

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (2_1)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

Client Company Name / Parent Company: Sime Darby Plantation Berhad
Client Company / Parent Company Address: Level 5, Main Block, Plantation Tower 2, Jalan PJU 1A/7 47301, Ara Damansara, Selangor, Malaysia
Certification Unit: Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill Location of Certification Unit: 14th KM, Jalan Tenom- Keningau, 89908 Tenom, Sabah, Malaysia
Date of Final Report: 11/12/2022

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Section 1: Scope of the Assessment

1. Company Details			
Parent Company	Sime Darby Plantation Berhad		
RSPO Membership Number	1-0008-04-000-00	Membership Approval Date	07/09/2004
Address	Level 5, Main Block, Plantation Tower 2, Jalan PJU 1A/7 47301, Ara Damansara, Selangor, Malaysia		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill		
Location / Address	14th KM, Jalan Tenom- Keningau, 89908 Tenom, Sabah, Malaysia		
Website	www.simedarbyplantation.com		
Management Representative	Shylaja Devi Vasudevan Nair	E-mail	shylaja.vasudevan@simedarbyplantation.com
Telephone	+603-78484379	Facsimile	+603 7848 4363

2. Certification Information			
Certificate Number	RSPO 547124	Certificate Start Date	02/12/2021
Date of First Certification	21/01/2011	Certificate Expiry Date	01/12/2026
Scope of Certification	Production of Palm Oil and Palm Kernel		
Visit Objectives	<ul style="list-style-type: none"> • Determination of the conformity of the client's management system, or parts of it, with audit criteria. • Evaluation of the ability of the management system to ensure the client organization meets applicable statutory, regulatory and contractual requirements. 		
Assessment Cycle	<input type="checkbox"/> Pre Assessment (Choose an item.) <input type="checkbox"/> Initial Assessment <input checked="" type="checkbox"/> Annual Surveillance Assessment (ASA 2_1) <input type="checkbox"/> Recertification Assessment (Choose an item.) <input type="checkbox"/> Scope Extension		
Applicable Standards / Normative Reference	RSPO Certification System for P&C and RSPO ISH 2020 <input type="checkbox"/> Choose an item. <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil		
Supply Chain Module	<input type="checkbox"/> Identity Preserved; <input checked="" type="checkbox"/> Mass Balance	Mill Capacity	25 MT/ hr
ISH certification Phase	<input type="checkbox"/> Eligibility <input type="checkbox"/> Milestone A <input type="checkbox"/> Milestone B <input checked="" type="checkbox"/> Not Applicable		
Is this a remote audit or on-site audit	<input checked="" type="checkbox"/> On-site audit (Option AI)	<input type="checkbox"/> On-site audit (Option AII)	<input type="checkbox"/> Remote audit (Option B)

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3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 685285	MS 2530-3:2013 Malaysian Sustainable Palm Oil (MSPO) Part 3: General Principles for Oil Palm Plantations and Organized Smallholders.	BSI Services Malaysia Sdn Bhd	06/03/2023
MSPO 682053	MS 2530-4:2013 Malaysian Sustainable Palm Oil (MSPO) Part 4: General Principles for Palm Oil Mills		06/03/2023
MSPO 718818	MSPO Supply Chain Certification Standard (MSPO SCCS) Production of certified CPO and PK using Mass Balance module		18/12/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base / Group Manager / Smallholders)	Location	GPS Coordinates	
		Latitude	Longitude
Melalap Palm Oil Mill	14th KM, Jalan Tenom-Keningau, 205 89908 Tenom, Sabah	5° 13' 58.00" N	115° 59' 15.00" E
Melalap Estate	14th KM, Jalan Tenom-Keningau, 205 89908 Tenom, Sabah	5° 12' 54.00" N	115° 58' 34.70" E
Sapong Estate	14th KM, Jalan Tenom-Keningau, 205 89908 Tenom, Sabah	5° 03' 51.50" N	115° 56' 57.10" E

5. Description of Supply Base					
New Planting Development	<input type="checkbox"/> No (no change in total planted area)		<input type="checkbox"/> Yes (please refer to Principle 7 for details)		
Estate / Smallholders	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
Melalap Estate	1,241.48	88.29	890.60	2,220.37	55.91%
Sapong Estate	2,155.81	45.72	1,215.74	3,417.27	63.09%
Total	3,397.29	134.01	2,106.34	5,637.64	60.26%
Note:					

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Sapong Estate: Infrastructure & Other Area and Total Area was wrongly key in during last year assessment. The total area of Infrastructure & Other Area is 1,215.74 Ha and Total Area is 3,417.12 Ha where this have been valid through "Field other area cultivated hectare information".

Melalap Estate: Infrastructure & Other Area and Total Area was wrongly key in during last year assessment. The total area of Infrastructure & Other Area is 890.60 Ha and Total Area is 2,220.37 Ha where this have been valid through "Field other area cultivated hectare information".

6. Plantings & Cycle						
Estate / Smallholders	Age (Years) - ha				Mature	Immature
	0 - 3	4 - 14	15 - 25	>25		
Melalap Estate	177.17	194.71	869.60	-	1,064.31	177.17
Sapong Estate	346.41	414.36	1,395.04	-	1,809.40	346.41
Total (ha)	523.58	609.07	2,264.64	-	2,873.71	523.58

7. Summary of Certified Tonnage of FFB (Own Certified Scope)				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Dec 2021 – Nov 2022)	Actual (Oct 21 – Aug 22)		Forecast (Dec 2022 – Nov 2023)
		Previous license period (Oct 21 – Dec 21)	Current license period (Jan 22 – Aug 22)	
Melalap Estate	19,242.80	4,306.85	11,440.88	22,474.75
Sapong Estate	27,743.15	5,275.81	16,289.70	33,959.41
Total	46,985.95	37,313.24		56,434.16

8. Summary of Certified Tonnage of FFB (from other certified unit(s))				
Estate / Smallholders	Tonnage (MT) / year			
	Estimated last year (Dec 2021 – Nov 2022)	Actual (Oct 21 – Aug 22)		Forecast (Dec 2022 – Nov 2023)
		Previous license period (Oct 21 – Dec 21)	Current license period (Jan 22 – Aug 22)	
N/A		N/A	N/A	
Total				

9. Summary of Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Out growers / smallholders	Tonnage (MT) / year			
	Estimated last year	Actual (Oct 21 – Aug 22)		Forecast (Dec 2022 – Nov 2023)
		Previous license period	Current license period	

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	(Dec 2021 – Nov 2022)	(Oct 21 – Dec 21)	(Jan 22 – Aug 22)	
Wong Mellenium Enterprise	24,000	1,051.64	3,787.88	18,000
Goh Plantation Services Sdn Bhd		0	212.15	
JN Agriculture Development		0	0	
Ladang Cepat KPD		63.25	19.51	
Ladang Paal		59.90	157.97	
Ek Hong Agriculture Sdn Bhd		13.68	0	
EHK Enterprise		0	98.69	
Tan Kah Cai (Nge Wah Hwa)		8.35	51.72	
Yong Kee Chiang		33.23	4.16	
Johan Sawit		85.47	894.80	
Koperasi Penanam Sawit Mampan Kemabong		220.08	915.18	
CCL Enterprise		64.43	191.79	
Sam Foh Enterprise		0	0	
Syarikat Makmur Bersama		0	0	
Asia Sawit Centre		633.19	729.11	
Shine Plantation		0	0	
All OCP		-	-	
Total	24,000	9,296.18	18,000	

