the mill representatives of the changes who delegate the information within the related mill staff. Internal audit conducted annually and sighted the recent audit dated on 06/03/2020 that resulted with 6 major, 4 Minor and 5 OFIs. Sighted legal compliance done on 01/07/2020 with 2 regulations in regards to Water Act not complied fully.</p> <p>Jabor Estate Internal audit conducted annually and sighted legal compliance item in the internal audit summary report dated on 05/03/2020. The Chief Clerk does the monitoring of renewal of permits and licenses by using legal compliance checklist.</p> <p>The sustainability team and/or the estate manager to carry out periodic review and evaluation on applicable laws and regulations. The Medical Assistant is the assigned person to monitor the updates of legal requirement and to correspond with Regional Sustainability Team for revisions.</p>	
<b>2.1.3</b>	<b>Legal or authorized boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorized boundaries.</b>	
<b>Pertanyaan</b>		
<b>IA</b>		
<b>ASA-1</b>		
<b>ASA-2</b>		
<b>ASA-3</b>		
<b>ASA-4</b>	<p>Jabor POM This mill was commissioned in Nov 1976 with a processing capacity of 25MT/hr. Based on the mill layout, it is on the land of Jabor Estate with total land area of 6.2HA inclusive of 3.2HA effluent treatment plant and 1ha for water reservoir. The yearly processing capacity is about 150,000 MT of FFB with crop combination (Apr'2019 – Mar'2020) of 43.77% internal (SDP owned RSPO certified estates) and 56.23% external suppliers includes of collection centers. There are 2 CPO tanks each 1500 MT and 1000 MT. As for the PK, there are 2 tanks with 500 MT and 350 MT.</p> <p>Jabor Estate Based on the stakeholder mapping for Main Division, the estate is surrounded by Kg. Jabor Melayu (Alor Batu), Taman Sri Perasing and Kg. Perasing Jaya. As for Sg. Pergam Division is neighboring to Felda Neram 1 and Rancangan Orang Asli Sg. Pergam.</p> <p>As per area statement updated as at Sept 2020 the estate only planted with palm oil. The current total titled hectares are 2329.72 Ha and the total planted are is 2122.40 Ha (matured 1907.51 Ha and immature 214.89 Ha). In Main Division matured area is 1540.25 Ha and in Sungai Pergam Division is 367.26 Ha].</p> <p>As at 31/08/2020, the total immature in Main Division is 214.89 Ha and in Sungai Pergam Division all are matured. All the land title's status has been changed to Syarat-Syarat Nyata – Tiada. The proposed project for mining bauxite within the estate land holds "On-going" status.</p> <p>The "Sime Darby Agriculture Reference Manual" – Section 3 &amp; 4, outline the requirements for replanting and land clearing. Seen the estate management peg a marking pole beside the boundary stone. The recent boundary markers monitoring census was done on April 2020. Verified the "Boundary marker Monitoring Checklist" against the GPS co-ordination that stated in a matrix table with other information such as stone number, field number and year of external survey conducted.</p>	Yes
<b>2.2</b>	<b>All contractors providing Operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</b>	

2.2.1	<b>A list of contracted parties is maintained.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM List of contracted parties documented in "List Supplier FFB to SOU 12 KKS Jabor". The list includes details such as supplier names, address, PIC and contact numbers. The list identifies suppliers under 2 categories, the 1st is estates within SDP group. There are no written contracts between the supplying estate and mill as it manages within SDP group of estates. There are delivery happens whenever there is crop diversion due to mill maintenance within SDP owned mills.</p> <p>Jabor Estate The estate was able to produce the BCOC, that proves the appointed 3<sup>rd</sup> party contractors to comply with legal requirements such as not employing young workers, if employing foreign workers, the passport and permit particulars to be given to estate, provide a decent living space for his workers and etc.</p>	Yes
2.2.2	<b>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM Contract agreement was sighted for external FFB suppliers with information on buyer, seller, quantity, OER rates, relevant cost, payment term, force majeure. Verified Contract Agreement made between SDP and Mohd Saidi bin Abd Ghani dated on 01/02/2020.</p> <p>The contract has requirements such as declaration on origin of FFB, pricing, governing laws and dispute resolution, confidentiality and etc. Sighted the "Vendors Integrity Pledge" that needs any 3<sup>rd</sup> party to comply with human rights, code of ethical and ESH requirements. Sampled sighted for AM DH Jaya Enterprise dated in July 2020.</p> <p>Jabor Estate Sighted the list of service providers / contractors / supplier stated in "Stakeholder List" was last reviewed on 01/2020. Cross verification was done for replanting contractor "Jasa Awah Enterprise" that the details available in the stakeholder list.</p>	Yes
2.2.3	<b>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor POM	Yes

	<p>Sighted the "Code of Business Conduct", the terms and conditions of the contracts have been included in this document. Seen, point No.05, on labour &amp; human rights that includes of equal opportunities, non-discrimination, elimination of harassment &amp; violence, illegal substance, criminal activities, reasonable wages &amp; benefits, eradication of exploitation, abolishment of child labour &amp; protecting the rights of children and etc. The mill periodically conducts meetings and to carry out announce audit / visit to ensure supplier's compliances.</p> <p>Jabor Estate Verified the "Replanting Job Order Agreement" between SDP and the contractor dated on 07/07/2019. The scope of work for replanting define in Appendix 2 (cambering's &amp; drains, felling / shredding / pulverizing / deboling). Sighted the contractor has signed the Code of Conduct as well been briefed on the applicable legal requirements during Townhall meeting on 08/08/2020. Based on the records of assigned work, the contractor employed 2 locals (Malaysian) to assist him. Estate has recorded the details of workers and regularly inspect the replanting area for any contract violations.</p>	
<b>2.3</b>	<b>All FFB supplies from outside the unit of certification are from legal sources.</b>	
<b>2.3.1</b>	<p><b>(C) For all directly sourced FFB, the mill requires:</b></p> <ul style="list-style-type: none"> <li>• <b>Information on geo location of FFB origins</b></li> <li>• <b>Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder</b></li> <li>• <b>One or more supporting documents for claims</b></li> <li>• <b>Valid MPOB license</b></li> </ul>	
<b>Pertanyaan</b>		
<b>IA</b>		
<b>ASA-1</b>		
<b>ASA-2</b>		
<b>ASA-3</b>		
<b>ASA-4</b>	<p>Jabor POM In the mill, sighted the MPOB license and expiry dates of FFB suppliers seen stated in the supplier list. Content of ownership in MPOB license were matching with FFB Delivery Note. There is another list available indicating of location / address, GPS co-ordinates, quantity of FFB delivered.</p> <p>Sighted the daily generated FFB supply report that has information on year of planting as SDP has a mechanism "Responsible Sourcing Guidelines" that only allowing FFB from suppliers who have not converted peat land for oil palm planting after 2010 and have not opened primary forest for oil palm planting after 2010. This was cross verified against SDP Group Sustainability (SD/SDP/GS/001) dated on June 2020.</p>	<b>Yes</b>

