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PUBLIC SUMMARY REPORT

RSPO

2nd ANNUAL SURVEILLANCE ASSESSMENT (ASA02)

Sime Darby Plantation Sdn Bhd SOU 2: Chersonese Palm Oil Mill Perak, Malaysia

Report Author:

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SUMMARY

BSI has conducted the Second Annual Surveillance Assessment (ASA 2) of Sime Darby Plantation (RSPO membership No.: 1-0008-04-000-00), Chersonese Palm Oil Mill and supply base located in Kuala Kurau, Perak, Malaysia comprising one mill, four estates, support services and infrastructure.

The assessment was conducted onsite to assess the continuous compliance of the certification unit against the RSPO P&C MYNI: 2010; RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; and Supply Chain Certification Standard: November 2011 Module D-CPO Mills: Segregation. The onsite assessment was conducted on 17 – 20 July 2013.

Based on the assessment result and successful close out of the Major NC raised during the second annual surveillance assessment, BSI concludes that Chersonese Palm Oil Mill and supply base comply with the RSPO requirements [RSPO P&C MYNI-2010; RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; and Supply Chain Certification Standard: November 2011, Module D – CPO Mills: Segregation.

BSI recommends the continuation of the approval of Chersonese Palm Oil Mill and supply base operations as a producer of RSPO Certified Sustainable Palm Oil.

ABBREVIATIONS USED

ASA	Annual Surveillance Assessment
BSI	British Standard Institute
BOD	Biological Oxygen Demand
CAP	Corrective Action Plan (for nonconformity)
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
FFB	Fresh Fruit Bunch
HCV	High Conservation Value
IPM	Integrated Pest Management
KER	Kernel Extraction Rate
MSDS	Material Safety Data Sheet
MY-NI	Malaysian National Interpretation
NC	Nonconformity
NUPW	National Union of Plantation Workers
OER	Oil Extraction Rate
PK	Palm Kernel
PPE	Personal Protective Equipment
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SG	Segregation
SIA	Social Impact Assessment
SOP	Standard Operating Procedure

1.0 SCOPE OF SURVEILLANCE ASSESSMENT

1.1 Identity of Certification Unit

The Chersonese Palm Oil mill and estates are located in Kuala Kurau, Perak, Malaysia. The oil mill is central to

the estates located near Kuala Kurau, Perak, Malaysia. Figure 1 and 2 shows Chersonese Estate and Tali Ayer estate layout. The GPS location of the mill is shown in Table 1.

Table 1: Mills GPS Locations

MILL	EASTING	NORTHING
Chersonese Palm Oil Mill Processing Capacity: 45mt/hour	100° 27' 12"	4° 59' 24"

1.2 Production Volume

The estimated tonnages reported for the ASA 2 and the actual production recorded for previous year are detailed in Table 2. The production details are for financial year July – June. It is noted that there is a slight increase in the projected palm products (CPO) due to anticipating the actual improved OER in 2012-2013 period. The projected tonnages for the 2013–2014 period of the Certificate are based on the annual budget.

Table 2: Production tonnages certified for July – June Financial Year

Chersonese Palm Oil Mill	2011-2012 Actual	2012-2013 Projected	2012-2013 Actual	2013-2014 Projected
CPO	37,944	37,773	36,987	39,255
PK	9,448	9,718	9,156	10,480
OER Trend	20.16	20.60	20.28	20.60
KER Trend	5.02	5.30	5.02	5.50

1.3 Certification details

RSPO Membership No: 1-0008-04-000-00
BSI RSPO Certificate No: SPO 590800
Date of Initial Certification: 05/10/2011
Date of ASA1: 11-13/09/2012
Date of ASA2: 17-20/07/2013

1.4 Description of Supply Base and Supply Chain

The supply base is the FFB from four Sime Darby's own estates that supply 100% of the FFB processed at the mill. During ASA2 there is no FFB received from outside suppliers. Table 2 above shows the CPO, PK tonnage produced by the mill, Oil and kernel extraction (OER and KER) trend. The actual FFB production and projected production is shown in Table 3 below. The projected tonnages were based on the potential yield could be achieved due to improvement in planting material and age profile of palms.

It is noted that Chersonese mill use the segregated supply chain system for the traceability and supply chain mechanism because there is no non-certified FFB purchased from out growers. Supply chain element was checked and described in Appendix E.

Table 3: Actual and Projected Estate FFB Tonnes

Estate	2011-2012 Actual	2012-2013 Estimate	2012-2013 Actual	2013-2014 Estimate
Chersonese	47,594	47,313	45,572	47,000
Holyrood	20,444	19,614	18,236	20,290
Tali Ayer	68,501	61,399	68,208	62,162
Kalumpong	51,678	55,038	50,368	60,793
TOTAL	188,217	183,364	182,384	190,245

(Note: Data based on Financial year July – June)

* There is no out-grower. Chersonese Palm Oil Mill process only certified FFB from own estate.

The projected figures show slight increase (4%) compared with actual in 2012-2013 Financial Year. Age profile of the palms is shown in Table 4a.

Table 4a: Age Profile of Palms

AGE (years)	Estate and % of Planted Area (ha)			
	Chersonese	Holyrood	Tali Ayer	Kalumpong
26 – 30	0	0.80	0	-
21 – 25	9.32	20.73	17.81	0.86
11 – 20	41.49	22.86	45.96	59.20
4 – 10	19.54	19.19	14.59	39.94
0 – 3	29.65	36.42	21.64	0
TOTAL	100.00	100.00	100.00	100.00

Table 4b shows the mature and immature planted area. Overall about 79% of the total 10,104.11ha in Chersonese Certification Unit's supply base are mature covering about 7,994.42ha. It is noted that all the area in Kalumpong estate is matured. The total certified area is 11,246ha. All the immature area is replanted area.

Table 4b: Estates and Areas Planted

Estate	Mature (ha)	Immature (ha)	Total (ha)
Chersonese	2,170.30	913.07	3,083.37
Holyrood	795.48	455.79	1,251.27
Tali Ayer	2682.81	740.83	3,423.64
Kalumpong	2345.83	0	2,345.83
TOTAL	7,994.42 (79%)	2,109.69 (21%)	10,104.11

1.5 Other Certifications Held

Chersonese palm oil mill and supply base were not holding any other certificate at the time of this assessment.

1.6 Organisational Information / Contact Person

Sime Darby Plantation Sdn Bhd
SOU 2 Management Unit,
Chersonese Palm Oil Mill,
34350 Kuala Kurau, Bagan Serai,
Perak, MALAYSIA

Contact Person: Mr. Mohamed bin Maidin
Manager,
Chersonese Estate

Phone: +605-7277024

Email: ldg.chersonese@simedarby.com

1.7 Progress against Time Bound Plan

Sime Darby Time Bound Plan is included as Appendix A. Sime Darby has achieved RSPO Certification for 34 of the Management Units in Malaysia and 19 in Indonesia. There are two management units in Malaysia will undergo RSPO initial Certification due to newly commissioned mills. There are 6 certification units in Indonesia was audited and summary report is being RSPO peer reviewed. Upon certification of the remaining Management Units, Sime Darby will have achieved the Time Bound Plan.

Recently Sime Darby communicated that SOU 19 Nordanal Mill and SOU 25 Segaliud mill was decommissioned. However, a new palm oil mill was commissioned, Pagoh Palm Oil Mill and included in the Time Bound Plan. The Pagoh Certification Unit will be using SOU 19 as reference number. Sime Darby is planning to conduct the initial certification assessment in June 2013.

BSI has continued involvement with assessments of Sime Darby Management Units during the 2012/13 period. Sime Darby consistently has kept BSI informed of any emerging issues and claims made against it. At the time of preparation of this Report, BSI is not aware of any new issues involving:

- Any unresolved significant land disputes;
- Any replacement of primary forest or loss of HCVs;
- Any labour disputes that are not being resolved through an agreed process;
- Any evidence of noncompliance with any law at any of the landholdings.

BSI considers that Sime Darby meets the RSPO requirements for Partial Certification rules.

Progress of Associated Smallholders/Out-growers towards RSPO Compliance

Chersonese certification unit does not have any associated smallholders or out grower.