9A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply base (mt)	Volume of FFB from uncertified supply base (mt)	Total FFB/Month (mt)
1	October 2021	3,356.58	840.47	4,468.16
2	November 2021	3,151.85	677.15	3,929.00
3	December 2021	3,074.23	715.60	3,889.83
4	January 2022	3,156.58	975.74	4,132.32
5	February 2022	3,582.41	993.55	4,575.96
6	March 2022	3,286.57	667.63	3,954.20
7	April 2022	3,543.40	834.12	4,377.52
8	May 2022	3,757.28	1,006.43	4,763.71
9	June 2022	3,574.39	761.97	3,865.25

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10	July 2022	3,441.34	949.92	4,391.26
11	August 2022	3,388.61	873.60	4,262.21
TOTAL		37,313.24	9,296.18	46,609.42

10. Summary of Certified Tonnage (MT) (not applicable for ISS)			
Estimated last year (Dec 2021 – Nov 2022)	Actual (Oct 21 – Aug 22)		Forecast (Dec 2022-Nov 2023)
	Previous license period (Oct 21 – Dec 21)	Current license period (Jan 22 – Aug 22)	
FFB	FFB		FFB
46,985.95 mt	9,582.66 mt	27,730.58 mt	56,434.16 mt
	37,313.24 mt		
CPO (OER: 21.36%)	CPO (OER: 20.50%)	(20.16%)	CPO (OER: 21.00%)
10,036.20 mt	1,964.181 mt	5,590.022 mt	11,851.17 mt
	7,554.20 mt		
PK (KER: 5.50%)	PK (KER: 4.46 %)	(4.49%)	PK (KER: 4.43%)
2,584.23 mt	427.087 mt	1,244.156 mt	2,500.03 mt
	1,671.24 mt		

10A. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	October 2021	704.838	159.526
2	November 2021	650.144	139.697
3	December 2021	609.199	127.865
4	January 2022	754.161	155.988
5	February 2022	663.077	135.487
6	March 2022	709.884	144.323
7	April 2022	779.165	158.625
8	May 2022	632.866	133.839
9	June 2022	662.390	157.485
10	July 2022	678.818	169.319
11	August 2022	709.662	189.090
TOTAL		7,554.20	1,671.24

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11. Summary of Actual Volume sold					
Current License period (Jan 22 – Aug 22)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	5,561.94	-	-	-	5,561.94
PK (MT)	1,184.32	-	-	-	1,184.32
Credits	-	-	-	-	-
Previous License period (Oct 21 – Dec 21)					
CPO (MT)	1,953.38	-	-	-	1,953.38
PK (MT)	392.31	-	-	-	392.31
Credits	-	-	-	-	-

Note:
 Conventional is RSPO certified material but sold as non-RSPO.

11A. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	PalmTrace Trading License Number	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	AAA	RSPO PO100000XXXX	2,053.11	521.87
2	BBB	RSPO PO100000YYYY	3,641.47	941.88
3	CCC	RSPO PO100000ZZZZ	1,820.74	112.88
TOTAL			7,515.32	1,576.63

11B. Records of certified CPO & PK Sold under other schemes since the last audit (if any)				
No.	Buyers Name	Scheme Name	Certified CPO Sold (MT)	Certified PK Sold (MT)
Nil	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A

11C. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
Nil	N/A	N/A	N/A
TOTAL		N/A	N/A

11D. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)

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No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold
Nil	N/A	N/A	N/A
TOTAL			N/A

12. Independent Smallholders Certified Tonnage (MT) / Volume									
Phase	Estimated last year (Jan 22 – Dec 22)			Actual (Oct 21 – Aug 22)			Forecast (Jan 23 – Dec 23)		
	Eligibility	MS A	MS B	Eligibility	MS A	MS B	Eligibility	MS A	MS B
	40%	70%	100%	40%	70%	100%	40%	70%	100%
FFB	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IS-CSPO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IS-CSPKO	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
IS-CSPKE	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CSPK	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

12A. Monthly Records of Certified CPO, PK & PKE (equivalent) produced since the last audit						
No.	Month - Year	FFB (MT)	Certified CPO (MT)	Certified PK (MT)	Certified PKO (MT)	Certified PKE (MT)
Nil	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL		N/A	N/A	N/A	N/A	N/A

13. Independent Smallholders Actual Sold Tonnage / Volume							
	FFB	FFB Conventional	FFB Other schemes	IS-CSPO	CSPK	IS-CSPKO	IS-CSPKE
Current License period (Jan 22 – Aug 22)							
Credits	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Physical	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Previous License period ((Oct 21 – Dec 21)							
Credits	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Physical	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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13A. Records of Certified FFB, CPO, PK & PKE (including credits) sold since the last audit							
No.	Buyers Name	PalmTrace Trading License Number	FFB Sold (MT)	Certified CPO Sold (MT/credit)	Certified PK Sold (MT/credit)	Certified PKO Sold (MT/credit)	Certified PKE Sold (MT/credit)
Nil	N/A	N/A	N/A	N/A	N/A	N/A	N/A
TOTAL			N/A	N/A	N/A	N/A	N/A

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Dr. Chaiyaporn Seekao (Chaiyaporn.Seekao@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 92,000 certified locations and clients in over 193 countries. BSI is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 19 – 22 September 2022. The audit programme is included as Section 2.3.

The approach to the audit was to treat the Melalap Palm Oil mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

The Critical NC close out was conducted through off-site assessment due to requests made by client and agreed by Lead Auditor based on the justification as following:

- The Major NC raised are mainly on workers issue and we are in view that the corrective actions provided can be verified based on communication/training records
- Interview of workers and documentation/pictures/site review for verification of the closure of Major NC was conducted online dated on 30/11/2022

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. Choose an item. was used as the normative reference to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment. While, the sampling of smallholders were based on the formula $(\sqrt{y}) \times (z)$; where y is total number of group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix E.

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 interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker 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 visits were made to each

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of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.4.

The non-conformities for this audit are detailed in Section 3.3 and unless it is stated in this section, all previous nonconformities including minor nonconformities are remains closed.

This report is structured to provide a summary of assessment finding as provided in Appendix A. The assessment was conducted based on risk based approach sampling and therefore nonconformities may exist.