2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centers, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>Based on interview with Assistant Mill Manager and verification on weighbridge records, the mill receives FFB from SDP Group owns estates and from external suppliers. There is a procedure for Supply Chain Mechanism (SDP-PQMS – Appendix 15 – SOP for SCC &amp; traceability. There are 15 external suppliers at which 4 of them are collection centers (Koperasi Peserta-Peserta Felcra, Lim Eng Sow Enterprise, Santong Sawit and Mohd Saidi bin Abd Ghani).</p> <p>The auditors from GSM (Group Sustainability Management) has a visit schedule to collection centers and sample audits of the source of FFB to ensure the “Responsible Sourcing Guidelines” are complied. The collection centers are sending FFBS 6 days in a week and the mill strictly not allows any smallholders or unregistered outgrowers to send their FFBS. The collection center maintaining the FFB bookkeeping via Excel spreads sheet.</p>	Yes
<b>PRINSIP #3 OPTIMISE PRODUCTIVITY, EFFICIENCY, POSITIVE IMPACTS AND RESILIENCE</b>		
3.1	There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.	
3.1.1	(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>Sighted 5 years Business Plan for the mill that for 2010/2021 to 2024/2025, that mill manager has acknowledged. Seen the inputs includes of processing cost such as for reception, handling, sterilization, threshing, pressing and etc. Based on the forecast, in 2023/2024 the total processing cost will be RM 5,750,624.42. The other cost factors are administrative cost (wages, security, building maintenance, amenities, health) that accumulating to RM 7,617,511.00 as total fixed cost for the same financial year.</p> <p>Jabor Estate</p> <p>Sighted the 5 years business plan (2019 – 2024) that including of water management, soil conservation, weeding, boundaries monitoring, P&amp;D, sanitation, field upkeep (matured and immature), harvesting, FFB collection and etc. The direct cost is derived from estate administrative works, labour overheads and road &amp; bridge. The total fixed cost includes manuring, interview with Estate Manager reveals the estate not planning on land extension for oil palm cultivation.</p>	Yes
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	
<b>Pertanyaan</b>		
IA		
ASA-1		

ASA-2		
ASA-3		
ASA-4	<p>Jabor POM Not Applicable</p> <p>Jabor Estate The replanting programme seen for 5 years period from 2020 to 2024. Based on the plan, in 2020 there will be 63.69 Ha in field 2015 A, B &amp; C. In 2021, 39.43 Ha in field 1997A will be undergoing replanting. There is no replanting plan in year 2022 and 2023. In year 2024, expected 143.20 Ha from field 2001 A &amp; C will be having replanting. Based on the "Certificate of Culling Release" record for replanting field 2020A, the planting material is SD Premium which from estate's nursery.</p>	Yes
<b>3.1.3</b>	<b>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM / Jabor Estate The combined annual management review was done on 06/07/2020 participated by mill and estate managers, assistants, chief clerk and mill and estate staff. Among the key issues discussed are relevant to findings resulted from internal audit (6 major and 4 minor) such as on environmental aspect, OHS implementation, schedule waste management and disposal channel, briefing of sustainability policies and etc. There isn't any recommendation for improvement or changes needed for the RSPO management system.</p>	Yes
<b>3.2</b>	<b>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.</b>	
<b>3.2.1</b>	<b>(C)The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and Opportunities of the unit of certification.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM Continuous Improvement Plan that divided into 2 sections, the first on genset that to supply electricity to mill during the operation of older boiler and the monitoring measures are on diesel flowmeter, engine driver's record book and routine inspections by engine driver. The improvement plans identified was to minimize the use of genset by running at full capacity and to ensure prompt service of all gensets. The 2<sup>nd</sup> CIP is on backhoe &amp; tractors to being use for mill operations. The monitoring measures are routine inspection by having prompt vehicle maintenance.</p> <p>Jabor Estate The CIPs are divided into environment, social and OSH. Example, management plan for wastewater that generated at premixing, PPE washing area and line site. For the water contingency plan, to purchase water supply from Perbadanan Air Pahang and to perform water treatment of polluted water. As to reduce fresh water usage, the estate encourages rain harvesting and to continuously monitor leakage pipelines.</p>	Yes

	There is annual training calendar established as part of continuous improvement for OHS, environment and social. Sighted training records for estate workers on various topics that enhance continuous improvement of estate plantation performance.	
3.2.2	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p><b>PROCEDURAL NOTE for 3.2.2: The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed.</b></p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. Palm GHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM, Jabor Estate</p> <p>Interview with SDP Sustainability Staff, the mill's annual report (ACOP 2019) has been submitted to RSPO Secretariat on 04/06/2020. Verified the email acknowledgement from RSPO ACOP Team on 04/06/2020.</p>	Yes
3.3	<b>Operating procedures are appropriately documented, consistently implemented and monitored.</b>	
3.3.1	<b>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>The mill has 3 tiers of documents namely Mill Quality Management System (MQMS – Level 1), Standard Operating Procedures (SOP – Level 3), Standard Operating Manual (SOM – Level 2), Level 4 consist of OSH manual, training manual, work instructions and etc. The Level 5 are records.</p> <p>Sighted in Boiler room, Engine room and kernel plant displayed of the relevant SOPs. The SOPs were developed for relevant production section, such as Reception Station, Fruit Handling Station, Sterilization Station, Threshing Station, Pressing Station, and Clarification Station and etc. Safety work procedure has included on the mill processing procedure at each station.</p> <p>Controlled of documents and master list observed during the mill audit. Document revision well controlled with updated version keep track. All the procedures were available in English and Bahasa Melayu. Based on interview with mill staff, engine room operator and loading ramp PIC, they are able to explain the respective statin's work instruction (Arahan Kerja).</p> <p>Jabor Estate</p> <p>The estate is 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.</p> <p>Mechanism for check consistent the implementation of procedures is conducted by Plantation Advisory &amp; Mechanization Department and Group Corporate Audit Department (GCAD) that conducted the internal audit about financial and operational activities every 6 month (2 times a year).</p>	Yes