Figure 1: Chersonese estate field map

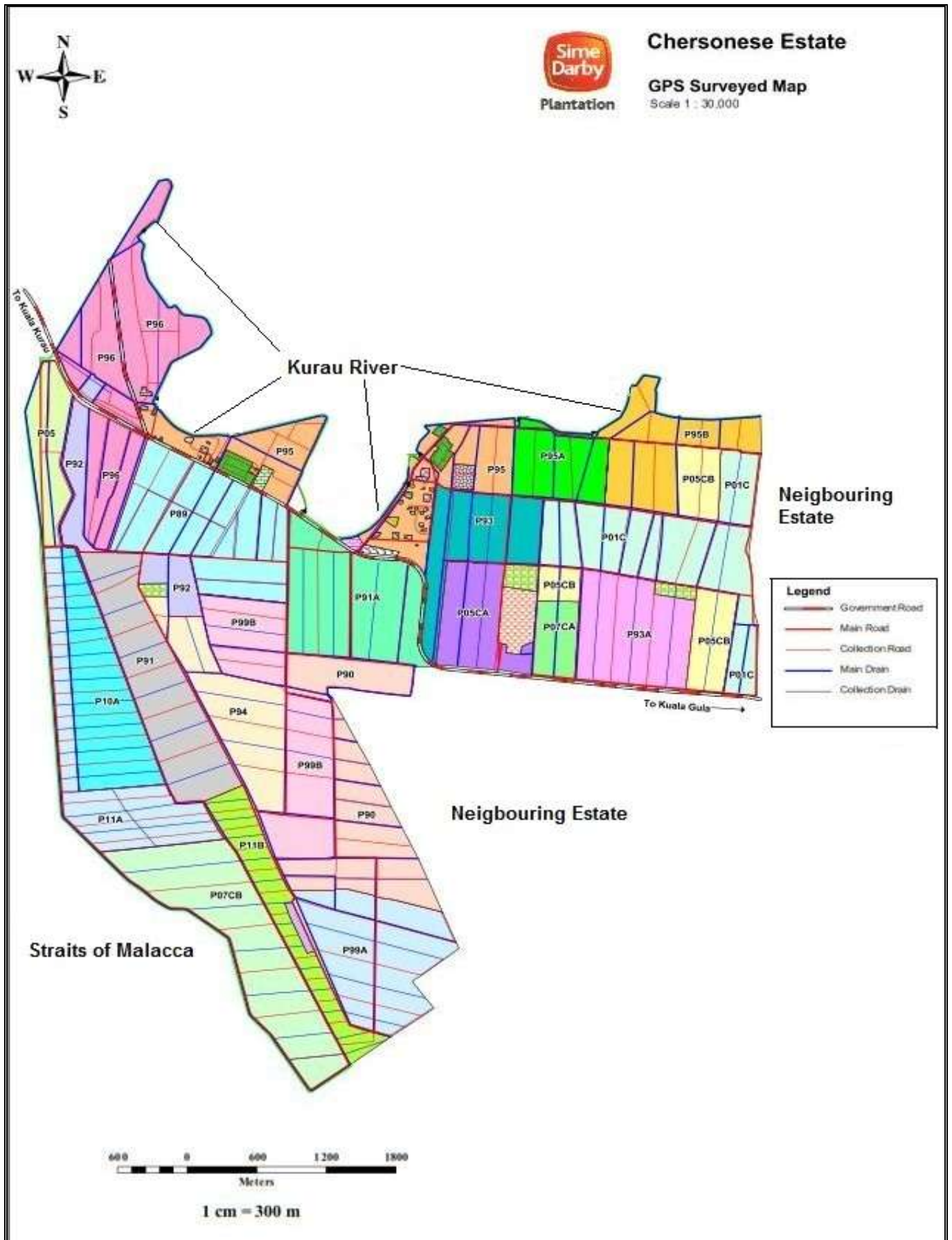
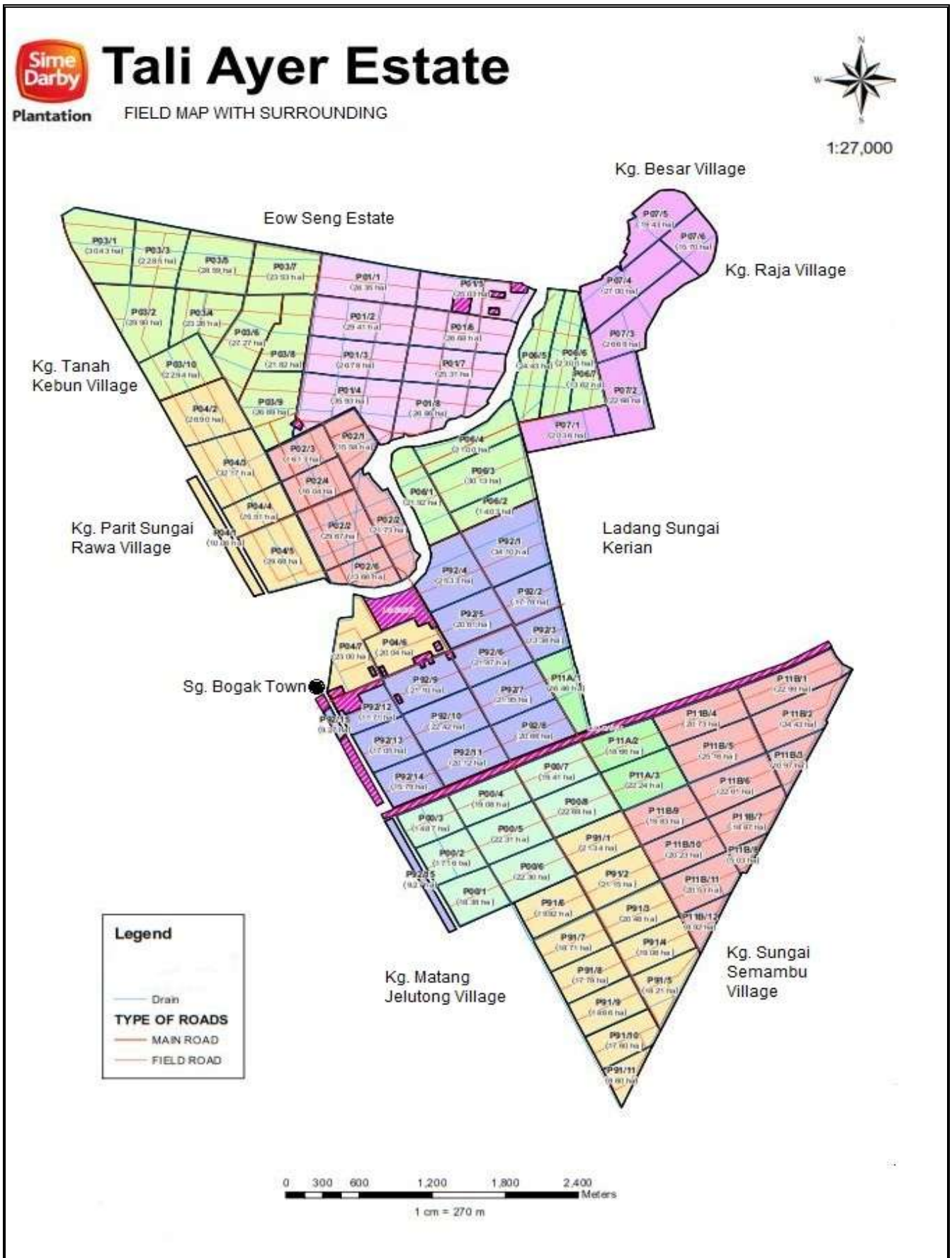


Figure 2: Tali Ayer Estate field map



2.0 ASSESSMENT PROCESS

2.1 Certification Body

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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI has a Regional Office in Singapore, and an Office in Kuala Lumpur, Jakarta and Bangkok.

2.2 Qualifications of the Lead Assessor and Assessment Team

Senniah Appalasaamy - Lead Assessor

He holds degree in Resource Economics from Agriculture University, Malaysia. He has vast experience in Plantation crop management covering oil palm plantation, rubber, cocoa and pepper for more than 10 years. He is also experience in manufacturing sector as a quality controller and production management. He is involved in RSPO implementation and assessment since 2008 as a team member and subsequently as a lead auditor with RSPO approved certification body covering assessment with RSPO P&C, RSPO SCCS, RSPO NPP and RSPO Group Certification in Malaysia, Indonesia and Thailand. He has completed ISO 9001:2008, RSPO SCCS awareness training, RSPO Lead Auditor Training Course, RSPO SCCS Lead Auditor Training Course, RSPO – RED Lead Auditor Training Course, International Sustainable Carbon Certification (ISCC) Lead Auditor training and Sustainability Report Assurance (SRA) Assessor Training. Besides RSPO, he is also qualified as ISCC lead auditor and SRA Lead Assessor. He have experience in other standards i.e. Global Gap Option 1 and 2 (Fruit, vegetable and aquaculture) and GMP B+ as team member.

Isman Yusoff – Team member

He holds Executive MBA from University Technology Mara and a degree in Electrical Engineering from University of Missouri, USA. He worked as an ISO 9001 Lead Auditor with SIRIM and as an ISO 9001, ISO 14001 and OHSAS 18001 Lead Auditor with Det Norske Veritas (DNV) for the past 6 years. He is also experience in Bio Mass CDM Projects. Currently he is a Lead Auditor with BSI for ISO 9001, ISO 14001 and OHSAS 18001. Isman Yusoff attended RSPO internal training on September 2012. He attended RSPO Certification Body workshop on October 2011, February 2012, June 2012 and Supply

Chain Training organised by RSPO Secretariat on February 2012. He has involved in auditing palm oil mills as well as wood industries. He has been involved in RSPO assessment since September 2012 as a team member covering assessment with RSPO P&C in Malaysia. During this assessment, he assessed on the aspect of legal, environment, safety and health and mill best practices.