For Initial, Re-certification and Extension of Scope assessment, the report was externally reviewed by approved external peer reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

The following table would be used to identify the locations to be audited each year in the 5 year cycle

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Recertification 2)	Year 2 (ASA 2_1)	Year 3 (ASA 2_2)	Year 4 (ASA2_3)	Year 5 (ASA 2_4)
Melalap Palm Oil Mill	√	√	√	√	√
Melalap Estate	√	√	√	√	√
Sapong Estate	√	√	√	√	√

Tentative Date of Next Visit: September 18, 2023 - September 21, 2023

Total Number of Mandays: 9.5

2.2 BSI Assessment Team

Name	Role	Competency
Hafriazhar bin Mohd Mokhtar	Team Leader	<p>Education: Holds a Bachelor of Engineering (Hons.) Chemical Engineering, University Technology Malaysia</p> <p>Work Experience: He has 20 years of working experience in multiple engineering disciplines emphasized on science, technology and sustainability. He acquired many skills from being involved in various industrial environments ranging from construction, plantation and mining before auditing. In summary, his started his career as Environmental Officer (2002-2003) in construction, Mill Engineer (2003-2008) in palm oil mill, Project Control Engineer (2008-2011) in mining and Auditor (2011-present) with accredited certification bodies.</p> <p>Training attended: He has completed Social Auditing & SMETA Training, HCV & HCS Introductory Training, ISO 45001 LA Training, MSPO LA Training, Endorsed RSPO SCCS LA Training, Endorsed RSPO P&C LA Training, ISO 9001 LA Training, ISO 50001 LA Training, and ISO 14001 LA Training</p> <p>Aspect covered in this audit:</p>

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		<p>During this assessment, he assessed on the aspects of Policy and commitment, Social requirements, contract agreement, human rights, workers’ welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue and RSPO supply chain requirements.</p> <p>Language proficiency: Fluent Bahasa Malaysia and English.</p>
Valence Shem	Team Member	<p>Education: BTech (Hons) Bachelor Degree in Industrial Technology, University of Science Malaysia</p> <p>Work Experience:</p> <ol style="list-style-type: none"> 1) 9 years working experience in oil palm plantation industry 2) Management system auditing since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS, MSPO and SMETA <p>Training attended:</p> <ol style="list-style-type: none"> 1) ISO 14001 Lead Auditor Course 2) ISO 9001 Lead Auditor Course 3) Endorsed RSPO P&C Lead Auditor Course 4) Endorsed RSPO SCCS Lead Assessor Course 5) MSPO Awareness Training 6) ISO 45000 Lead Auditor Course 7) SMETA Auditor training 8) HCV-HCS training 9) RSPO-endorsed RSPO ISH Standard 2019 Lead Auditors Course <p>Language proficiency: English and Bahasa Malaysia</p> <p>Aspect covered in this audit: Policy and commitment, social requirements, contract agreement, human rights, workers’ welfare, smallholder welfare, Stakeholder Consultation, Legal Requirements, land & Legal issue. Fluent in English.</p>
Amir Bahari	Team Member	<p>Education: Holds a Bachelor of Science (Hons) in Chemistry, University Science Malaysia & a Diploma in Palm Oil Milling Tech/Management, Malaysian Palm Oil Board.</p> <p>Work Experience: He has more than 30 years of plantation experience including managing rubber factories, palm oil mills and estates. Since 2014 he has started auditing professionally for varies scheme including RSPO and MSPO for varies accredited certification body.</p> <p>Training attended: He successfully completed the ISO 14001 Lead Auditor Course and Endorsed RSPO P&C Lead Auditor Course. He also attended HCV Awareness for RSPO/ MSPO auditors on December 2016 and RSPO HCV Audit Guidelines on April 2021.</p> <p>Aspect covered in this audit: During the assessment he covered mills and estates best practices, Legal Requirements, land & Legal issue environmental and HCV.</p>

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		Language proficiency: Fluent in in Bahasa Malaysia and English.
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Accompanying Persons:

Name	Role
N/A	

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment.

Date	Time	Subjects	HMM	VS	AB
Sunday, 18/9/2022	PM	Audit team travel to Kota Kinabalu (MH 2614) & to Keningau	✓	✓	✓
Monday, 19/9/2022 Day 1 Sapong Estate	9:00 AM – 9:30 AM	Opening meeting (combine with MSPO) • Opening presentation by audit team leader • Confirmation of assessment scope and finalize audit plan	✓	✓	✓
	9:30 AM – 12:30 PM	Field visit: Boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓	✓
	12:30 PM – 1:30 PM	Lunch & Prayer break	✓	✓	✓
	1:30 PM – 4:30 PM	Document Review P1 – P7: General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM, HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓
	4:30 PM – 5:00 PM	• Auditors discussion • Day 1 Interim Closing Briefing	✓	✓	✓
Tuesday, 20/9/2022 Day 2 Melalap Estate	9:00 AM – 12:30 PM	Field visit: Boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc.	✓	✓	✓

Date	Time	Subjects	HMM	VS	AB
	10:00 AM – 12:00 PM	Meeting with stakeholders (Government, village representatives, smallholders, employee union representatives, vendor etc.)	-	✓	-
	12:30 PM – 1:30 PM	Lunch & Prayer break	✓	✓	✓
	1:30 PM – 4:30 PM	Document Review P1 – P7: General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM, HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation & etc.)	✓	✓	✓
	4:30 PM – 5:00 PM	<ul style="list-style-type: none"> Auditors discussion Day 2 Interim Closing Briefing 	✓	✓	✓
Wednesday, 21/9/2022 Day 3 Melalap POM	9:00 AM – 12:30 PM	Plant visit: - FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, lab, weighbridge, and palm product storage area etc.	✓	✓	✓
	10:00 AM – 12:00 PM	Meeting with stakeholders (Government, village representatives, smallholders, employee union representatives, vendor etc.)	-	✓	-
	12:30 PM – 1:30 PM	Lunch & Prayer break	✓	✓	✓
	1:30 PM – 4:30 PM	Document Review P1 – P7: SOPs, review on management plans, SEIA documents, GHG records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation	✓	✓	✓
	4:30 PM – 5:00 PM	<ul style="list-style-type: none"> Auditors discussion Day 3 Interim Closing Briefing 	✓	✓	✓
Thursday, 22/9/2022 Day 4 Melalap POM	9:00 AM – 12:30 PM	Document Review SCCS: RSPO SCC general requirements, supply chain for CPO mill, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	✓	✓	✓
	12:30 PM – 1:30 PM	Lunch & Prayer break	✓	✓	✓

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Date	Time	Subjects	HMM	VS	AB
	1:30 PM – 4:30 PM	MSPO SCCS (refer MSPO SCCS audit plan)	✓	✓	✓
	4:30 PM – 5:00 PM	<ul style="list-style-type: none"> • Auditors discussion • Closing meeting & End of audit 	✓	✓	✓
	PM	Audit team travel back to Kota Kinabalu	✓	✓	✓
Friday, 23/9/2022	AM	Audit team travel back to Kuala Lumpur (MH 2621)	✓	✓	✓