	The Company has a procedure for managing soil fertility in the Agricultural Reference Manual issued on 1/7/2011. In the SOP, there are several parts related to soil fertility management such as inorganic fertilization, organic fertilizer used EFB and POME and planting of land cover using legume. In the fertilization section described that inorganic fertilization is based on fertilizer recommendations made based on foliar analytical, FFB production, rainfall, soil type and observation during field inspections.	
<b>3.3.2</b>	<b>A mechanism to check consistent implementation of procedures is in place.</b>	
<b>Pertanyaan</b>		
<b>IA</b>		
<b>ASA-1</b>		
<b>ASA-2</b>		
<b>ASA-3</b>		
<b>ASA-4</b>	<p>Jabor POM</p> <p>Internal audit conducted on yearly basis for monitoring of SOPs implementation. Daily and weekly monitoring performed by mill supervisor and assistants. SOU monthly briefing performed for communication of SOPs and reminder for all employees.</p> <p>Also, there are mechanism to check consistent implementation of procedures through internal audit, the recent dated on 06/03/20 by RGSQM - R (regional &amp; G (group). The mill manager develops action plans resulted from internal audit for improvement of the operations. Review of action plans and site inspections that to ensure that performance is on track and best practices being consistently implemented.</p> <p>Training records sighted for use of Bomba equipments dated on 25/07/2020 attended by 16 mill workers, training on chemical handling done on 17/12/2019, training on grievance mechanism attended by 14 mill workers on 13/09/2019.</p> <p>Jabor Estate</p> <p>Aside of regularly briefings on OHS, environment and social related during daily muster ground, the estate has also had in-field trainings such as for weeders. Sighted training on SOP for emergency situation handling that (mock exercise) done on 01/07/2020 in Block 2000D attended by 10 workers. A refreshing training for 6 Harvesters done by Asst. manager on 25/06/2020 that was based on the GAP reference.</p>	Yes
<b>3.3.3</b>	<b>Records of Monitoring and any actions taken are maintained and available.</b>	
<b>Pertanyaan</b>		
<b>IA</b>		
<b>ASA-1</b>		
<b>ASA-2</b>		
<b>ASA-3</b>		
<b>ASA-4</b>	<p>Jabor POM</p> <p>Sampled training records for internal training of OSH Noise Monitoring on 27/07/2020 and an external training for authorised entrant and standby person for confined space dated on 17-18/08/2020. Internal audit report by Sustainability Team from HQ, that the audit was carried out from 06/03/2020 as part of monitoring of SOP implementations. Sighted the contractor has signed the Code of Conduct as well been briefed on the applicable legal requirements during Townhall meeting.</p> <p>Jabor Estate</p> <p>The annual internal audit by Regional Sustainability Team found covers on the good agricultural practices, implementation of SOPs and interview with workers on their understanding of job scope. During filed visit at replanting field 2020A found the cover crops are grown appropriately, buffer zones are seen protected from over spraying, barn owls are maintained in accordance to SOP.</p>	Yes

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.	
3.4.1	(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/out grower scheme, is documented.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>During site visit, found the mill and estate has no extension of its operation or acquired new land for mill's or estate operations. This was cross verified against DOE licensing in mill and land title against the area statement which found well linking. However, the mill is maintaining a pollution prevention management plan for on-going operations such as chemical store, effluent pond and domestic waste dumping site. As for social, the mill has 3 management programs that resulted from the external stakeholder meeting.</p> <p>Jabor Estate</p> <p>Sighted 2 SIA plans established, SJKC requesting estate to allow them to use the estate road and to allow the teachers to park their vehicles along the estate road. Another, plan is on recommendation from Gender Committee that hand sanitizers to be provided at estate's creche and to practice safe environment during Covid outbreaks.</p> <p>Aside, the estate has developed EMP for quarterly water sampling by identifying sampling locations and send to R&amp;D for test results. Another plan is on ensuring schedule waste are disposed accordingly and the 3<sup>rd</sup> is on monitoring of illegal domestic waste dumping in field and at worker's line site.</p>	Yes
3.4.2	<b>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>As per interview with Sustainability Member, the mill not doing the annual SIA as the annual external stakeholder meeting, gender committee meeting, OSH meeting and union meeting are able to provide sosial related issues that to incorporated into management plan.</p> <p>Jabor Estate</p> <p>Based on the estate's area statement and field visit by audit team, there is no evidence on land extension nor new developments that has impact to the surrounding communities. Cross verification with annual external stakeholder meeting found no affected party(s) registered their grievances.</p>	Yes
3.4.3	(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.	
Pertanyaan		
IA		

ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM During site visit, found the mill and estate has no extension of its operation or acquired new land for mill's or estate operations. This was cross verified against DOE licensing in mill and land title against the area statement which found well linking.</p> <p>Jabor Estate The Social Impact Assessment Plan and Environmental Management Programme was last reviewed by Estate Manager on 15/01/2020. No new inclusion from 2019 as there is no significant issues received from both internal and external stakeholders. During field visit, observed the replanting field at Block 2020A (43.98 Ha) is adjacent to smallholders' field who also planted with palm oil, whereby the Jabor Estate's boundary clearly identified with trenches and fencing.</p>	Yes
3.5	<b>A system for managing human resources is in place.</b>	
3.5.1	<b>Employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are documented and made available to the workers and their representatives where applicable.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM / Jabor Estate There are 2 types of employment procedures available:</p> <ol style="list-style-type: none"> <li>Hiring of Local workers by (Field Supervisor and below) to comply to (01-11-19) handle by estate / mill by completing requisition form.</li> <li>Foreign worker's employment, SOP by Workforce Management Unit (WMU) Liaison &amp; Recruitment (LR) – WMU/LR-SOPP/MARCH2016. The flowchart available on "Application for Levi Refund (Medical Unit) from KDN. The SOP outline the recruitment drive &amp; interview/selection process for potential foreign workers either by the WMU at the country of source or by the appointed agents in the respective country of recruitment.</li> </ol> <p>Foreign worker recruitment is fully managed by HR Department. Selection and hiring are based on capabilities, qualities and medical fitness. For recruitment of specific competency workers for mill and estates, it to advertise in company website or in local newspaper. The maximum ranking for foreign workers is "Field Mandore". Interviewed of local Field Supervisors, office staff and foreign workers found the respective mill and visited estate demonstrate fairness during stage of recruitments, salary, medical and other benefits.</p>	Yes
3.5.2	<b>Employment procedures are implemented and records are maintained.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM / Jabor Estate Verified the E-Checkroll maintained by mill and estate, that with latest employee list and database effectively computed. The basic amenities for local and foreign workers are well allocated / provided. The provision of retirement for local workers as of MAPA/NUPW Collective Agreement, copy of</p>	Yes