Muhammad Haris B. Abdullah – Team member

He graduated from the Open University Malaysia with a Bachelor of Business Administration (Hons) Majored in Human Resource Development and currently pursuing his Master's Degree in Business Administration from the University Utara Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He will be attending the RSPO Lead Auditor Training in April 2013. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 3 years. During this assessment, he assessed on the aspect of Legal, Social and community engagements, Stakeholders consultation, and workers welfare.

2.3 Assessment Methodology, Programme, Site Visits

The 2nd Annual Assessment was conducted on 17 – 20 July 2013. The audit programme is included as Appendix C. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. These included consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

The Nonconformities that were assigned and the observations that were identified during the ASA1 were followed up to check the effectiveness of corrective actions and implementation. The ASA2 findings are detailed in Section 3.1 and 3.2 below.

There were two major nonconformities and a minor nonconformity was raised during the ASA2. The management submitted corrective action plans for all the nonconformities. The evidence of implementation to closing out the Major nonconformities was satisfactorily accepted by BSI audit team on 6/8/2013, 20/8/2013 and 28/8/2013. After the document review the audit team accepted all the evidence as appropriate to close the

major nonconformities. The major nonconformities were closed on 10 September 2013.

This report is structured to provide a summary for each Principle, together with details for selected indicators. The assessment was based on random samples and therefore nonconformities may exist that have not been identified. Mr. Aryo Gustomo, BSI RSPO Scheme Manager, has reviewed this report for conformance with BSI Procedures and the RSPO Certification System requirement

2.4 Stakeholder Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss environmental and social performance.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the auditor explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions continued. The auditor recorded comments made by stakeholders and verified with the management before incorporating into the assessment findings. The details are in section 3.4.

Employee interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate meetings were held with the local community leader. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix D.

3.0 ASSESSMENT FINDINGS

3.1 Summary of Findings

As outlined in Section 2.3, objective evidence was obtained separately for each Principle, together with details for selected Criteria for the Chersonese mill and the sampled estates (Chersonese and Tali Ayer estates). The results for each selected indicator from each of these operational areas have been aggregated to provide an assessment of overall conformance of the Company's operations with each selected Criterion. A statement is provided for the Indicators to support the finding of the assessment team.

During the ASA2, there were major nonconformities, a minor nonconformity and seven Observations/Opportunities for improvement were identified. Chersonese Certification Unit has prepared a Corrective Action Plan for addressing the identified nonconformities that was reviewed and accepted by BSI

audit team. For the Major nonconformities, evidence of the closing out the Major nonconformities was assessed through document audit, verified and accepted before finalising this report. Minor nonconformities raised during the ASA1 were followed up and evidence of closing the nonconformities were checked and verified for closing out during the ASA2. Minor nonconformities raised during the ASA2 will be followed up during the next surveillance. Details are in section 3.2 and 3.3.

BSI recommends continuation of Certification for Chersonese Certification Unit as a producer of RSPO Certified Sustainable Palm Oil base on the compliance found.

PRINCIPLE 1: Commitment to Transparency

Similar to ASA1 the mill and estates has maintained up to date policies, procedures and management plans for provision of information to the stakeholders upon request. The company have effective system for receiving and responding to the request of information to the internal and external stakeholders. All operating units kept the record of request and responses.

Criterion 1.1: Oil palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages & forms to allow for effective participation in decision making.

Mill and estates maintained record of request and replies to the request from internal and external stakeholders such as respond to regulatory bodies, Malaysian Palm Oil Association, school and other stakeholders who request for information. Recently the school requested for the use of estate football field for sports through letter ref. Number ABD3068.SJK LIS/04/02/001. The permission was given within seven days. Labour Department information request on labour utilisation was received on 13/7/2013 and replied on 16/7/2013.

Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

Inspection of document confirmed that mill and estates keep copy of management documents (land titles/user right, health and safety plan, plan and impact assessment relating to environmental and social impacts, pollution prevention plan, details of complaints and grievances, negotiation procedures and continues improvement plan) and this are publicly available as per Sime Darby Plantation's group policy.

PRINCIPLE 2: Compliance with Applicable Laws and Regulations

Inspection of records during document audit showed the mill and its supply base complied with all of their respective permit conditions and legal requirements. This confirmed that the internal audits and checks were

effective for monitoring compliance. All the operation units hold a land title and no land dispute issues were sighted.

Criterion 2.1 – There is compliance with all applicable local, national and ratified international laws and regulations.

The mill and estates have kept an up to date list of legal requirements. As a group, the company has own mechanism to ensure all relevant legal requirements are complied i.e. Mechanism on Tracking of Law Changes which includes list of laws, regulation reference, permit and license to manage are through “Legal and Other Requirement Register”. In addition, each operating unit has a list of licenses showing the expiry dates. Based on this information, the on-site administration officer renews the permits and licenses. Inspection of a sample of licenses and permits confirmed all valid. i.e. MPOB licenses are valid (Chersonese mill No. 533667104000 expiry 31/10/2013; Chersonese estate No. 526593002000 expiry 31/1/2014; Tali Ayer estate No. 524391002000 expiring in 31/10/2013), DOE permit valid until 30/6/2014 (No. 000444), Energy Commission Registration (No. 90205) valid until 20/11/2014. Mill personnel such as boilerman, chargeman, engine drivers and engineers have competency certificates and clinic assistant registered (No. P1219). Recent evaluation of compliance was carried out on 1/7/13. Report shows compliance found. Similar to last assessment list of all applicable laws are kept in file OSHE/04/5.2.4 as a on-site reference. Legal and Other Requirement Register was updated recently in July 2013.

Observation 1 (2.1.1): All operating Units: As an area for improvement all the operating units should consider marking the PMT Number on the air compressor with permanent marking.

Review of internal audit reports showed that the Mill and the Estates visited had maintained legal compliance with applicable laws and regulations, in particular for Safety, Social, and Environmental regulations. The latest internal RSPO audit was done in 23/4/2013. Group Corporate Assurance Report dated 1/3/2013 (ref: PL-1213-M172-CHNSE-AJZ) indicate compliance to legal indicators.

Criterion 2.2 – The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights.

The Mill and Estates are on Freehold Land. The land is not encumbered by customary rights and the right to use the land is not disputed. Each estate holds land titles. Example, Chersonese Estate have land title for 3490ha, Tali Ayre Estate have land title for 3983ha. This land was initially from the Perak State Government.

Observation 5 (2.2.2): Tali Ayer Estate: Process of transferring the crop term is in process due to the restructuring of the company completed at Chersonese Estate. The completion of the progress at Tali Ayer

Estate will be checked during next surveillance assessment.

The Estates have maps showing the locations of boundary stones that have been physically located and marked. Inspection of a sample of boundary stones during the field at Chersonese and Tali Ayer Estates confirmed they were clearly marked and visibly maintained.

Criterion 2.3 – Use of the land for oil palm does not diminish the legal rights of other users without their free, prior and informed consent.

The mill and estates are on freehold land. There is no restriction for stakeholders to access through the estates. Written permission from the operating units is given to access the internal estate roads if there is any request. Interview of local community representatives confirmed there is no land dispute or any claim of customary land within the estates.

PRINCIPLE 3: Commitment to Long Term Economic and Financial Viability

Similar to other Sima Darby Plantation’s operating units, Chersonese mill and supply base estates has well developed internal management system for monitoring and improvement of their operations against operation target to achieved long term economic and financial viability. Monthly reports are produced and send to head office for monitoring purpose. In addition Plantation Sustainability Quality Management (PSQM) and OSH Department conduct inspection toward sustainability indicators, production and safety related issue and provide technical assistant for the estate including RSPO certification and monitoring of compliance.

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

Chersonese mill and all the four estates have annual operating cost and production projected for five years in form of annual budget. Mill and estates has prepared 5 Year Business Plan for period covering 2013 - 2017 and reviewed annually by operating unit and zone General Manager. The last review was carried out on April 2013 before the end of financial year 2012/2013. The plan includes environment, social (workers and staffs welfare), and health and safety component and associated capital expenditure for improvement.

All the estates have replanting program within 5 years. Replanting is planned for palm older than 25 years old.

PRINCIPLE 4: Use of Appropriate Best Practices by the Growers and Millers

Chersonese Mill and all the supply base estates have implemented management systems for monitoring and control of best practice implementation. This includes a program of regular internal audits, visit by the zone General Manager, Agronomist and Planting Adviser. Visit

reports are used as a monitoring tool and improvement made based on the findings and recommendations.

Criterion 4.1: Operating procedures are appropriately documented and consistently implemented and monitored.

Sime Darby has prepared Group Standard Operating Procedures (SOPs) for mills and estate covering all the relevant operations. Inspection to the field and mill confirm that the SOPs are implemented. Assistant Managers and staff monitor the implementation.

Mill adviser and Planting Adviser make annual visit to evaluate the performance of the mill and estates. General Manager visits the estates on quarterly basis to review estate performance against Sime Darby standard. Latest Planting Adviser visit was on 5 – 8 March 2013. Issues highlighted were rectified by the estate management. All operating units maintain DOSH and DOE Visit Records as well. DOSH last visited on 16 April 2013. MPOB visited on 6 February 2013 to visit the mill and inspect the FFB quality check at the ramp. There were no any issues highlighted by both regulatory bodies. Last internal RSPO compliance audit was conducted on 23 April 2013. Noncompliance found during the internal assessment was corrected and implemented by the operating units. All identified noncompliance was addressed by the operating units. During the ASA2 it was noted that the Master Records list was available in form CR-01/MRL.

Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility, to a level that ensures optimal and sustained yield.

Sime Darby Agronomist visited the supply base on 9-10 May 2013. The visit was conducted prior to fertilizer recommendation. Leaf sampling conducted and the result of the leaf analysis and visual observation used as a guidance to prepare the fertilizer recommendation. Recommendation for the financial year 2013/2014 was send to the operating unit in April 2013. Research Centre carried monitoring of fertiliser application. Fertilizer application records are documented in the daily costing book. Sample checked at Tali Ayer estate found that for recently field number OP03, block 1 (28.35ha) was applied with 1kg/palm Muriate of Potash as per recommendation. Record shows the application date, filed number, dosage applied per palm, type of fertilizer and number of applicators. During field visit noted that replanting is carried with zero burn technique.

EFB application is carried out at selected areas. EFB compost was applied at Chersonese estate field 01C at the rate of 14mt/ha covering an area of 81ha. Records are documented and summary of total applied is reported at the end of the month. Beside EFB compost, EFB direct from the mill is applied as well at Tali Ayer estate at the rate of 35-40mt/ha.

Criterion 4.3: Practices minimise and control erosion and degradation of soils.

Field inspection showed groundcover with soft grass and soft weeds. Recently replanted area is established with cover crops and vegetation is well established. There is no significant erosion risk was noted during the field visit. There are no peat soils or soil categorised as problematic or fragile soil at all estates.

Estate has implemented annual road maintenance programme. During audit, ongoing road maintenance was carried out with road grader. Road inspected are generally in a good condition and well maintained.

Criterion 4.4: Practices maintain the quality and availability of surface and groundwater.

Estate has implemented a programme to reinstatement of riparian strips at both side of the stream during replanting and is implemented. Inspection in the field confirmed that buffer zone have been set aside for reinstatement during replanting. During the field visit to "Sungai Kurau" river, it was noted that the riparian zone is clearly marked and maintained. No bunds/weirs/dams were constructed across the main waterways in the estate.

Research Centre carried out water analysis in the river (upstream, midstream, and downstream) with the last sampling result for the 2nd half of the year was conducted on 17 June 2013 shows all parameter are within the standard as water quality index. The check point was located at field 96 and 95. Analysis was conducted at Sime Darby Laboratory in Carey Island.

Rainfall data is used as guidance for the water management. Past three years rainfall record at Tali Ayer estate shows that at least 132 - 143 days of rain is observed. Tali Ayer estate rainfall for the FY 2010/2011 was 2595mm (132 rainy days), FY 2011/2012 is 3675 mm (143 rainy days) and FY2012/2013 was 2908 mm with 137 rainy days.

Chersonese palm oil mill has maintained monitoring records of water usage which recorded every day and summarised on monthly basis. Annual water consumption varies from 0.93 M³ – 1.18 M³ per tonne FFB processed in 2012. The total water consumption for the month of June 2013 was 0.91 M³ per tonne FFB processed.

Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

The estates have implemented biological method of controlling pest in the plantation through IPM such introduction of barn owl by erecting barn owl boxes at rate of 1 box for 20 ha to control rat damage. Recent census in Chersonese estate indicates about 63% of occupancy. There are 154 boxes available at Chersonese estate. At Tali Ayer estate there are 168 boxes with occupancy rate of 71%.

All estates planted beneficial plants such as *Cassia cobanensis*, *Turnera subulata* and *Antigonon leptopus* as a preventive measure to control leaf eating pest. Every estate has their own nursery to propagate the beneficial plant and subsequently planted in the field. It is noted that the major pest is bagworm and estate conduct census prior to justify any chemical treatment and obtain approval from Agriculture Department for any purchase of pesticide. During this assessment, it was noted that there is no outbreak of leaf eating pest and no treatment was carried out.

Criterion 4.6: Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives and this is documented.

As per Sime Darby Plantation's group policy and similar to last assessment, all purchasing of agrochemical controlled from the head office. Inspection at site reveals that only pesticides registered under the Pesticide Board were used. Latest register updated on June 2013 for the new financial year to ensure only registered agrochemicals are used.

All agrochemicals are stored in accordance to the Occupational Safety and Health Act 1994 (Act 514) and Regulations and Orders and Pesticides Act 1974 (Act 149) and Regulations. Inspection of the store revealed that it is locked, with proper ventilation, labelled and with SOP for receiving and issuing.

During this assessment there is no any class 1 agrochemicals noted in the store as well as no records of any usage noted. No paraquat use since March 2004. This was also confirmed by stakeholders and workers during field interview.

Medical surveillance carried out once a year for all operators as per CHRA. The last medical surveillance was done on 25 April 2013 and 17 May 2013. The result shows all agrochemical applicators are confirmed fit to continue work with agrochemical. Medical surveillance conducted by qualified occupational doctor [DOSH registration: JKPP 1H127/171-1(309)].

All information regarding the chemicals and its usage, hazards, trade and generic names of the agrochemical are available in local language and some in English. Interview with the store keeper reveal that he understands the information.

Observation 3 (4.6.4): At Tali Ayer estate's Sg Kerian Division, agrochemical drums are re-used for pre-mixing agrochemical with water. As a best practice, marking the plastic drum with permanent marker as an indication for easy identification of pre-mixed drums is in progress.

The present marking was faded. MSDS was available for fertilizer at the Chersonese Estate's Jin Seng division. The management should consider having a copy at the fertilizer store.

Chersonese mill conduct analysis of chemical residues in CPO. Last analysis was on August 2012 shows there is no any sign of chemical residues in CPO. There is no new request from the buyer since August 2012.

Records of pesticide application and other agrochemicals are kept in daily activity book. This record includes active ingredients used, area treated, amount applied per ha, application round, and number of applicators and hours worked. These records are available for the past 5 years. Example of the record shows field 96 (141.86ha) was treated with 0.141 a.i/ha glyphosate in the month of April 2013.

Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.

Sime Darby's Occupational Safety and Health (OSH) Policy provide guidance for all OSH related matters. This policy communicated to all employees onsite during quarterly safety meeting and morning briefing.

The annual review of the HIRARC was carried out by safety officer onsite and compliance officers. Latest review was done on January 2013. Mill and estate have individual training program to address the entire safety requirement and work procedures for each category of work and work station. Safety awareness is ongoing all the time through morning briefing which includes safety at work and records are maintained. CHRA was done covering all the operation by assessor approved by DOSH (JKPP HIE 127/171-2 (124)).

Observation 2 (4.7.1): Chersonese Palm Oil Mill: It was noted that the Chersonese Palm Oil Mill have carried out all the necessary arrangement to prepare for the fire certificate application requirement and final approval of budget was obtained during the FY 2012/2013. The final progress of completion will be followed up during the next surveillance. Chersonese Estate (Jin Seng Division) is considering repainting warning sign at diesel storage which was faded to create safety awareness and consider installing a cover for the oil sum.

During the mill visit and estates field visit reveal that good awareness of safety is practiced. All operating units supply appropriate PPE that suits individual work requirement. It is also noted that PPE use is implemented and monitored by "Mandor" and supervisor.

Observation 4 (4.7.1i): All Operating Units: It was noted that appropriate PPE at the place of work to cover all potentially hazardous operations are provided. PPE replacement by operating units when it is due for replacement (such as rubber boot for sprayers) record incomplete.

The Assistant Manager is the person responsible for any OSH issues and he communicates and updates the managers accordingly. During the audit it was noted that the authorized card for the authorized person for the confine person was expired. Nonconformity was raised.

944707M1: Major nonconformity against indicator 4.7.1 (e) (Evidence of documented Occupational Safety Health (OSH) plan which is in compliance with OSH Act 1994 and Factory and Machinery Act 1967 (Act139). e. The responsible person (s) should be identified). It was noted that Chersonese mill had authorised person for confine space however the authorisation card was expired on 19/2/2013.

OSH meetings are conducted quarterly. Palm Oil Mill's OSH meeting minutes dated 1 March 2013 and 31 May 2013 was checked and found that there are no any pending issues. Meeting was attended by representative from all categories of workers and contractors.

The mill and estates have emergency evacuation plan complete with emergency contact details, organisation chart, responsibility and training was conducted to communicate the plan. The OSH training includes competency and safety training for drivers, training for agrochemical handlers, fire fighting and fire evacuation drill by Fire Department, first aid training by St. John Ambulance etc.

Inspection reveals that first aid kits are available at work site and sufficiently re-filled. First aiders are train to handle any emergency situations. Emergency contact details are posted on the notice boards where easily can be seen.

Accident reports are sent to DOSH as per requirement. Accident records are documented if there are any accidents. There is no fatal accident for the last 12 months. Zero accident reported in 2011 and 2012 but minor common injuries are noted. There were 3 minor injuries reported until June 2013. Local workers covered by SOCSO and foreign workers are covered by accident insurance from RHB Insurance valid until March 2014 (Policy Number: FW045466).

Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained.

The Mill and Estates have annual training program based on a training need analysis carried out at the operating unit level for each work-station and work area covering staff, workers and contractors. The program includes the frequency of training/retraining on an annual basis. Training includes formal courses conducted using external resources and "on-the job" instruction and briefing. For example, the first aid training was conducted in July at estate level and in August at SOU level, FFB transport contractor training on 17 June 2013, and Tractor driver safety training on 17 June 2013, fire drill February 2013 which include search and rescue training, OSH Communication Training on 20 June 2013,

Harvesters Training on 22-13 May 2013, Agrochemical handling training on 13 July 2013 etc.

Interview with staff and contractor reveal that they are included in the training activities and have undergone safety training before they start work on site and are required to attend safety briefings as well.

PRINCIPLE 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity

Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored to demonstrate continuous improvement.

The Chersonese palm oil mill and all the estates carry out the annual review of environmental impacts in term of Environmental Impact Assessment. Once reviewed a Management Action Plans is developed. This information is also taken into consideration for the Continuous Improvement Plans with latest reviewed on 10 January 2013. A list of Actions for improvement of environmental performance has been revised for each of the significant impacts. The review includes reduction of waste by initiating awareness on recycling waste such EFB, Fiber and shell in the mill. At the estates, during replanting palms are felled, chipped and kept on the same area as an organic fertilizer. Replanting areas are established with cover crop to mitigate any environmental impacts such as erosion of top soil.

Environmental improvement plan to mitigate the negative impacts are available and implemented. Monitoring is carried out by the compliance executives.

Criterion 5.2: The status of rare, threatened or endangered species and high conservation value habitats if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and their conservation taken into account in management plans and operations.

Prior to the initial assessment, the HCV assessment was conducted internally to identify possible presence of HCVs within and adjacent to the estates. The assessment also include identification of any protected area within and adjacent to the operating units.

The HCV present is 28.31ha. Conservation area (116.70ha) such as riparian area and social conservation area such worshipping areas are maintained, monitored and managed as per requirement. Signboards are erected to create awareness prohibiting illegal hunting and fishing.

Enhancement of the river buffer zones are carried out by planting jungle trees. Planting of jungle trees has been commenced to increase the biodiversity of tree species. Habitat protection includes prevention of disturbance by workers through awareness campaigns and regular patrols of the area. Inspection of housing areas and

interview of residents confirmed workers are aware of the company policy that prohibits illegal hunting.

Criterion 5.3: Waste is reduced recycled, re-used and disposed of in an environmentally and socially responsible manner.

The mill and estates have identified waste products and sources of pollution in the Environmental Impact Assessment and Pollution Prevention Plan which was reviewed in June 2013. Operational pollutants at the mill are monitored as per requirement of regulation and reports are current and send to the relevant authorities on time.

Domestic waste is collected twice a week and disposed in the estate's landfill. The landfill area is well managed with the location far from any water course and community area.

Observation 6 (5.3.2): During visit to the Chersonese housing site, it was noted that the housekeeping surrounding the housing can be improved by regularly collecting the scattered rubbish thrown around the housing.

The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse. Schedule waste is disposed through licensed collector Tex Cycle Sdn Bhd on 10 June 2013 and Faber Medi-Serve Sdn Bhd. Medical wastes, such as sharps, are collected and records are maintained. Subsequently it is disposed through Faber Medi-Serve Sdn Bhd.

Observation 7 (5.3.2): During visit to the Chersonese Estate storage area about 20 drums of pre-mixed diluted chemicals was not kept at the pre-mix area.

Operational waste such as EFB, Fiber, Shell and effluent is recycled. POME and EFB applied in the field is monitored and well managed with furrow system for POME. POME BOD level is below the standard of 5000mg/L. DOE carry out regular sampling.

Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.

Chersonese palm oil mill monitors and reports energy usage monthly to head office through monthly report. The company has optimized the use of renewable energy. The energy usage varies depending on the FFB supplied by the estates. Average energy usage for the period November 2012 – April 2013 was 22.21kWh/mt FFB processed. During low crop there is a slight increase in use of diesel fuel for processing. Monitoring of fuel used is based on per tonne of CPO.

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

Inspection to the recently replanted area at Chersonese and Tali Ayer estates confirmed that zero burning techniques are implemented during replanting. No any sign of burning activities in the field. As per SOP, during replanting palms are felled, chipped and mulched on the field where replanting is being carried out.

Inspection at mill and estates confirm that zero burning policy is communicated and implemented. However the awareness among the workers seems to be lacking. This was raised as a minor nonconformity during the ASA1. During the ASA2, it was noted that there is traces of burning. Interview with workers confirm lack of awareness. The minor nonconformity was upgraded as a major nonconformity because it was not effectively addressed by the operating units.

944707M0: Previous Minor nonconformity was not appropriately closed. The Minor nonconformity was upgraded to Major nonconformity against indicator 5.5.3. During the visit to the Chersonese Housing Site on 18/7/2013, traces of burning domestic waste were found behind the workers housing. Further visit to the Jin Seng Division also found the traces of burning domestic waste. This issue was raised as a minor nonconformity during ASA 1 at the Chersonese Mill Housing which shares the same vicinity of Chersonese Estate Housing. The nonconformity was not fully addressed by the operating units. The nonconformity is now upgraded as major nonconformity.

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

The Chersonese palm oil mill and all estates Pollution Prevention Plan was documented in the Environmental Impacts Identification and Improvement Plan, reviewed for the financial year 2013/2014. Pollutants and emissions are identified and plans to reduce were developed as per the national regulations and guidance. Inspection confirmed the mill and estates have implemented appropriate controls for preventing pollution from point source emissions to air and discharges of wastewater, such as the mill monsoon drains.

Smoke emission quality test at the mill was done every 6 month in accordance to the Environmental Quality Regulation. The test was conducted by the external consultant approved by Department of Environment. The latest test result shows that all parameters were complied with the standard requirements. No peat land within the supply base.

PRINCIPLE 6: Responsible Consideration of Employees and of Individuals and Communities by Growers and Millers

Aspects of plantation and mill management related to social issues identified through Social Impact Assessment. Annual review is conducted through stakeholder meetings and communication with

stakeholders. It is noted that all the operating units maintain good relationship with internal and external stakeholders such as employees, contractors, surrounding communities and regulatory bodies. Improvement on social obligation includes improvement of the housing and facilities for the employees and contribution to the surrounding community development such as road maintenance.

Criterion 6.1: Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

The initial Social Impact Assessment for SOU 2 Chersonese (Perak Zone) was prepared prior to the initial assessment was reviewed on annual basis by taking into consideration the feedback from stakeholders. Last review for the FY 2013/2014 was conducted on 11 March 2013 through stakeholder consultation and social action plan is developed based on feedback received from external and internal stakeholders. The social action plan contains a time table with person responsible to manage and monitor each issue.

It is noted that there were no pending unresolved issues. Issues related to access through the estates and permission to conduct cultural and religious activities is managed and monitored.

Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

All the estate maintains communication recorded as part of the stakeholder communication document. Previously mill's list of stakeholder was mainly government agencies and meeting were conducted informal manner. During ASA2, it was noted that the mill and supply base conduct stakeholder meetings as part of communication and records are documented. Recent meeting was conducted on 8/5/2013. There was an issue related to permission to enter and use estate road was discussed and settled during the meeting. There was another communication conducted with cattle owners on 6/2/2013. There were no any pending issues found during the audit team's stakeholder consultation during the ASA2.

All the operating units engage in communication with local communities and interested parties. The communication procedure is as per Sime Darby's group communication policy which shows flow chart of the communication procedure. This was confirmed during interview with the local community representative and village head.

At each operating units the Social Liaison Officer or Estate Manager is the person responsible for

communications with communities and other stakeholders. Stakeholders confirm that they know the social liaison office.

The stakeholders include employees, contractors, suppliers, labour union representatives; staff union representative, neighbouring estates representatives, as well as local village. Record of meeting with attendance list and minute of meeting are available as attachment. Stakeholder list contains about 37 names and contact details.

Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties.

Sime Darby Group Grievance procedure is available. This procedure was communicated to all stakeholders during meetings as a part of process to resolve any disputes. Complaint and grievances was recorded in complaint book. Inspection of the records indicated that the systems to resolve all disputes are in a timely manner. Complaints on housing defects are attended by the same day or the complainant is informed on the status of the issue by next day. There are also cases where complaints were raised verbally to the staff and executives although workers are encouraged to record in the book. Even verbal grievances are attended promptly. This was confirmed by the workers and staff interviewed.

During this audit there is no any pending disputes noted. This was confirmed by internal and external stakeholders interviewed as well as the records inspected.

Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

There is no issue related to compensation for loss of legal or customary rights noted during this assessment. All the land was initially from the state government. However, stakeholders have access to any negotiations if there in any disputes.

Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

All the workers are covered by the MAPA/NUPW agreement and the staff covered with MAPA/AMESU agreement. This is documented at all the operating units. Migrant workers make up the majority of the workforce who are engaged on 2 or 3 year contracts. Payments are made as per the agreement. Inspection of contracts of both local and foreign workers confirmed

that pay and conditions are available in local language and the language that the foreign workers speak.

Interview with the workers at the Chersonese palm oil mill and supply base estates confirm the employees understand the term of employment contract including pay rate, fringe benefits, annual leave, sick leave, public holiday, maternity leave, dismissal procedures and conditions etc. However it was noted that there is no consent from workers for deduction. A minor nonconformity was raised.

944707N2: Minor nonconformity against indicator 6.5.2

It was noted that there is no any consent letter from the workers giving permission for the deduction as per "Permit Pemoangan dari Gaji Pekerja" except for the NUPW membership.

Mill and estate provide adequate housing to their employees and meets the government standard. All the houses are provided with sufficient water and electricity supply. No any issues were highlighted by workers during the interview.

Beside the housing, the company is also provide other facilities such as worshipping places, crèche, clinics, sports facilities and community hall.

Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

All employees have right to form and join trade unions of their choice and to bargain collectively. This is carried out by the employees by joining the NUPW and AMESU.

At operating unit's workers union meeting held with NUPW when required. Last meeting was held on 8 July 2013 at Chersonese Estate together with mill and on 11 March 2013 at Tali Ayer estate. Issues related to work was discussed and it was confirmed by the union secretary that there is no any unresolved labour issue. Interview with the on-site workers union secretary reveals that most of the work related issues are resolved through verbal discussion.

Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision and when not interfering with education programmes. Children are not exposed to hazardous working conditions.

Inspection to employee contract agreement and list of registration confirmed that those employed are as per company policy on minimum age. The minimum working age is 18 and above. During field visit and consultation with stakeholders confirm that there is no child labour at any of the operations.

Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation or age is prohibited.

An equal opportunity policy is displayed at notice board at the mill and estates. This was communicated with all employees. Interview of male and female workers confirmed understanding and awareness of the policy. Pay record and interview with employees confirm that there is no any kind of discrimination. All workers have access to the grievance and resolution mechanism.

Criterion 6.9: A Policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.

A statement to prevent sexual harassment and violence is documented in the Sime Darby Plantation Social Policy. Female staff members in each operating unit have been appointed as gender committee member representing each operating units and work category that involve female workers.

The company has developed specific grievance mechanism on sexual harassment and violence. Female workers interview confirmed understanding of the mechanism and no issue was raised during the audit.

The last gender committee meeting was held on 9 April 2013 at Strategic Operating Unit (SOU) level. The meeting minutes shows that no any kind of harassment issue was raised in the meeting. The meeting follows the guidelines as per the Gender Committee Manual. Seven representative were attended the meeting.

Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.

Chersonese palm oil mill process FFB from company owned estates only. No FFB purchased from out-growers or smallholders. Pricing mechanism for other contractual agreements is mutually agreed by contractors/suppliers prior to signing any contracts.

Contractors/suppliers understand contractual agreement and stated that the contract is transparent and fair. The company has standard term and condition of contract agreement which is explained prior to signing. Prompt payment is made as per contract agreement. No issues were highlighted by the contractors interviewed. Inspection to the "Grievance Book" indicated no complaint was raised in relation to processing of the payment.

Criterion 6.11: Growers and millers contribute to local sustainable development wherever appropriate.

The palm oil mill and estates provided access right to stakeholders to pass through estate road. Company contribute donation to local schools, village and for

sports activities at surrounding community area whenever there is a request and approved by the head office.

Principle 7: Responsible Development of New Plantings

Chersonese Certification Unit has not carried out any new oil palm developments and there are no plans for expansion of plantings. Therefore, principle 7 is not applicable to this assessment.

PRINCIPLE 8: Commitment to Continuous Improvement in Key Areas of Activity

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

Chersonese palm oil mill and supply base estates have carried out annual review of the environmental and social aspects of its operations to identify improvements. The Social Action Plan has continued to work towards improving stakeholder relationship through engagement and dialogue besides further improving the workers housing based on a 5 years improvement plan.

Pesticide use limited to only when there is an outbreak and justified with census prior to application. IPM is continuously implemented as part of efforts to reduce pesticide usage. Paraquat is completely eliminated. Grass cutting is carried out to maintain harvesting path on the flat area to further reduce agrochemical usage. Awareness on recycling is progressively implemented and evidence of recycling was noted during the assessment.

3.2 Detailed Identified Nonconformities, Evidence of closing out Major Nonconformities and Auditor Conclusions

There were two Major nonconformities and a minor nonconformity was identified during ASA2. Corrective action plans with respect to the major nonconformity raised during the ASA2 have been reviewed and found to be effectively implemented. The evidence of implementation to closing out the Major nonconformities was satisfactorily accepted by BSI audit team on 6/8/2013, 20/8/2013 and 28/8/2013. After the document review the audit team accepted all the evidence as appropriate to close the major nonconformities. The major nonconformities were closed on 10 September 2013.

The management submitted corrective action plans for all the minor nonconformities. The Audit Team has reviewed and accepted the Corrective Action Plan. Implementation of corrective actions and closing out the minor nonconformities will be followed up during the next Surveillance Assessment.

The details of the nonconformities are listed below.

Major Nonconformity

944707M0: Previous Minor nonconformity was not appropriately closed. The Minor nonconformity was upgraded to Major nonconformity against indicator 5.5.3 (No evidence of burning waste (including domestic waste). During the visit to the Chersonese Housing Site on 18/7/2013, traces of burning domestic waste were found behind the workers housing. Further visit to the Jin Seng Division also found the traces of burning domestic waste. This issue was raised as a minor nonconformity during ASA 1 at the Chersonese Mill Housing which shares the same vicinity of Chersonese Estate Housing. The nonconformity was not fully addressed by the operating units. The nonconformity is now upgraded as major nonconformity.

Corrective Action Plan and Close out evidence:

The mill management analyzed the root cause and found that there should be a continuous awareness briefing for the employees and regular inspection. The operating unit submitted corrective action plans on 31/7/2013. BSI Audit team conducted review and accepted the corrective action plan. Part of the evidence of implementation was received on 6/8/2013 and 20/8/2013. The rest of the evidence was received on 28/8/2013 and 9/9/2013. BSI audit team conducted document assessment on the evidence submitted. The implementation evidence was accepted and the major nonconformity was closed on 10/9/2013. The corrective action plan and evidence as follows:

a) Additional “No Open Burning” signs were erected at the housing site.



b) Carried out campaign on “No Open Burning” on 20/8/2013 attended by 56 employees.



c) Housing inspection conducted by the hospital assistant. Records of the inspection dated 29th July, 12th August and 9th September 2013 was checked and verified.

The implementation evidence was accepted and the major nonconformity was closed on 10/9/2013.

944707M1: Major nonconformity against indicator 4.7.1 (e) (Evidence of documented Occupational Safety Health (OSH) plan which is in compliance with OSH Act 1994 and Factory and Machinery Act 1967 (Act139). e. The responsible person (s) should be identified). It was noted that Chersonese mill had authorised person for confine space however the authorisation card was expired on 19/2/2013.

Corrective Action Plan and Close out evidence:

The mill management analyzed the root cause and found that there was a delay in receiving the renewal. The operating unit submitted corrective action plans on 31/7/2013. BSI Audit team conducted review and accepted the corrective action plan. The evidence of implementation was received on 6/8/2013. BSI audit team conducted document assessment on the evidence submitted. The implementation evidence was accepted and the major nonconformity was closed on 10/9/2013. The corrective action plan and evidence as follows:

a) The Mill Engineer and compliance executive is assigned to monitor the validity of the authorisation card.

b) The renewed card number NW-HQ-AGT-0067-L is now valid until 24/02/2015.

The implementation evidence was accepted and the major nonconformity was closed on 10/9/2013.

Minor Nonconformities

There was a nonconformity assigned against Minor Compliance Indicators. The management at Chersonese Certification Unit operations has prepared corrective action plan for addressing the non conformities which BSI has reviewed and accepted. Progress towards closing out and the action taken will be followed up at the subsequent surveillance assessment.

The details of these nonconformities are as follows:

944707N2: Minor nonconformity against indicator 6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc) are available in the language understood by the workers or explained carefully to them by a plantation management official in the operating unit. It was noted that there is no any consent letter from the workers giving permission for the deduction as per "Permit Pemoangan dari Gaji Pekerja" except for the NUPW membership.

Observation/Opportunity for improvement

The following observations/Opportunities for improvements were identified. The progress with the Observations/Opportunities for Improvement will be

checked at the next Annual Surveillance Assessment. The Details are of below:

Observation 1 (2.1.1): All operating Units: As an area for improvement all the operating units should consider marking the PMT Number on the air compressor with permanent marking.

Observation 2 (4.7.1): Chersonese Palm Oil Mill: It was noted that the Chersonese Palm Oil Mill have carried out all the necessary arrangement to prepare for the fire certificate application requirement and final approval of budget was obtained during the FY 2012/2013. The final progress of completion will be followed up during the next surveillance. Chersonese Estate (Jin Seng Division) is considering repainting warning sign at diesel storage which was faded to create safety awareness and consider installing a cover for the oil sum.