Section 3: Assessment Findings

3.1 Multiple Management Units and Time Bound Plan

Requirement	Assessment	Compliance
Does the time bound plan include all current subsidiaries, estates and mills that is under the control and/or minor shareholding of the holding company?	<p>Sime Darby Plantation Berhad TBP has included all its operating units in Malaysia, Indonesia, Papua New Guinea and Solomon Islands. Refer to the Time Bound Plan table.</p> <p>On 16/01/2020, Sime Darby Plantation Berhad under its subsidiary Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation – Liberia) to Mano Palm Oil Industries Ltd (MPOI):</p> <p>http://www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operations</p>	Complied.
Have all the estates and mills certified within five (5) years after obtaining RSPO membership?	<p>Generally all estates and mills excepted stated below or in the TBP are certified with RSPO. Some units with exemption cases such as poor financial or sold as property development has been taken out from the certification unit. In Malaysia, Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate) has been transferred to SOU Lavang while for Bintang Oil Mill, Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor 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 and on 01/10/2018, the mill has completed the selling off transaction. In Indonesia, PT Mitral Austral Sejahtera (MAS) was sold and currently Sime Darby Plantation Berhad have no control in the management.</p> <p>As the latest TBP, all units will be certified on 2023. SDP has submitted the latest TBP to be approved by RSPO Secretariat. As per reply from Deputy Director of Compliance, RSPO Secretariat on 26/01/2022, for RSPO membership date before 1st July 2018, the new TBP is before 30th June 2023. Since SDP TBP is within June 2023, no approval is required from RSPO Secretariat.</p>	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three (3) years from the date of acquisition. Certification plan for the new acquisition shall be available.	There is no new acquisitions as per the latest TBP 2021.	Complied

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<p>Any deviations from the maximum periods requires approval by the RSPO Secretariat.</p>	<p>Although there are deviation has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?</p>	<p>Indonesia - PT Swadaya Andika: Mill closed down and all the supply bases was transferred to Rantau Mill - PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri - Rantau Factory certification. PT Mitral Austral Sejahtera: The properties was sold and currently Sime Darby Plantation Berhad have no control in the management. The property was disposed on 25/06/2019 and an official letter on disposal of PT MAS was sent to RSPO Secretariat on 27/06/2019.</p> <p>PT Guthrie Econina: 890.98 Ha from Sg Jernih Estate still under Land legalisation process - Process Kadastral.</p> <p>Sg Jernih estate and KKPA was separated in 2022 and recorded separately.</p> <p>Malaysia - Pekaka Mill is being mothballed in year 2018 and all the certified supply base Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate has been transferred to SOU Lavang. Bintang Oil Mill: Sime Darby Plantation Berhad acquired Bintang Palm Oil Mill in Johor 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 01/10/2018, the mill has completed the selling off transaction.</p> <p>Papua New Guinea - Markham Farming Company Limited (MFCL)/Markham Agro Pte. Ltd: The Remediation and Compensation Process is at the submission of Compensation Plan. RSPO Main Assessment is planned on 10-14 March as public notification letter: www.rspo.org/certification/public-announcement</p> <p>For Liberia operations: As at 16/01/2020, Sime Darby Plantation Berhad under its unit Sime Darby Plantation Investment (Liberia) Pte Ltd has completed its disposal of its entire interest in Sime Darby Plantation (Liberia) Inc (Sime Darby Plantation Liberia) to Mano Palm Oil Industries Ltd (MPOI): www.simedarbyplantation.com/media/pressreleases/sime-darby-plantation-completesdivestment-of-its-liberia-operations</p> <p>ACOP 2021 has been cross-referenced as below: https://document.rspo.org/2021/Sime_Darby_Plantation_Berhad_ACOP2021.pdf</p>	<p>Complied</p>

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<p>Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised</p>	<p>Although there lapses has been identified at those Indonesia management units but it has been justified that these units are still awaiting to receive land titles.</p>	<p>Complied</p>
<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No fundamental failure. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as these 2 assets were disposed.</p>	<p>Complied</p>
<p>Un-Certified Units or Holdings</p>		
<p>No replacement of primary forest or any area required to maintain or enhance HCVs and HCS in accordance with RSPO P&C criterion 7.12.</p>	<p>Based on the time-bound plan, it was not identified that those uncertified units are due to RaCP. Mainly are due to awaiting to receive land titles at the Indonesia management units.</p>	<p>Complied</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>New plantings within Sime Darby Plantation Berhad that have completed NPP notification</p> <ol style="list-style-type: none"> 1. NBPOL (Poliamba Limited) 23/05/2020 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyplantation-berhad-nbpol-poliamba-limited 2. NBPOL (Guadalcanal Plain Palm Oil Ltd) 06/04/2018 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-a-subsidiary-of-sime-darby-plantationbhd-guadalcanal-plain-palm-oil-ltd 3. NBPOL (Ragu Agri Industries Limited) 29/01/2018 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-ramuagri-industries-ltd 4. NBPOL (Ragu Agri Industries Limited) 02/09/2016 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd-ramu-agri-industries-limited 5. NBPOL (Higaturu Oil Palms) 21/06/2016 – no comments https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd-higaturu-oil-palms 6. NBPOL (Poliamba Limited – Lamawan) 07/04/2014 – no comments captured in RSPO website 	<p>Complied</p>

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	<p>https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-poliambalimited-lamawan-png</p> <p>7. NBPOL (Poliamba Limited – Lamendauen) 07/04/2014 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/nbpol-poliambalimited-lamendauen-png</p> <p>8. NBPOL (Roka Mini estate) 04/11/2013 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-roka-mini-estate</p> <p>9. NBPOL (J estate) 01/11/2013 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-ltd.-j-estate</p> <p>10. NBPOL (Higaturu Oil Palm) 14/12/2012 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/new-britainpalm-oil-limited-higaturu-oil-palm</p> <p>11. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc-new-planting-assessment</p> <p>12. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc.-new-planting-assessment1</p> <p>13. Sime Darby (Liberia) Plantation Inc 06/03/2012 – no comments captured in RSPO website https://rspo.org/certification/new-plantingprocedure/public-consultations/sime-darbyliberia-plantation-inc.-new-planting-assessment</p> <p>Management units for 11 – 13 above were disposed.</p>	
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 4.4, 4.5, 4.6, 4.7 and 4.8.</p>	<p>No land conflicts. Both Liberia and Indonesia (PT Mitral Austral Sejahtera) has been excluded in the latest TBP as both sites was disposed.</p> <p>The RaCP tracker was checked. There are 21 Management units that have potential liabilities. There are some discrepancy between RaCP tracker and actual scenario due possibility of assets disposal. As</p>	<p>Complied</p>