	<p>agreement given to workers and etc.</p> <p>Aside, the foreign worker's passports are holds by respective workers as stated in recruitment process and worker's contract agreement. A copy of the employment contract available with worker's interviewed. Cross verified the interviewed worker's (2 x India and 5 x Nepal) contract agreement and found evidence of acceptance at the last page.</p> <p>Interviewed with local workers reveals, the employment system as per stated in the employment contract and no deviations occurred. As for foreign workers, interviews by audit team found they have legally binded employment agreement, the decent living conditions are provided, no ethical misconduct been experienced by them.</p>	
3.6	<b>An occupational health and safety (H&amp;S) plan are documented, effectively communicated and implemented.</b>	
3.6.1	<b>(C) All operations are risk assessed to identify H&amp;S issues. Mitigation plans and procedures are documented and implemented.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>Occupational Safety &amp; Health Policy signed by Mr. Roslin Azmy Hassan (CEO) dated 01/06/2020 sighted in RSPO file and copies available at office notice board and mill's operational site. The policy seen available in Bahasa Malaysia and English that can be understood by all levels of its employees, translators are allocated if and when required.</p> <p>OSH Plan that incorporated with environment seen documented with objectives stated to review of ESH plans, legal compliance monitoring, appoint of ESH committee and review their role, yearly inspection of LEV, annual audiometric test and etc.</p> <p>Risk assessments were conducted through HIRARC based on the severity and the likelihood. HIRARC is consist of hazard identification (type of work activity, hazard &amp; effect), Risk analysis (Existing risk control, likelihood, severity &amp; risk) &amp; Risk Control (Recommended control measures &amp; PIC appointed are Staff or Executive). HIRARC seen available for process such as for capstan, threshing FFB, digester &amp; pressing, clarification room and etc.</p> <p>PPE Issuance and replacement record sighted for staff, Lab workers, store, workshop, process and others. A sample taken on the PPE issuing records for mill workers under the laboratory namely for Ear Plug, Safety Helmet, Dust Mask, Gloves, apron and safety shoes was recorded and maintain since last 3 years.</p> <p>OSH meeting 20/07/2020 (it was lapsed 6 months due to Covid 19) scheduled and conducted quarterly and the meeting has been conducted as planned that discuss issues regarding worker's safety and health. Sighted the emergency procedure for the mill. The ERP has clearly justified procedures when dealing with chemical spillage, accident and others.</p> <p>Emergency response plan available in local language (Malay and English) and the ERP has been explained to all workers and staffs during training which has been conducted. 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. The Hospital Assistant, is under Jabor Estate and he oversee all the Jabor Complex Estate and Mill.</p>	

	<p>Jabor Estate Occupational Safety &amp; Health Policy signed by Mr. Roslin Azmy Hassan (CEO) dated 01/06/2020 is found displayed in the office notice boards. This policy being adhered to with regards to the implementation of (OSH) requirements within the company.</p> <p>The interval of reviewing of Hiradc is based on, if no case arise it should be review annually and if any case happens a revised SOP will be established and Hiradc will be reviewed. Sighted SOP on Harvesting was review and revised on 05/06/2020 after which an incident when a harvester was struck by frond that caused body injuries.</p> <p>There are mitigation plans for the identified issues, such as SOP trainings for harvesters, manures and general workers and OSH quarterly meeting to review accidents and near missed. The latest meeting was done on 03/06/2020 attended estate manager and 5 representative each from management and workers.</p> <p>Among the issues discussed were results of medical surveillance, EHS trainings, internal audit findings, accident / near miss and etc. For calendar year 2019, there was one (1) accident case reported to JKKP. Sighted the JKKP 08 (JKKP 8/42018/2019) dated on 04/01/2020 with 1 incident reported on a harvester who has a cut on his fingers while sharpening the sickle. Total medical leave was 03 days.</p>	
3.6.2	(C)The effectiveness of the H&S plan to address health and safety risks to people are monitored.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM The mill has a comprehensive annual training plan for the staffs and workers and this was sighted in the training records file for each staffs and workers. The annual training plan includes of audiometric test, chemical exposure monitoring, fire drill, medical surveillance and etc. During mill visit, interview with workers reveals they are aware on safety policies and PIC to be refer in the event of any emergency. The PPE usage such as ear plugs, safety shoe and safety helmets by the workers in process area seen adequate.</p> <p>Jabor Estate Interviewed with sprayers at Block 2019A found they are aware on the safety aspects and agreed the estate management provide informations during morning muster. The workers seen with appropriate PPEs (apron, nitrile, safety boot and safety google) and aware on the correct manner of usage. The interviewed workers are aware on the safety at work and was able to explain the use of first aid kit, emergency contact, potential thread by insects and reptiles.</p> <p>During field visit to Block 2020A, observed the tractor used to transport sprayers and the pre-mixed chemicals seen with torn driver's seat, the lights and horn were not functioning.</p>	OFI
3.7	All staff, workers, Scheme Smallholders, out growers, and contract workers are appropriately trained.	
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out growers, taking into account gender – specific needs, and which covers applicable Aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	

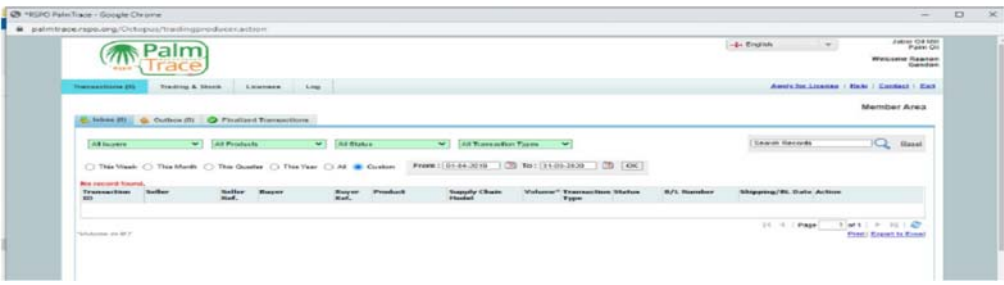
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM The mill is maintaining a list of staff, workers, outgrowers and suppliers, that a training matrix correspond with. Sighted the annual training programme in place that that includes on environment, safety and social. The shift in charger and mill assistants are regular identify training needs for operational workers, such as those working in high risk areas such as sterilizer and engine room. Sighted training records for chemical handling, proper way to use PPE and many others.</p> <p>The mill manager and assistants are responsible for the development of training programme, scheduling and the conduct of training.</p> <p>Jabor Estate The training plan is available for estate's payroll workers/staff and for 3<sup>rd</sup> party contractors or service providers, the required trainings will be provided based on needs. Sighted the training programme for 2020 that consist of 16 items. Among the trainings are induction trainings for new workers, schedule waste management, OSH committee function &amp; responsibility, emergency respond plans (chemical spillage, lightning, firefighting) and etc. Seen the latest worker's database, stakeholder list and list of contractors / suppliers. The annual training plan is designed as such there is column to mark planned and actual realization of planned trainings.</p>	Yes
<b>3.7.2</b>	<b>Records of training are maintained.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM There is an ESH Training Programme that applicable to ESH risk management, ESH structure, incident reporting, contractor safety management, chemical safety management and etc. Aside, there is annual training plan consisting of 26 items such as RSPO briefing, training on SOPs (boiler, 1<sup>st</sup> aid, POME), firefighting, fire drill, safe driving techniques and etc.</p> <p>Jabor Estate Based on the field training records and interviewed Field Supervisor found the training records are maintained by respective Field Supervisors. Verified training records for Schedule Waste Management conducted on 25/08/2020 attended by 13 workers whom are directly exposed to hazardous chemicals. Another training done on 24/08/2020 on use of fire extinguishers and fire drill exercise attended by 7 staff.</p>	Yes
<b>3.7.3</b>	<b>Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		