Observation 3 (4.6.4): At Tali Ayer estate's Sg Kerian Division, agrochemical drums are re-used for pre-mixing agrochemical with water. As a best practice, marking the plastic drum with permanent marker as an indication for easy identification of pre-mixed drums is in progress.

The present marking was faded. MSDS was available for fertilizer at the Chersonese Estate's Jin Seng division. The management should consider having a copy at the fertilizer store.

Observation 4 (4.7.1i): All Operating Units: It was noted that appropriate PPE at the place of work to cover all potentially hazardous operations are provided. PPE replacement by operating units when it is due for replacement (such as rubber boot for sprayers) record incomplete.

Observation 5 (2.2.2): Tali Ayer Estate: Process of transferring the crop term is in process due to the restructuring of the company completed at Chersonese Estate. The completion of the progress at Tali Ayer Estate will be checked during next surveillance assessment.

Observation 6 (5.3.2): During visit to the Chersonese housing site, it was noted that the housekeeping surrounding the housing can be improved by regularly collecting the scattered rubbish thrown around the housing.

Observation 7 (5.3.2): During visit to the Chersonese Estate storage area about 20 drums of pre-mixed diluted chemicals was not kept at the pre-mix area.

3.3. Status of Nonconformities (Major and Minor) Previously Identified and observations

It was noted that all the major nonconformities raised during the ASA1 are remain closed.

There were three minor nonconformities identified during the ASA1 for the Chersonese Certification Unit was followed up during the ASA2. Corrective Actions and implementation for the minor nonconformity identified during the ASA1 was effectively and consistently

implemented and the nonconformity remains closed. The details of the nonconformity and evidence of closing out the nonconformity is listed below.

A775875/2: (5.1.2 Environmental improvement plan to mitigate the negative impacts and promote the positive ones is developed, implemented and monitored). During the mill visit it was noted that the monsoon drain located near the ramp was contaminated. There were empty plastic containers kept in the same area with scrap iron although there is a designated schedule waste store. The scrap iron is scattered.

ASA1 Findings: During the ASA2 the corrective actions were implemented. The monsoon drain was cleaned up regularly on monthly basis and the water is pumped to the effluent pond. The plastic containers and scrap iron was transferred to designated schedule waste store and scrap iron storage area. There were no any issues found during the ASA2. The nonconformity was appropriately addressed and closed on 17/7/2013.

A775875/3: (5.5.3 No evidence of burning waste (including domestic waste) Minor nonconformity was raised against indicator 5.5.3. During the visit to the mill housing site, it is noted that household waste is burn at the vicinity of the housing site.

ASA1 Findings: The nonconformity was upgraded to major nonconformity (see NC ref: 944707M0) during the ASA2 due to insufficient implementation of the corrective action plan. However the nonconformity was later fully addressed and implemented by the operating unit. The nonconformity was closed within the required time frame on 10/9/2013. (see NC ref: 944707M0 for details).

A775875/4: (6.2.3 Maintenance of a list of stakeholder, records of all communication and records of action taken in response to input from stakeholders. Chersonese mill is maintaining list of stakeholder. However there is no evidence of communication records or stakeholder meeting records and action taken in response to input from stakeholders.

ASA1 Findings: During the ASA2 the corrective actions were implemented. Previously mill's list of stakeholder was mainly government agencies and meeting were conducted informal manner. It was noted that the mill and supply base conduct stakeholder meetings as part of communication and records are documented. Recent meeting was conducted on 8/5/2013. There was a issue related to permission to enter and use estate road was discussed and settled during the meeting. There was another communication conducted with cattle owners on 6/2/2013. There were no any pending issues found during the audit team's stakeholder consultation during the ASA2. The nonconformity was appropriately addressed and closed on 17/7/2013.

Observation

Observation 1 (4.1.2): Records of monitoring and the action taken are maintained and documented. However it is noted that the Master record list (form CR-01/MRL) should be available during the assessment.

ASA1 findings: During the ASA2 it was noted that the Master Records list was available in form CR-01/MRL.

Observation 2 (4.6.4): The operating units to take efforts to have all information in local language because some of the MSDS were in English and may not be understood well by the person in charge at the store although it was explained to him by the executives.

ASA1 findings: The operating units have obtained the MSDS in local language from the supplier.

Observation 3 (4.7.1): It is noted that First Aid box is available at worksite at Holyrood estate. However during the inspection it is found that some of the content is missing.

ASA1 findings: It was noted during the ASA2 all the first aid boxes are sufficiently equipped.

Observation 4 (5.1.1): The Environmental Impact Evaluation was done in the mill. However the format and form used is different from the Sime Darby SOP. Efforts can be taken to standardise the format.

ASA1 findings: the Environmental Impact Evaluation was done in the mill and the format is revised as per Sime Darby SOP format.

Observation 5 (6.6.1): communication with labour union is conducted and documented but some records are not compiled. It will be to the benefit of the operating unit to compile all the documents for easy reference.

ASA1 findings: Recent Ccommunication with labour union on 8 July 2013 was documented. Records are compiled into the RSPO file.

3.4 Issues raised By Stakeholders and Findings with Respect To Each Issue

During this ASA2, interview with stakeholders were conducted. Majority of the stakeholders had positive comments about Chersonese Certification Unit comprising Chersonese mill and four estates. Issues raised by stakeholders were discussed with the management and the company's response is obtained. The detail of stakeholders comment is provided in each criterion as part of this summary report. The detail as follows:

a) Employees: No complaint or dispute was raised by local and foreign workers.
Management response: Management highlighted that workers have access to compliant procedures and any complaint received will be treated seriously.

b) Workers Union: Union representative confirmed that no any unresolved disputes or grievance. The representative confirms that meetings are held and copy of the minutes of meeting is given to union secretary.
Management response: Management highlighted that regular informal meetings are held besides the formal meeting.

c) Contractor's representative: He confirm that payment is made promptly and no any disputes. Contracts are transparent and legal.

d) Head of the village and village representative: Confirmed that good relationship is maintained with the management and villagers. No any disputes were highlighted.

4.0 CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY

4.1 Date of Next Surveillance Visit (ASA 3)

The next surveillance visit will be scheduled within twelve months of this ASA2.

4.2 Date of Closing Nonconformities (Major and Minor)

CAR Ref.	Class	Issued	Status
05/2009	Minor	IAV-15/9/11	Closed-11/9/12
06/2009	Minor	IAV-15/9/11	Closed-11/9/12
A775875/1	Major	ASA1-13/9/12	Closed-9/11/12
A775875/2	Minor	ASA1-13/9/12	Closed-17/7/13
A775875/3	Minor	ASA1-13/9/12	Open Upgraded to Major during ASA2 (ref: 944707M0)- Closed-10/9/13
A775875/4	Minor	ASA1-13/9/12	Closed-17/7/13
944707M0	Major	ASA2-20/7/13	Closed-10/9/2013
944707M1	Major	ASA2-20/7/13	Closed-10/9/13
944707N2	Minor	ASA2-20/7/13	Open

4.3 Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings

Please sign below to acknowledge receipt of the assessment visit described in this report and confirm the acceptance of the assessment report contents including assessment findings.

Signed for on behalf of
Sime Darby Plantation Sdn Bhd – SOU 2 Chersonese
Certification Unit

Signed for on behalf of
Sime Darby Plantation Sdn Bhd – SOU 2 Chersonese
Certification Unit

.....
Mr. Mohamed bin Maidin
SOU 2 - Chersonese Certification Unit

Signed for on behalf of
BSI Group Singapore Pte Ltd

.....
Senniah Appalasamy
BSI RSPO Lead Auditor

Appendix A: Sime Darby Plantation Time bound Plan

certification Status	Malaysia	Indonesia	Time bound for certification	Status during Pagoh Certification Unit's Initial Assessment
Certified	33 operating units	19 operating units	52 operating units	Total Certified: 52
Decommissioned	1 (Segaliud)	-	-	-
New mill added to Time bound Plan	2	-	2	Certification in 2013 (a) 1 Mill: Initial certification Assessment completed in June 2013.
RSPO EB Review	0	6 operating units	6 operating units	Ongoing peer review.
Total	35 operating units	25 operating units	60 operating units	-
Total Active Units	34 operating units	25 operating units	59 operating units	-

Appendix B: Sime Darby Plantation Sdn Bhd – SOU 2 Chersonese Certification Unit RSPO Certificate Details

Sime Darby Plantation Sdn. Bhd.
 SOU 2 Management Unit
 Chersonese Palm Oil Mill
 34350 Kuala Kurau,
 Bagan Serai,
 Perak, MALAYSIA

BSI RSPO Certificate №: SPO 590800

Date of Initial Certificate Issued: 5 October 2011

Date of Expiry: 4 October 2016

Applicable Standards: RSPO Certification System June 2007 (revised March 2011); RSPO P&C MY-NIWG 2010; Annex 4: Procedures for Annual Surveillance; Supply Chain Certification Standard: November 2011, Module D – CPO Mills: Segregation.