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	per the data audited, there are 19 management units for the Indonesia Operations that requires LUCA. All LUCAs were submitted but the review was delayed due to change of RSPO reviewer. As of July 2022, 16 LUCAs review completed with remaining 8 concept note required, 7 concept note approved by RSPO and 1 Concept note endorsed.	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 4.2	Sime Darby Plantation Berhad have published Grievance mechanism that is applied to all management units. Disputes related to labor, stakeholders and communities are to be dealt using this mechanism	Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	Sime Darby Plantation maintain corporate governance to monitor and address any legal non-compliances. Through the published Code of Business Conduct and charters, the company is committed to delivery their business complying to the laws and regulations of the country.	Complied
Did the company conduct internal audit for those uncertified estates against the uncertified management units requirement and covering the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12? If yes, a positive assurance statement shall be available and justified.	Yes. The sustainability unit has conducted internal audits the uncertified units and updated in the compliance status of uncertified management unit. There is no replacement of primary forest or HCV Area and no new planting after January 1st 2010. The issue are mainly awaiting for Land Titles. The last audit was conducted in August 2021. The Head of Sustainability has concluded in the uncertified unit compliance report that there is no land disputes and legal compliance is monitored during the internal audit as the positive assurance.	Complied
Are there any Critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates? If yes is the NC(s) actively addressed with RSPO?	No any critical (Major) non-compliance raised against any of the RSPO P&C criterion 2.1 4.2, 4.4, 4.5, 4.6, 4.7, 4.8 and 7.12 during the last internal audit of the uncertified estates.	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Respective sites maintained stakeholder engagements as part of the estates/mills operations. Especially in Indonesia, socialization of company. There is no scheme smallholders and/ or out growers include in the scope of certification.	Complied

3.2 Progress of scheme smallholders and/or outgrowers

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?</p> <p>OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>There is no scheme smallholders and/or outgrowers include in the scope of certification. Hence, this requirement is not applicable.</p>	<p>Not Applicable</p>

Approved Time Bound Plan

SDP - RSPO Certification for Time Bound Plan - Malaysia Operations

No	Management Unit	Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks
	SOU Name						
1	Sungai Dingin	Sungai Dingin Oil Mill	-	Karangan, Kedah	Certified	12/08/2011	-
		Anak Kulim Estate					
		Sungai Dingin Estate					
		Somme Estate					
		Bukit Selarong Estate					
		Padang Buluh Estate					
		Bukit Hijau Estate					
		Jentayu Estate					
2	Chersonese	Chersonese Oil Mill	-	Kuala Kurau, Perak	Certified	05/10/2011	-
		Chersonese Estate					
		Kalumpong Estate					
		Tali Ayer Estate					
		Holyrood Estate					
3	Elphil	Elphil Oil Mill	-	Sungai Siput, Perak	Certified	16/08/2011	-
		Kamuning Estate					
		Elphil Estate					
		Kinta Kellas Estate					
4	Flemington	Flemington Oil Mill	-	Teluk Intan, Perak	Certified	05/10/2011	-
		Flemington Estate					
		Bagan Datoh Estate					

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		Sabak Bernam Estate					
		Sg. Samak Estate					
5	Seri Intan/Selaba	Seri Intan Oil Mill	-	Teluk Intan, Perak	Certified	03/03/2011	-
		Selaba Oil Mill					
		Seri Intan (+ Selaba) Estate					
		Sabrang Estate					
		Sogomana Estate					
		Sg. Wangi Estate					
		Bikam Estate					
		Cluny (+ Bedford) Estate					
6	Tennamaram	Tennamaram Oil Mill	-	Bestari Jaya, Selangor	Certified	03/03/2011	-
		Tennamaram Estate					
		Sungai Buluh Estate					
		Bukit Talang Estate					
7	Bukit Kerayong	Bukit Kerayong Oil Mill	-	Kapar Selangor	Certified	15/04/2011	-
		Bukit Kerayong Estate					
		Bukit Cheraka Estate					
		Elmina Estate					
8	East	East Oil Mill	-	Carey Island, Selangor	Certified	19/05/2011	-
		East Estate					
		Sepang Estate					
		Dusun Durian Estate					
9	West	West Oil Mill	-	Carey Island, Selangor	Certified	19/05/2011	-
		West Estate					

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10	Bukit Puteri	Bukit Puteri Oil Mill	-	Raub, Pahang	Certified	07/07/2011	-
		Bukit Puteri Estate					
11	Kerdau	Kerdau Oil Mill	-	Temerloh, Pahang	Certified	07/07/2011	Jentar Estate has merged with Kerdau Estate and reported to the CB in March/April 2021.
		Kerdau Estate					
		Jentar Estate					
		Mentakab Estate					
		Chenor Estate					
		Sg Mai Estate					
12	Jabor	Jabor Oil Mill	-	Kuantan, Pahang	Certified	07/07/2011	-
		Jabor Estate					
13	Labu	Labu Oil Mill	-	Nilai, Negeri Sembilan	Certified	30/12/2011	New Labu Estate has become a division of Labu Estate.
		Labu Estate					
14	Tanah Merah	Tanah Merah Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	19/05/2010	-
		Tanah Merah Estate					
		Bukit Pelandok Estate					
15	Sua Betong	Sua Betong Oil Mill	-	Port Dickson, Negeri Sembilan	Certified	18/02/2014	Siliao Estate has now been merged into Salak Estate and Bradwall Estate.
		Sua Betong Estate					
		Sengkang Estate					
		Bradwall Estate					
		PD Lukut Estate					
		Tampin Linggi Estate					
		Sg. Bahru Estate					
		Salak Estate					
16	Kok Foh	Kok Foh Oil Mill	-		Certified	07/07/2011	

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		Muar River Estate		Bahau, Negeri Sembilan			Sg. Gemas Estate has now been merged into Sg. Senarut Estate.
		Sg. Senarut Estate					
		Sg. Gemas Estate					
		Kok Foh Estate					
		Bukit Pilah Estate					
		St. Helier Estate					
		Sungai Sabaling Estate					
		Pertang Estate					
17	Kempas	Kempas Oil Mill	-	Jasin, Melaka	Certified	19/05/2010	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas)
		Kempas Estate					
		Tangkah Estate					
		Kemuning Estate					
18	Diamond Jubilee	Diamond Jubilee Palm Oil Mill	-	Jasin, Melaka	Certified	05/10/2011	Serkam Estate, previously from SOU18 (Diamond Jubilee) is now part of SOU 17 (Kempas) Welch Estate, previously from SOU 19 (Pagoh) is now part of SOU 18 (Diamond Jubilee)
		Serkam Estate					
		Diamond Jubilee Estate					
		Bukit Asahan Estate					
19	Pagoh	Pagoh Oil Mill	-	Muar, Johor	Certified	28/1/2014	-
		Pagoh Estate					
		Welch Estate					
		Lanadron Estate					
		Pengkalan Bukit Estate					
20	Chaah	Chaah Oil Mill	-	Chaah, Johor	Certified	18/11/2010	-
		Chaah Estate					
		Sg. Simpang Kiri Estate					