ASA-2		
ASA-3		
ASA-4	<p>Jabor POM The mill has established an annual training plan for 2020, approved by Mill Manager in Jan 2020 that consisting of awareness on OSH and environment. Example of the trainings conducted are RSPO briefing dated on 15/08/2020 attended by 84 workers, training on first aid dated on 15/08/2020, training on Bomba equipments dated on 25/07/2020 and etc.</p> <p>Jabor Estate Cross verified the training plan against the training evaluation records for "Townhall Briefing" on healthy, safe and well-being done on 08/08/2020 134 workers and staff and the evaluation rated 1 to 4 (weak to very good). Most of the workers scored 4 and 5 points. Another training on RSPO awareness &amp; worker's contract agreement was done on 05/08/2020, attended by 7 general workers with no one score below 4 points.</p>	Yes
3.8	<p><b>Supply chain requirements for mills</b></p> <p><b>Preamble</b> The following section stipulates the requirements for mills which are identified as complying with the Identity Preserved (IP) Module and Mass Balance (MB) Module.</p> <p>For independent mills, that are only required to obtain RSPO Supply Chain Certification, Compliance with modules A and/or C of the Supply Chain Certification Standard will be required.</p> <p>As per RSPO Principles and Criteria, all requirements are classified as critical Indicators</p>	
3.8.1	<p><b>Definition Identity Preserved Mill D.1</b> A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that recertified against the RSPO Principles and Criteria (RSPOP&amp;C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation issued), and volume sales of RSPO certified products. If a mill processes certified and uncertified FFB without physically separating them, then only Module E is applicable.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	NA	
3.8.2	<p><b>Mass Balance Module</b> A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		

ASA-4	<p>Jabor POM</p> <p>This mill was commissioned in Nov 1976 with a processing capacity of 25MT/hr. Based on the mill layout, it is on the land of Jabor Estate with total land area of 6.2HA inclusive of 3.2HA effluent treatment plant and 1ha for water reservoir. The yearly processing capacity is about 150,000 MT of FFB with crop combination (Apr'2019 – Mar'2020) of 43.77% internal (SDP owned RSPO certified estates) and 56.23% external suppliers includes of collection centers.</p> <p>There are 2 CPO tanks each 1500 MT and 1000 MT. As for the PK, there are 2 tanks with 500 MT and 350 MT. The daily production report seen able to separate effectively of the FFB received from RSPO certified and non-certified sources. Sampled the Delivery Aside, the delivery notes from RSPO certified sources seen with compliance to SOP (SDP-PQMS, Section 1, Issue 1 dated 01/11/2018).</p>	Yes
3.8.3	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&amp;C certification report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>The estimated tonnage of CPO and PK for period Apr 2019 – Mar 2020 was verified and no quantity was sold under RSPO scheme but as conventional product. The Global Trading department to register the transaction of CSPO / CSPK in the Palm Trace during physical deliveries and records maintained accordingly. The Palm trace documents and other relevant records emailed to buyer and mill. The mill eventually deducts the confirmed quantity of traded volume from their fixed accounting system accordingly.</p>	Yes
3.8.4	<p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>If there are any RSPO-MB transactions, the Palm Trace documents and other relevant records emailed to buyer and mill. The mill eventually deducts the confirmed quantity of traded volume from their accounting system accordingly.</p>	Yes
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ol style="list-style-type: none"> <li>Complete and up to date procedures covering the implementation of all elements of the supply chain model requirements.</li> <li>Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records).</li> <li>Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable</li> </ol>	



	<p>requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard.</p> <p>d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill.</p>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>There is a procedure (SDP-POMS, Appendix 15, Issue 5 dated Apr 2019 established for supply chain process control. Since the mill adopts to MB Module, therefore the procedures are seen clearly indicates the required mechanisms to ensure the objective of MB is monitored and achieved. As per the SOP, the mill manager is the person having overall responsibility for and authority over the implementation of RSPO SCC. Their responsibility stated in the organization folder. In the SOP (Point 7.0) mentioned above, mentioned on the process of receiving certified and non-certified FFBS and Point 9.0 on process monitoring.</p>	Yes
<b>3.8.6</b>	<p><b>Internal Audit</b></p> <p>i. The mill shall have a written procedure to conduct an annual internal audit to determine whether the organization;</p> <p>a) Conforms to the requirements in the RSPO Supply Chain requirements for mills and the RSPO Rules on Market Communications and Claims.</p> <p>b) Effectively implements and maintains the standard requirements within its organization.</p> <p>ii. Any non-conformities found as part of the internal audit shall be issued and required corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The mill shall maintain the internal audit records and reports.</p>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>The process to conduct internal audit specified in SDP-PSQM – SD/SDP/PSQM/IAP, dated on 01/11/2017. Sighted the summary report dated on 05-06/03/2020 done by members from sustainability team from HQ whom has been attended and/or trained on RSPO SCC. Verified also the Internal Audit has no findings on SCC. The above procedure mentioned that all NC raise need to provide corrective action and follow up. The audit results and findings were review during Management Review Meeting dated on 06/07/2020.</p>	Yes
<b>3.8.7</b>	<p><b>Purchasing and Goods in</b></p> <p>i. The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBS received.</p> <p>ii. The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii. The mill shall have a mechanism in place for handling non-conforming oil palm products and/or documents</p>	
<b>Pertanyaan</b>		

IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>The daily production report seen able to separate effectively of the FFB received from RSPO certified and non-certified sources, verified records by mill's monthly weighbridge compilation (Mass balance Book keeping). Since from the ASA 1.3, there was no projected or actual overproduction of certified tonnage. Mill have mechanism to handle non-conforming products/documents as specified in point 11.0 in SDP-PQMS, Appendix 15, Issue 5 dated Apr 2019.</p>	Yes
3.8.8	<p><b>Sales and Goods Out</b></p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p> <ol style="list-style-type: none"> <li>The name and address of the buyer;</li> <li>The name and address of the seller;</li> <li>The loading or shipment / delivery date;</li> <li>The date on which the documents were issued;</li> <li>A description of the product, including the applicable supply chain model Identity Preserved or Mass Balance or the approved abbreviations);</li> <li>The quantity of the products delivered;</li> <li>Any related transport documentation;</li> <li>A unique identification numbers.</li> </ol>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>Verified delivery order, receiving and dispatch slips, weighbridge tickets that effectively carries the information of RSPO SCC MB model. Sampled records from Mar-July 2020 was verified for FFB tickets from Jabor Estate and external suppliers, weighbridge tickets for CSPO that sold as conventional product. The mill does not sell any RSPO MB but as conventional for period of Apr 2019 to Mar 2020.</p> 	Yes

3.8.9	<p><b>Outsourcing Activities</b></p> <p>i. In cases where the mill outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification.</p> <p>ii. The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>The external transport company (Nashreena International (M) Sdn. Bhd.) seen binded an agreement dated on 01/08/2020 (valid for 1 year) for transporting CPO from mill to designated locations. The contracts seen includes of transport rates adjustment table, code of conduct and etc. Ownership changed once CPO reached to the buyer's destinations. The contract sighted with Agreement Term and Conditions" mentioned shall comply with SDP Sustainability Policy and shall subjected to the management system audits by auditors assigned by the management as and when deemed necessary.</p>	Yes
3.8.10	<b>The mill shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM</p> <p>Sighted the mill has complete database of all suppliers, contractors and vendor that was reviewed and updated in July 2020.</p>	Yes
3.8.11	<b>The mill shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor POM	Yes