Chersonese Palm Oil Mill and Supply Base	
Location	Kuala Kurau, Perak, Malaysia.
Address	SOU 2 Management Unit, Chersonese Palm Oil Mill, 34350 Kuala Kurau, Bagan Serai, Perak, MALAYSIA
GPS	Longitude: 100° 27' 12" E Latitude: 4° 59' 24" N
CPO Tonnage Total Production (Certified)	39,255
PK Tonnage Total Production(Certified)	10,480
Company Estate FFB Tonnage (Certified)	190,245
Estates FFB Tonnage (Certified)	Chersonese Estate : 47,000
	Holyrood Estate : 20,290
	Tali Ayer Estate : 62,162
	Kalumpang Estate : 60,793

Appendix C: 2nd Annual Surveillance Assessment Program

Date	Time	Subjects	Senniah	Isman	Muhd Haris
Tuesday 16/7/2013	PM	Audit Team travelling to the site.	√	√	√
Wednesday 17/7/2013 Chersonese Palm Oil Mill	08.00 – 09.00	Opening Meeting: <ul style="list-style-type: none"> • Presentation by the Estate and mill managers • Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation). 	√	√	√
	09.00 – 12.00	Chersonese Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management, Effluent Ponds, OSH, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection.	√	√	√
	12.00 – 13.00	Rest / Lunch	√	√	√
	13.00 – 17.00	Chersonese Palm Oil Mill: Document Audit, SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, permits, mill inspection records, etc.	√	√	√
Thursday 18/7/2013	08.00 – 12.00	Chersonese Estate Field visit, boundary inspection, fertiliser application, field spraying, harvesting, workers interview, buffer zone, HCV area, Office, workshop, worker housing, clinic, Landfill, Chemical store and mixing, etc.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Rest / Lunch	√	√	√
	13.00 – 17.00	Chersonese Estate Document review (General Documentation e.g. Legal, Manual and Procedure, HCV identification, SEIA documents, Health and Safety, Time bound plan verification, review pay documents etc). Verify previous NC.	√	√	√
Friday 19/7/2013	8.00 – 12.00	Tali Ayer Estate Field visit, boundary inspection, fertiliser application, field spraying, harvesting, workers interview, buffer zone, HCV area, Office, workshop, worker housing, clinic, Landfill, Chemical store and mixing, etc.	√	√	√
	12.00 – 14.00	Lunch & Friday Prayers	√	√	√
	13.00 – 17.00	Tali Ayer Estate Document review (General Documentation e.g. Legal, Manual and Procedure, HCV identification, SEIA documents, Health and Safety, Time bound plan verification, review pay documents etc).	√	√	√
Saturday 20/7/2013	8.00 – 11.30	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	11.30 – 12.00	Closing Meeting	√	√	√

Appendix D: List of Stakeholders Contacted

<p><i>Internal Stakeholders</i></p> <ol style="list-style-type: none"> 1. Chersonese Certification Unit Management team and Staff 2. Representatives from Plantation Sustainability & Quality Management Department 3. On site compliance executives 4. Mill Manager and Assistants 5. Estate Managers and Assistants 6. Facility Administrators 7. Gender Committee Representatives 8. Hospital Assistant 9. Male and Female workers (Local and Foreign) 10. Workers Union Representatives 11. Onsite NUPW secretary 12. AMESU Representative 	<p><i>Local Communities</i></p> <ol style="list-style-type: none"> 1. Kuala Gula Village Representative 2. Selinsing Village Representative 3. Hindu Temple Representative 4. Kg. Raja Village Representative 5. Kg. Bogak Village Representative 6. Kg. Parit Sungai Rawa Village Representative 7. Kg. Sg. Semambu Village Representative 8. Kg. Matang Jelutong Village Representative
<p><i>Government Departments</i></p> <p>District Labour Office District Drainage and Irrigation Office MPOB Officer at mill SJK (T) Ladang Chersonese School Teacher Kuala Kurau Bird Sanctuary</p>	<p><i>Contractors</i></p> <p>Housing contractor FFB Transport contractor</p>

Appendix E: Chersonese Palm Oil Mill Supply Chain Assessment (Module D: Segregation)

Requirements	Compliance
D.1. Documented procedures	
D.1.1 The facility shall have written procedures and/or work instructions to ensure implementation of all the elements specified for Segregation (SG) supply chain requirements. a) Complete and up to date procedures covering the implementation of all the elements. b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard.	Chersonese palm oil mill have written documented procedures for the chain of custody with SG and MB model covering certified and non certified FFB. The mill manager has the responsibility to ensure implementation. The SG model used because only certified FFB is processed at the moment. However, the palm oil mill also have the system in place to use Mass Balance model through either down grading the SG to MB or through purchasing non certified FFB in the future.
D.1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Chersonese mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.
D.2. Purchasing and goods in	
D.2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non certified FFB. Records verified by internal and external audit.
D.2.2 The facility shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
D.3. Record keeping	
D.3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of certified and noncertified palm products.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non certified FFB. Records verified by internal and external audit.
D.3.2 Retention times for all records and reports shall be at least five (5) years	The retention period is specified as five years and financial documents retained longer based on the local regulation requirement.
D.3.3 The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. No PKO and Palm kernel meal at Chersonese mill. PK is sold to Sime Darby's subsidiary kernel crushing plant.
D.3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/SG or Segregated. The supply chain model used should be clearly indicated.	System in place to indicate CPO/SG on the documents related to the supply chain. No sales of certified products.
D.4. Sales and goods out	
D.4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information	There are no sales of certified palm product through UTZ. GreenPalm certificate sold as a group. However the mill is ready to carry out sales of certified palm products. Existing system is ready to cater for future sustainable palm product sales. Sample of existing sales documents were checked and found that:
(a) The name and address of the buyer	Name and address of buyer written on the existing invoice. i.e. Edible Oils Sdn Bhd
(b) The date on which the invoice was issued	Date is written on all dispatch and relevant documents. i.e. 29/6/2013
(c) A description of the product, including the applicable supply chain model (Segregated)	System in place to write product description and supply chain model is written. Weighbridge ticket number 004590 was checked. This sales was for conventional palm product. The mill is aware that the certified palm product sales to be writtend as "CPO SG".
(d) The quantity of the products delivered	Quantity in tonne. i.e. Weighbridge ticket number 004590, weight was 39.65mt.
(e) Reference to related transport documentation	Weighbridge documents and D/O includes all the transport references. Weighbridge ticket number 004590, Transporter Bayumas Sdn Bhd, lorry number KCP7761.
D.5. Processing	
D.5.1 The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that is has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material9; up to 5 % contamination is allowed	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing. All the four supply base is certified.
D.5.2 The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.	Processing and storage records can trace back to only certified segregated raw material (FFB) and finish product (CPO and PK). This is possible because the mill only receive certified FFB from own Sime Darby estates.
D.5.3 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately	There is no outsourcing activity directly handled by the mill. The kernel is sold to a subsidiary kernel crushing plant belong to Sime Darby Group. The kernel crushing plant have own supply chain certificate and it is independent from the mill. The

certified. The mill has to ensure that: <ul style="list-style-type: none"> The crush operator conforms to these requirements for segregation The crush is covered through a signed and enforceable agreement 	kernel crushing plant is not included in the RSPO P&C scope.
D.6 Training	
D.6.1 The facility shall provide the training for all staff as required to implement the requirements of the Supply Chain Certification Systems.	Staffs in the weighbridge, inventory, storage and processing, document control have attended training. Last training was conducted on 24 April 2013.
D.7. Claims	
D.7.1 The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communications and Claims.	No claims made because the CPO is delivered/sold to downstream refineries.

Actual Certified Palm Production - July 2012 - June 2013 (ASA1)

MILL	CAPACITY	CPO	PK
Chersonese Palm Oil Mill	45 mt/hr	36,987	9,156

Actual Sales of Certified Palm Products - July 2012 - June 2013 (ASA1)

MILL	Certified CPO Sales	Certified PK Sales	Remarks
Chersonese Palm Oil Mill	NIL	NIL	No sales of certified palm products. Palm products are sold as normal palm products because buyers want only normal conventional palm products.

Actual Certified FFB Received Monthly - July 2012 – June 2013

Month	Chersonese Estate	Holyrood Estate	Tali Ayer Estate	Kalumpang Estate	Total FFB/Month
July 2012	4,294	1,699	6,805	6,286	19,084
August 2012	3,954	1,780	6,773	5,285	17,792
Sept. 2012	3,959	1,542	6,854	5,186	17,541
Oct. 2012	3,958	1,765	5,941	4,006	15,670
Nov. 2012	3,451	1,574	5,947	3,705	14,677
Dec. 2012	3,679	1,462	5,575	3,641	14,357
January 2013	3,643	1,554	5,724	3,643	14,564
February 2013	3,881	1,489	4,942	3,793	14,105
March 2013	4,035	1,353	5,460	3,644	14,492
April 2013	3,494	1,294	4,314	3,497	12,599
May 2013	3,602	1,335	4,279	3,445	12,661
June 2013	3,622	1,389	5,594	4,237	14,842
Total	45,572	18,236	68,208	50,368	182,384