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		North Labis Estate					
21	Gunung Mas	Gunung Mas Oil Mill	-	Kluang, Johor	Certified	19/05/2010	* SDP acquired Lian Seng Estate in Johor in April 2017. Lian Seng Estate is merged into Bkt Paloh Estate of SOU 21 Gunung Mas, Lian Seng has been incorporated in the RSPO Certification Scope of SOU Gunung Mas in 2018.
		Gunung Mas Estate					
		Kempas Klebang Estate					
		Bukit Paloh Estate					
		Yong Peng Estate					
22	Bukut Benut	Bukit Benut Oil Mill	-	Kluang, Johor	Certified	05/11/2011	* SDP acquired Talisman Estate in Johor in April 2017. Talisman Estate is merged into CEP Nyior Estate of SOU 22 Bk Benut and has been incorporated in the RSPO Certification Scope of SOU Bk Benut in 2018.
		Bukit Benut Estate					
		Lambak Estate					
		CEP Nyior Estate					
23	Ulu Remis	Ulu Remis Oil Mill	-	Layang-Layang, Johor	Certified	11/04/2011	-
		Ulu Remis Estate					
		Cenas Estate					
		Bukit Badak Estate					
		Tun Dr. Ismail Estate					
		Pekan Estate					
		Sembrong Estate					
24	Hadapan	Hadapan Oil Mill	-	Layang-Layang, Johor	Certified	29/3/2011	-
		Sri Pulai Estate					
		Kulai Estate					
		Layang Estate					
		CEP Renggam Estate					
26	Sandakan Bay	Sandakan Bay	-	Sandakan, Sabah	Certified	01/10/2008	-
		Tun Tan Siew Sin					

		Tunku Estate					
		Tigowis Estate					
		Sentosa Estate					
		Segaliud Estate					
27	Melalap	Melalap Oil Mill	-	Tenom, Sabah	Certified	21/1/2011	-
		Melalap Estate					
		Sapong Estate					
28	Binuang	Binuang Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Binuang Estate					
		Sungang Estate					
		Tingkayu Estate					
		Jeleta Bumi Estate					
29	Giram	Giram Oil Mill	-	Kunak, Sabah	Certified	16/1/2009	-
		Giram Estate					
		Mostyn Estate					
30	Merotai	Merotai Oil Mill	-	Tawau, Sabah	Certified	16/1/2009	-
		Merotai Estate					
		Imam Estate					
		Tiger Estate					
		Table Estate					
31	Layang	Layang Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Layang Estate					
		Rasan Estate					
		Belian Estate					

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		Kelida Estate					
		Lavang (Special) Estate					
		Pekaka Estate					
		Ruai Estate					
		Dulang Estate					
		Charquest Estate					
		Paroh Estate					
32	Rajawali	Rajawali Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Rajawali Estate					
		Samudera Estate					
		Semarak Estate					
		Bayu Estate					
33	Derawan	Derawan Oil Mill	-	Bintulu, Sarawak	Certified	30/12/2011	-
		Derawan Estate					
		Sahua Estate					
		Takau Estate					
		Damai Estate					
34	Pekaka	Pekaka Mill	-	Bintulu, Sarawak	Withdrawn	NA	Pekaka Mill is being mothballed and all the supply bases certified to it (Pekaka Estate; Ruai Estate, Dulang Estate, Paroh Estate & Chartquest Estate.) has been transferred to SOU Lavang.
35	Bintang	Bintang Oil Mill	-	Johor	NA	NA	* SDP acquired Bintang Palm Oil Mill in Johor 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

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							hold. As at 1st Oct 2018, the mill has completed the selling off transaction.
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SDP - RSPO Certification for Time Bound Plan - Indonesia Operations

No	Management Unit	Mill and Supply Base	Time Bound Plan	Latest Internal / External	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name			Audit Date				
1	PT Lahan Tani Sakti	Alur Dumai Mill	-	-	Rokan Hilir District – Riau	Certified	16/01/2012	-
		Alur Dumai Estate						
2	PT Sajang Heulang	Mustika Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	03/07/2013	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Mustika Estate						
		KKPA-2 PT.SHE Estate						
		KKPA-3 PT.SHE Estate						
		KKPA-5 PT.SHE Estate						
Pantai Bonati Estate	06/07/2011							
3	PT Ladangrumpun Suburabadi	Angsana Mill	-	-	Tanah Bumbu District – South Kalimantan	Certified	06/07/2021	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Angsana Estate						
		Pantai Bonati Estate						
		Gunung Sari Estate						
		KKPA-1 PT.SHE Estate						
		KKPA-4 PT.SHE Estate						
		Subur Abadi Plasma 1 Estate	TBC	TBC				
4	PT Langgeng Muaramakmur	Bebunga Mill	-	-		Certified	16/03/2012	KKPA & Plasma is not under the management control of Sime Darby
Bebunga Estate								

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		Sungai Cengal Estate			Kotabaru District – South Kalimantan			Plantation. The decision of certification is from KKPA / Plasma themselves.
		Bakau Estate						
		KKPA LMR	TBC	TBC		TBC	TBC	
5	PT Kridatama Lancar	Sukamandang Mill	-	-	Seruyan and East–Kotawaringin District Central Kalimantan	Certified	05/07/2011	-
		Sukamandang Estate						
		Sapiri Estate						
		Barasdanum Estate						
		Kuala Kuayan Estate						
6	PT Bahari Gembira Ria	Ladang Panjang Mill	-		Muaro Jambi District - Jambi	Certified	09/07/2012	Only Division 3 is certified (1,202 Ha). Total Areas of Division 1 and 2 (1,796.19 ha) HGU still in process KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Ladang Panjang Estate						
		Plasma BGR Estate	TBC	TBC		TBC	TBC	
7	PT Tunggal Mitra Plantations	Manggala Mill	-	-	Rokan Hilir District – Riau	Certified	25/11/2010	-
		Manggala 1 Estate						
		Manggala 2 Estate						
		Manggala 3 Estate						
8	PT Paripurna Swakarsa	Pondok Labu Mill	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	-
		Pondok Labu Estate	-	-				
		Binturung Estate						
		Rampa Estate						
		Sesulung Estate						
9	PT Bersama Sejahtera Sakti	Gunung Aru Mill	-			Certified	05/07/2011	-
		Gunung Aru Estate						

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		Gunung Kemas Estate			Kotabaru District – South Kalimantan			
		Laut Timur Estate						
		Pantai Timur Estate						
		KKPA MBP	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
10	PT Guthrie Pecconina	Rantau Panjang Mill	-	-	Musu Banyuasin District – South Sumatera	Certified	16/03/2012	Remarks: Land legalisation process for 4152.70 ha is still in process.
		Rantau Panjang Estate						
		Bumi Ayu Estate						
		Karang Ringin Estate						
		Napal Estate						
		Mangun Jaya Estate						
		Sungai Jernih Estate and GPI KKPA Estate	2023	-	-	-	-	890.98 Ha – Still under Land legalisation process - Process Kadastral. Sg Jernih estate and KKPA was separated in 2022 and recorded separately. KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
11	PT Laguna Mandiri	Rantau Mill	-	-	Kotabaru District – South Kalimantan	Certified	30/12/2011	
		Rantau Estate						
		Matalok Estate						
		Betung Mill						
		Betung Estate						
		Sekayu Estate						
12		Sekunyir Mill	-	-		Certified	23/11/2010	-