	The mill has not outsourcing any processes nor hired any new contractors since from the previous assessment.	
3.8.12	<p><b>Record keeping</b></p> <ul style="list-style-type: none"> <li>i. The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.</li> <li>ii. Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</li> <li>iii. For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis</li> <li>iv. For Mass Balance Module, the mill: <ul style="list-style-type: none"> <li>a) Shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</li> <li>b) All volumes of certified palm oil and palm kernel that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</li> <li>c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock.)</li> </ul> </li> </ul>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM  Procedure of Supply Chain is up to date accordance to the SCC Standard &amp; System 2017. The retention period for SCC is 5 years accordance to Supply Chain Procedure. The assistant manager jointly with weighbridge operator accountable for the record keeping. The records with information on FFB received from RSPO certified and non-certified sources, OER, total CPO produced, total CSPO stock, CSPO dispatched as conventional, RSPO credit balance and etc.</p>	Yes
3.8.13	<p><b>Conversion Rate</b>  Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Mills may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently.</p>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Jabor POM  Conversion rate is based on production volume. Interviewed the mill assistant who was able to explain the method of conversion rate, sampled 30/07/2020 as at that date carry forward volume was 101.045 MT and received volume was 260.110 MT that totaling and total processed volume was 317.973 MT. The produced CPO was 66.207 MT – the OER 20.82% (66.207 / 317.973 x 100). The produced PK was 17.967 MT and KER 5.65% (17.967 / 317.973 x 100).</p>	Yes
3.8.14	<p>Conversion rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.</p>	
<b>Pertanyaan</b>		
IA		

ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor POM Conversion rate is based on production volume. Verified the production report for July 2020.	Yes
3.8.15	<b>Processing</b> For Identity Preserved Module, the mill shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non-certified oil palm products, including during transport and storage to strive for 100% separation.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	NA	
3.8.16	<b>Registration of Transactions</b> i. Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii. Remove: RSPO certified volumes sold under a different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor POM The Global Trading department to register the transaction of CSPO / CSPKO in the Palm Trace during physical deliveries and records maintained accordingly. However, for the period of Apr 2019 to Mar 2020 there was no product sold as RSPO MB therefore was data available for verifications.	Yes
3.8.17	<b>Claims</b> The mill shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor POM No use of RSPO Trademark or RSPO Logo at POM.	Yes

Note: Principle 4 was done by Mr. Rizal.

He mentioned, his summary is representing the below checklist, therefore this section is empty.

#PRINSIP 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	
4.1.1	(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.2	There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.	
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistle blowers, where requested, without risk of reprisal or intimidation and follows the RSP0 policy on respect for HRD.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	
Pertanyaan		
IA		
ASA-1		
ASA-2		

ASA-3		
ASA-4		
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and /or act as observers, as well as the option of a third-party mediator.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.3	The unit of certification contributes to local sustainable development as agreed by local communities.	
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated	
Pertanyaan		
IA		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4	Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.	
4.4.1	(C) Documents showing legal ownership or lease, or authorized use of customary land authorized by customary land owners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include: a. Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that	

	<p>vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making</p> <p>b. Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken</p> <p>c. Evidence that the legal, economic, environmental and social implications of permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the unit of certification's title, concession or lease on the land.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4.3	C) Maps of an appropriate scale showing the extent of recognized legal, customary or user rights are developed through participatory mapping involving affected parties (including neighboring communities where applicable, and relevant authorities).	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		



4.5	No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.	
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.2	(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced access to independent advice through a documented, long-term and two-way process of consultation and negotiation.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		

4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of a new concession or land title to the operator.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent domain of the federal and state land acquisition legislations.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.5.8	(C) Newlands are not acquired in areas inhabited by communities in voluntary isolation	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
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.	
4.6.1	(C) A Mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		

4.6.2	(C)A Mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
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.	
4.7.1	C) A Mutually agreed procedure for identifying people entitled to compensation is in place.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.7.2	(C)A Mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		

4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.8	The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.	
4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that Mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4)	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities where applicable).	

<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
<b>#PRINSIP 5 SUPPORT SMALLHOLDER INCLUSION</b>		
5.1	The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.	
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Yes, MPOB monthly average price identified into monthly self-billed invoice. Invoice for ZMMAS Sdn Bhd observed with RM2413 per ton mentioned in the invoice. Monthly invoice generated on monthly basis by every month end. Invoice No. P/AFVCH-200059 observed to ZZMAS Sdn Bhd.	Yes
5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders (at least once a year or upon request).	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	OCS Supplier Meeting & Crop Quality Awareness Clinic conducted on 27 August 2020 by involving all supplier and OCS. Relevant briefing given to all OCS on grading process. General briefing conducted according to general SOP.	Yes
5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Yes, MPOB pricing clearly observed into the invoice with average price mentioned.	Yes
5.1.4	(C) Evidence is available that all parties, including women and independent representative organizations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA

5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	FFB Supply Contract observed available between SDP and supplier. Legal contract observed where original signature observed. Contract between SDP and Zmmas Sdn Bhd observed with agreed time frame (31 <sup>st</sup> dec 2020). Contract renewed on yearly basis. Contract with Ikatan Ribuan observed dated 20 <sup>th</sup> July 2020. Inclusion of Ikatan Ribuan observed on 8 <sup>th</sup> Aug 2020.	Yes
5.1.6	(C)Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Payment receipt date will be generated upon the payment released. Payment for Invoice No. P/AFVCH-200059 to ZZMAS Sdn Bhd released on 9 <sup>th</sup> July 2020. Specific invoice observed with relevant details available.	Yes
5.1.7	Weighing equipment is verified by an independent third party on a regular basis (this can be government).	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Weighing bridge used as weighing machine at mill. Calibration certificate with Serial number B 1653257 observed for MRK (E) 60000kg * 10kh IND 310 dated 3/6/2020.	Yes
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring Mutual between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable.	NA
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	General Grievance handling SOP available including supplier issue and documented into SOM appendix 5.5.3.2 Procedure for external communication. Proper flow developed for grievance handling. No grievance between SDP and supplier reported.	Yes

5.2	The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.	
5.2.1	The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organizational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS).	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA

**Note: Principle 6 was done by Mr. Rizal. He mentioned, his summary is representing the below checklist, therefore this section is empty.**

PRINSIP #6 RESPECT WORKERS' RIGHTS AND CONDITIONS		
6.1	Any form of discrimination is prohibited.	
6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.1.2	(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.1.3	The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		



6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.1.6	There is evidence of equal pay for the same work scope.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2	Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).	
6.2.1	(C)Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or Bahasa Malaysia) and explained to them in language they understand.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2.2	(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		

ASA-4		
6.2.4	(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws, or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5 years) is allowed to upgrade the infrastructure.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2.6	A DLW" is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.2.7	Permanent, full-time employment including contractors' workers and contracted workers is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
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.	
6.3.1	(C) A published statement recognizing freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	
Pertanyaan		

IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.3.3	Management does not interfere with the formation or operation of registered unions/ labour organizations or associations, or other freely elected representatives for all workers including migrant and contract workers.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.4	Children are not employed or exploited.	
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	
Pertanyaan		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.4.2	C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.4.3	(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.	
Pertanyaan		
IA		
ASA-1		

ASA-2		
ASA-3		
ASA-4		
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.5	There is no harassment or abuse in the workplace, and reproductive rights are protected.	
6.5.1	(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.5.3	Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.5.4	A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.	
Pertanyaan		
IA		
ASA-1		
ASA-2		

ASA-3		
ASA-4		
6.6	No forms of forced or trafficked labour are used.	
6.6.1	(C) All workers have entered into employment voluntarily and the following are prohibited: <ul style="list-style-type: none"> <li>• Retention of identity documents or passports (except for administration purposes including legalization and renewal processes)</li> <li>• Charging the workers for recruitment fees</li> <li>• Contract substitution</li> <li>• Involuntary overtime</li> <li>• Lack of freedom of workers to resign</li> <li>• Penalty to the workers for termination of employment</li> <li>• Debt bondage</li> <li>• Withholding of wages</li> </ul>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.6.2	(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.7	The unit of certification ensures that the working environment under its control is safe and without undue risk to health.	
6.7.1	(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.7.2	Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.	

<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.7.3	(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.7.4	All workers are provided with medical care and covered by accident insurance. Costs incurred from work- related incidents leading to injury or sickness are covered in accordance with Malaysian law	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
<b>PRINSIP #7 PROTECT, CONSERVE AND ENHANCE ECOSYSTEMS AND THE ENVIRONMENT</b>		
7.1	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.	
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	IPM plan available for estate Jabor with relevant type of beneficial plant: a) Cassia Cobanensis b) Antigonon leptopus	Yes

	c) Turnera Subulata d) Euphorbia heterophylla  IPM plan program for year 2020 observed with separation to field number. Total 1907.51 Ha planted as beneficial plant area as per year 2020.	
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Thru site observation, no species in the Global Invasive Species Database and CABI.org being used.	Yes
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist and with prior approval of government authorities.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Thru the site observation, no fire been used for pest control.	Yes
7.2	Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.	
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritized.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	All pesticides used was according to the recommendation stated in Sime Darby Agricultural reference manual, section 16, weed control. Specific type of herbicide recommended for certain type of weeds for several stage. For example, for weed Stenochlaena Palustris, Sodium Chlorate + Metsulfuron – methyl used.	Yes
7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Pesticide usage summary report for year 2020 observed. Average 0.024 ai/Ton FFB.	Yes
7.2.3	(C) Any use of pesticides is minimized as part of a plan, eliminated where possible, in accordance with IPM plans.	
Pertanyaan		

IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Use of pesticides show trend of reducing with introduction of IPM program. Usage of rat baiting showed significant reduction with introduction of bawl owl erection. Pesticide usage summary report for year 2020 observed. Average 0.024 ai/Ton FFB.	Yes
7.2.4	<b>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	There is no prophylactic use of pesticides.	Yes
7.2.5	<b>Pesticides that are categorized as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorized by government authorities for pest outbreaks.</b>  The due diligence refers to: a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative? d) What is the process to limit the negative impacts of the application? e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No use of pesticide that under World Health Organization Class 1A or 1B.	Yes
7.2.6	<b>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</b>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	List of sprayers identified for pesticide process. Several trainings arranged for the sprayer to enhance the chemical handling skills. a) Emergency handling during spraying training on 1/7/20 b) Sprayer refresher training dated 7/7/20 During site observation, found competence personnel who handle the chemical.	Yes



7.2.7	(C) Storage of all pesticides is in accordance with recognized best practices.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Good storage condition observed at chemical store. Proper and clear segregation observed at chemical store. Relevant type stored according to layout. Sufficient MSDS available to the chemical store.	Yes
7.2.8	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	All pesticide containers disposed as scheduled waste SW 409. Disposal record dated June 2020 observed to Rengkas Maju Sdn Bhd.	Yes
7.2.9	C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No Aerial spraying conducted at the moment.	NA
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Yes, annual medical surveillance provided to sprayers. Health examination record for Mr. Ahmad Faiz dated 8/1/20 and found all in normal condition.	Yes
7.2.11	(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Briefing has been given together with RISE presentation. Presentation dated 19/4/2017 observed. No pregnant mother is allowed as Sprayer. Child labour policy observed and accessible thru human right charter and onsite briefing.	Yes

7.3	Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.	
7.3.1	A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p><u>Mill</u> Waste management action plan for year 2020 observed with several type of waste identified: a) Scheduled waste b) Domestic waste c) Recycled waste d) Clinical waste</p> <p>The waste management plan covers all applicable locations such as workshop, lab, office, septic tank, EFB, etc. Thru site observation, found effective management of waste in place according to management plan. EFB observed transported by appointed transporter and send to estate. Domestic waste sends to landfill at estate.</p> <p><u>Estate</u> Waste management action plan for year 2020 observed with relevant type of waste identified including agriculture waste. Relevant action proposed according to identified waste. Disposal of scheduled waste SW 305 observed to Rengkas Maju dated 27/6/2020 observed. Consignment note S/N:20222 observed.</p>	Yes
7.3.2	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Scheduled waste disposal performed via licensed contractor, Kualiti Alam Sdn Bhd. Last batch of scheduled waste disposed on 19 <sup>th</sup> May 2020 for SW 102, SW 110, SW 410, SW 409, SW 322, SW 306 & SW 305. Consignment note for disposal observed and updated into ESWISS system. Scheduled waste inventory record updated until Sept 2020 observed. Site observation for scheduled waste store conducted and found in good condition. Proper scheduled waste store maintained with good signage and housekeeping. Person who handle scheduled waste show good understanding on the rules and requirements. All identified scheduled waste disposed to licensed collector.	Yes
7.3.3	The unit of certification does not use open fire for waste disposal.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No open fire observed during on-site audit for waste disposal.	Yes

7.4	Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.	
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimize yield and minimize environmental impacts.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
	Sime Darby Agricultural Reference Manual Oil Palm Planting version 3 issue date 1/7/2011 observed. Manuring method separated to few stages: a) Immature Oil Palms b) Immature Oil Palm – Mulched with EFB c) Mature Oil Palm d) Procedure for Fertiliser sampling for Analysis of Chemical Composition From site observation, found manuring practice follow the manual methodology.	Yes
7.4.2	Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Foliar and soil analysis conducted on yearly basis. Summary of Leaf Nutrient Status and soil analysis report dated 2/1/2019 observed. Monitoring result analysis and make suggestion for fertilizer usage.	Yes
7.4.3	A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil mill Effluent (POME), palm residues and optimal use of inorganic fertilizers.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4		
	EFB application to estate observed as nutrient recycling strategy. During site observation, found EFB mulching activity on going for Field 2020A. EFB Mulching record showed total 585 to date.	Yes
7.4.4	Records of fertilizer inputs are maintained.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Fertilizer usage recorded into Fertilizer Bin Card. Bin card for Item 2292, SR01 (Rock Phosphate) observed. Transaction record documented according to physical stock exchange. Monthly stock check observed on early of each month and found no discrepancy.	Yes