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	PT Indotruba Tengah	Sekunyir Seruyan Estate			Seruyan and West Kotawaringin District – Central Kalimantan			
13	PT Swadaya Andika	Selabak Mill Selabak Estate Randi Estate Sangkoh Estate Lanting Estate	-	-	Kotabaru District – South Kalimantan	Certified	16/03/2012	Mill closed down and all the supply bases was transferred to Rantau Mill – PT Laguna Mandiri. The Selabak Est, Randi Est, Sangkoh Est, Lanting Est is currently under PT Laguna Mandiri – Rantau Factory certification.
14	PT Bina Sains Cemerlang	Sungai Pinang Mill Sungai Pinang Estate Bukit Pinang Estate	-	-	Musi Rawas District – South Sumatera	Certified	11/09/2012	Remarks: Land legalisation process for 308.35 ha is still in process.
15	PT Teguh Sempurna	Pemantang Mill Pemantang Estate Kawan Batu Estate Hatan Tiring Estate Batang Garing Estate	-	-	Seruyan and East Kotawaringin District – Central Kalimantan	Certified	05/07/2011	-
16	PT Bhumireksa Nusa Sejati	Teluk Bakau Mill Teluk Bakau Estate Nusa Lestari Estate Nusa Perkasa Estate Mandah Mill Mandah Estate Rotan Semelur Estate	-	-	Indra Giri Hilir District – Riau	Certified	11/10/2011 01/04/2014	-
17		Teluk Siak Mill	-	-		Certified	11/10/2011	-

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	PT Intipersada Aneka	Teluk Siak Estate			Pekanbaru, Siak District – Riau			
		Pinang Sebatang Estate						
		Aneka Persada Estate						
18	PT Tamaco Graha Krida	Ungkaya Mill	-	-	Morowali District – Sulawesi Tengah	Certified	10/7/2012	-
		Ungkaya Estate						
		Plasma TGK Estate	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
19	PT SIME Indo Agro	Bukit Ajong Mill	-	-	Sanggau District – West Kalimantan	Certified	18/10/2010	Land legalisation process for East Est for 5815.64 ha is still in process.
		West Estate						
		East Estate						
		East* Estate /Sei Mawang Estate	2023	-		-		Land legalisation for Sei Mawang is still in process
		East Plasma Estate	-	-		Certified	18/7/2016	-
		West Plasma Estate						
20	PT Padang Palma Permai /PT Perkasa Subur Sakti	Blang Simpo Mill	-	-	Aceh Tamiang and East Aceh District – Nangroe Aceh Darussalam	Certified	03/05/2013	-
		Tamiang (PT PPP) Estate						
		Batang Ara (PT PSK) Estate						
		Blang Simpo-01 Estate						
		Blang Simpo-02 Estate						
21	PT Natapalma Sandika	Lembiru Mill	-	-	Ketapang District – West Kalimantan	Certified	03/07/2014	PT Sandika Natapalma and PT Budidaya Agro Lestari is sharing one mill i.e. Lembiru Mill.
		Lembiru Estate						
		Awatan Estate						

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		Karya Palma Estate	TBC	TBC		TBC	TBC	KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		KKPA SNP Estate	TBC	TBC		TBC	TBC	
22	PT Budidaya Agro Lestari	Pelanjau (PT BAL) Estate	-	-	Ketapang District – West Kalimantan	Certified	03/07/2019	-
		Sungai Putih (PT BAL) Estate	2023	-		-		Land Approval is obtained in 2015 while the other approvals are still in processing HGU obtained as per May 2018 KKPA & Plasma is not under the management control of Sime Darby Plantation. The decision of certification is from KKPA / Plasma themselves.
		Beturus (PT BAL) Estate	2023	-		-		
		KKPA BAL Estate	TBC	TBC		TBC	TBC	
23	PT Mitral Austral Sejahtera	MAS Mill	NA	NA	Sanggau District – West Kalimantan	NA	NA	The properties was sold and currently SDP have no control in the management. Please find latest information on 'Updates on PT MAS' worksheet and updates to RSPO Secretariat.
		MAS 1 Estate						
		MAS 2 Estate						
		MAS 4 Estate						
		Plasma MAS Estate						

SDP - RSPO Certification for Time Bound Plan – Papua New Guinea / Solomon Islands Operations

No	Management Unit	Mill and Supply Base	Time Bound Plan	Location	Status	Certified Date	Remarks (for uncertified unit)
	SOU Name						
1	Guadalcanal Plains Palm Oil Limited (GPPOL)	Tetere Oil Mill	-	Guadalcanal Province, Solomon Islands	Certified	18/03/2011	-
		Tetere Estate					
		Ngalimbiu Estate					
		Mbalisuna Estate					
		Smallholders – West Zone (83)					
		Smallholders – Central Zone (53)					

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		Smallholders – MBA East Zone (59)					
		Smallholders – MBE East Zone (37)					
2	Milne Bay Estate (MEB)	Hagita Oil Mill	-	Milne Bay Province, PNG	Certified	15/02/2018	-
		Giligili Estate					
		Hagita Estate					
		Waigani Estate					
		Sagarai Estate					
		Padipadi Estate					
		Mariawatte Estate					
		Smallholders – East Gurney Estate (264)					
		Smallholders – West Gurney Estate (229)					
		Smallholders – East Sagarai Estate (157)					
		Smallholders – West Sagarai Estate (221)					
3	Poliamba (POL)	Poliamba Oil Mill	-	New Ireland Province, PNG	Certified	19/03/2012	-
		Kara Estate					
		Nalik Estate					
		West Coast Estate					
		Noatsi Estate					
		Madak Estate					
		Smallholders -North Division (615)					
		Smallholders- South Division (868)					
		Smallholders -West Division (309)					
4	Ramu Agricultural Industrial Ltd (RAIL)	Gusap Mill	-	Morobe Province, PNG	Certified	05/08/2010	-
		Gusap East (Gusap) Estate					
		Gusap West (Paddock) Estate					

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		Surinam Estate					
		Dumpu Estate					
		Ngaru Estate					
		J Estate (Jephcott) Estate					
		Smallholders - Madang VOPs (71)					
		Smallholders - Morobe VOPs (253)					
5	Higaturu Oil Palm (HOP)	Sangara Oil Mill	-	Oro Bay Province, PNG	Certified	01/02/2013	-
		Mamba Oil Mill					
		Embi Estate					
		Ambogo Estate					
		Sangara Estate					
		Sumbiripa Estate					
		Mamba Estate					
		Sambogo Estate					
		Scheme Smallholder Sorovi Division(2019)					
		Scheme Smallholder Saiho Division(842)					
		Scheme Smallholder Aeka Division (911)					
		Scheme Smallholder Igora Division (1367)					
		Scheme Smallholder Ilimo Division (671)					
6	West New Britain (WNB)	Mosa Oil Mill	-	Kimbe, West New Britain, PNG	Certified	10/09/2008	-
		Kumbango Oil Mill					
		Kapiura Mill					
		Numundo Mill					

	Waraston Mill					
	Bebere Estate					
	Kumbango Estate					
	Togulo Estate					
	Dami Estate					
	Waisisi Estate					
	Kautu Estate					
	Karaisu Estate					
	Moroa Estate					
	Bilomi Estate					
	Loata Estate					
	Haella Estate					
	Garu Estate					
	Daliavu Estate					
	Sapuri Estate					
	Malilimi Estate					
	Rigula Estate					
	Numundo Estate					
	Navarai / Karato ME /KDC EU Estate					
	Volupai / Lotomgam / Natupi / Goruru Estate					
	Lolokoru Estate					
	Ove Estate					
	Tamare Estate					
	Smallholders LSS Mosa (1822)					