7.5	Practices minimise and control erosion and degradation of soils..	
7.5.1	(C) Maps identifying marginal and fragile soils, including steep terrain, are available.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Soil map for Jabor Estate observed with Beserah 28.32%, Jerangau 45.49% and Kuantan 26.19%. No marginal and fragile soil available.	Yes
7.5.2	No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No replanting on steep slopes observed during the site observation. Slope map observed with no slope > 25 degree observed.	Yes
7.5.3	There is no new planting of oil palm on steep terrain.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting of oil palm on steep terrain.	NA
7.6	Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.	
7.6.1	(C)To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Soil map for Jabor Estate observed with Beserah 28.32%, Jerangau 45.49% and Kuantan 26.19%. No marginal and fragile soil available.	Yes
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No marginal and fragile soil available.	Yes

7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor estate digital contour map observed. Topographic information can be gathering from digital contour map. From the topographic information, infrastructure can be plan. No slope over 10 degree observed.	Yes
7.7	No new planting on peat, regardless of depth after 15 November 2018 and all peat lands are managed responsibly.	
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.  PROCEDURALNOTE for 7.7.2: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peat land Working Group (PLWG) audit guidance.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.7.3	(C) Subsidence of peat is monitored, documented and minimized.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.7.4	(C) A documented water and ground cover management programme is in place.	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA

7.7.5	<p>(C)For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognized methods, at least five years prior to replanting. The assessment result is used to set the time frame for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure.</p> <p>Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.7.6	<p>(C) All existing plantings on peat are managed according to the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2019) and associated audit guidance.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.7.7	<p>(C) All areas of un planted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p>	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No new planting on peat as no peat soil available in the Jabor estate.	NA
7.8	Practices maintain the quality and availability of surface and groundwater.	
7.8.1	<p>A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p>	
Pertanyaan		
IA		

ASA-1		
ASA-2		
ASA-3		
ASA-4	<p><u>Mill</u> Water management plan for year 2020 observed for Jabor Mill. Different water sources identified: a) Secondary water catchment pond b) Estate water catchment c) Scheduled water distribution d) Purchase water from local JBA Several contingency plan in place.</p> <p><u>Estate</u> Water contingency plan developed for water supply to resume availability of water usage. Proper action recommended and was in place.</p>	Yes
7.8.2	<b>(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No agricultural activity performed at riparian and buffer zone. The rules are strictly followed by the estate during site observation.	Yes
7.8.3	<b>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Mill effluent treated according to DOE requirements. Quarter yearly report submitted with 6 parameters monitored. BOD result showed within permissible limit. Quarter yearly report showed reading from 30 to 50.	Yes
7.8.4	<b>Mill water use per tonne of FFB is monitored and recorded.</b>	
<b>Pertanyaan</b>		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Mill water usage monitored and recorded. Yearly monitoring chart for Jabor mill observed from Jan – Aug 2020. Monitoring chart from Jan – August 2020 observed 1.23L/T achieved for Aug 2020.	Yes
7.9	<b>Efficiency of fossil fuel use and the use of renewable energy is optimised.</b>	
7.9.1	<b>A plan for efficiency of the use of fossil fuels and to optimize renewable energy is implemented, monitored and documented.</b>	
<b>Pertanyaan</b>		
IA		

ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Diesel management plan year 2020 observed with usage on genset and backhoe &amp; Tractors. Relevant action proposed for usage reducing:</p> <p>a) To ensure prompt service of genset and vehicles.  b) To ensure full capacity running of boiler No.3.  c) To conduct routine visual inspection on the vehicle.</p> <p>Monitoring of Diesel usage per ton FFB observed in monthly basis. Monitoring chart Jan – Aug 2020 observed with 0.49 recorded for Aug 2020.</p> <p>Estate  Diesel usage monitoring chart for year 2020 observed with data updated until Aug 2020. Average 0.74 achieved for Aug 2020.</p>	Yes
7.10	Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimize GHG emissions.	
7.10.1	(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimize them are implemented, monitored through the Palm GHG calculator and publicly reported.	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	GHG Emissions reduction incorporated into Pollution Prevention Management Plan. GHG emission reduction planned thru good maintenance of vehicle and effective fuel consumption.	Yes
7.10.2	(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimize them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).	
Pertanyaan		
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
7.10.3	(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	<p>Mill  Pollutions Preventive Management plan for year 2020 observed. Several pollution sources identified:</p> <p>a) oil  b) solid waste  c) chemical spillage</p>	Yes



	<p>d) air pollution</p> <p>Relevant action plan identified and monitored on periodically.</p> <p>a) Regular service b) Effluent being treated c) site inspection</p> <p><u>Estate</u> Pollution prevention plan for year 2020 observed with different type of pollution identified: a) Air pollution b) Noise pollution c) Water pollution d) Odor pollution e) Land erosion</p> <p>Relevant actions in place.</p>	
7.11	Fire is not used for preparing land and is prevented in the managed area.	
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	No fire used for preparing land for new planting and replanting.	Yes
7.11.2	The unit of certification establishes fire prevention and control measures for the areas under its direct management.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Emergency Response and Preparedness SOP and flow chart observed. Good adherence for Fire prevention and control observed.	Yes
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Factory and estate actively connect with BOMBA in handling of emergency response especially for fire accident.	Yes
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.	
7.12.1	(C) Land clearing since November 2005 has not damaged primary forest or any area required to protector enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPOLUCA guidance document.	
IA		

ASA-1		
ASA-2		
ASA-3		
ASA-4	Jabor estate is an old estate established since the 1970's as rubber and since then converted to oil palm. There is no evidence found of expansion of the area to develop new plantings. Hence, this requirement is not applicable.	Yes
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p> <p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p> <p>PROCEDURAL NOTE for 7.12.2: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p>	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	This Criteria is found not applicable during this ASA 1.4 as the High Conservation Value (HCV) Assessment report dated March 2016 done for 3 SOUs (Bukit Puteri, Kerdau, Jabor) observed with only HCV 4 & 6 identified. Field visit, estate map verification and area statement found no new land clearing since November 2005.	NA
7.12.3	<i>Indicator is not applicable in Malaysia context.</i>	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	NA	NA
7.12.4	(C) Where HCVs, HCS forests after 15 November 2018, peat land and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peat land and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified)	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not Applicable	
		Yes

7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable.	NA
7.12.6	All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable.	NA
7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA
7.12.8	(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.	
IA		
ASA-1		
ASA-2		
ASA-3		
ASA-4	Not applicable	NA