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		Smallholders VOP East (1817)					
		Smallholders VOP Central (1964)					
		Smallholders VOP West (1279)					
		Smallholders LSS Kapiura (551)					
		Smallholders VOP Kapiura (850)					
		Smallholder Kaulong / Akami / Pushiki / Repamira / Sakapei					
7	Markham Farms Company Limited (MFCL) / Markham Agro Pte Ltd	Erap Mill	-	Markham Farms	Certified	27/3/2020	There is total area NPP: 710.30ha which is currently excluded from the certification scope until the NPP is approved
		Munum Estate					
		Maralumi Estate					
		Erap Estate					

3.3 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were two (2) Critical and two (2) Minor nonconformities raised. The Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity			
NCR Ref #	2252028-202209-M1	Issued Date	22/9/2022
Due Date	21/12/2022	Closure Date	30/11/2022
Indicator & Category (Critical / Minor)	Major 2.2.2		
Statement of Nonconformity:	The evidence of legal due diligence of all contracted third parties was not satisfactorily demonstrated. This finding has been escalated to Major/Critical Nonconformity due to recurrence of issue under same Minor indicator.		
Requirement Reference:	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.		
Objective Evidence:	<p>1) At Melalap POM, based on a sampled the payslip (August 2022) of a worker [IC No.: 9008xx-xx-xxxx] of a contractor (United Machinery Parts Supply), it was found that the deduction of EPF was not in accordance with Employees Provident Fund (EPF) Act 1991. The deduction stated in his payslip was RM99.00 which is supposed to be RM121.00, according to Third Schedule of EPF Act 1991, Section 43 & 44A.</p> <p>2) A food service contractor (Santai Café) at Sapong Estate has hired six employees. However, based on site visit and documentation review, only the cook has taken typhoid vaccination as required under Food Act 1983, Food Hygiene Reg. (2009).</p>		
Corrections:	<p>1) Mill have informed the contractor on the issue raised for the EPF monthly deduction and to ensure the previous month starting from July onwards to deduct 11% for EPF from their workers monthly salary/income.</p> <p>2) Management has advised the owner to ensure all employee of Santai Café required to take Thypoid vaccination as required under Food Act 1983, Food Hygiene Reg 2009.</p>		
Root Cause Analysis:	<p>1) The contractor does not aware on the minimum EPF monthly deduction to be at 11% from total monthly salary/income since July 2022.</p> <p>2) Previously Santai Café operate with 2 employee (husband and wife), only the cook taken thypoid vaccination. Santai Café owner didn't aware that all the employee required to take Thypoid vaccination as required under Food Act 1983, Food Hygiene Reg 2009.</p>		

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Corrective Actions:	<p>1) Contractor have made the deduction to meet the 11% EPF deduction from July to August 2022</p> <p>2) Santai Café employee has taken the Thypoid vaccination at Klinik Khoo Tenom and register for Sijil Kesihatan at Majlis Daerah Tenom. According to the owner Santai Café having 4 workers and all the have got the Thyphoid vaccination on 23/9/2022. Append herewith Sijil Kesihatan Majlis Daerah Tenom</p>
Assessment Conclusion:	<p>Off-site verification:</p> <p>Evidences of CAP implementation was submitted via email as following:</p> <ul style="list-style-type: none"> - EPF KWSP 5 Form 6 # 6012615700822 for August 2022 Contributions - EPF official receipt # PWF2022098013083; Date: 30/9/2022 - EPF KWSP 5 Form 6 # 6012615700922 for September 2022 Contributions - EPF official receipt # PWF2022098013128; Date: 30/9/2022 - Payslips of contractors' (United Machinery Parts Supply) workers for the month of July and Augist 2022 - Records of Anti-Typhoid injection by Dr. Lim Kah Hing of Poliklinik TMC Sdn. Bhd. with Majlis Daerah Tenom acknowledgement for 4 employees of Santai Café dated on 23/9/2022 <p>Based on evidences verified, issue confirmed to be addressed accordingly, hence Major NC was closed on 30/11/2022.</p>

Non-conformity			
NCR Ref #	2252028-202209-M2	Issued Date	22/9/2022
Due Date	21/12/2022	Closure Date	30/11/2022
Indicator & Category (Critical / Minor)	Major 3.6.1		
Statement of Nonconformity:	Some mitigations implemented are insufficient for operations identified with H&S issues based on risk assessments conducted.		
Requirement Reference:	All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.		
Objective Evidence:	<p>1) Sapong Estate: - During site visit at the Spraying Area at Field 2020A, Sapong Estate, it was found that 8 Sprayers were not using goggle and using N95 mask during conduct spraying activities. It was not in line with Safety Operating Procedure – Penyemburan Racun, Document No: SPE/SOP-13 dated 01/01/2021 Section 5 Setiap Pekerja Meracun diwajibkan menggunakan pakaian keselamatan yang telah di berikan/ disediakan oleh pihak pengurusan. Diantaranya seperti berikut: Penutup Hidung Respirator, Sarung Tangan Getah, Kasut Panjang getah, Cermin mata/pelindung mata dan apron. It also not in line with CHRA recommendation dated 14/08/2020 Section 8.0 Recommendation No. 2 Work Unit: Sprayer (1) To wear respirator 3M3744 or Single Cartridge Respirator. - There is no portable eye wash provided at spraying area at Sapong Estate. It was not in line with Safety Data Sheet (SDS) Monex HC, Sornic HC dated 23/07/2020 Rev.13 Section 8 Exposure Control and Personal Protection, Other equipment: Safety showers and eye wash station should be provided in work areas. 2) Melalap POM: - During site visit at Decanter Station, it was observed that Welder with Employee No: 34777 was conduct welding operation for leaking at decanter heavy phase outlet pipe while standing on a steel chair. PPE worn were Face Shield, Leather Gloves and Safety Shoes. However, it was observed that the welder does not wear welding apron. In addition, during interview with foreman at Workshop (Welding Area), there is no evidence that Welding Apron has been provided for welding works. Verification of PPE Issuance record, there is no evidence that welding apron has been issued for him (Employee No: 34777) as per record from 03/01/2022 to 13/09/2022. It was not in line with SOP Station 16: Workshop Issue No:1 Ver. No:1 dated 01/11/2008 Section 16.3.1.2 (e) When performing extensive welding works, use welding apron and HIRARC Workshop dated 30/04/2022 (1) "Operasi Kimpalan; Hazard: Percikan Kimpalan, Kesan: Cedera,Melecur, Kawalan Risiko: SOP, PPE, PWI, Safety Training".</p>		
Corrections:	<p>1) All the sprayer has been advised/brief the important of wearing recommended PPE during spraying to avoid chemical exposure which might affect their health and safety</p> <p>2) Mill have made quotation request and purchase the Welding Apron for the usage during Extensive Welding works.</p>		
Root Cause Analysis:	<p>1) The sprayer did not use the single cartridge mask but using 2M N95 mask and not using google due to feeling uncomfortable if using recommended PPE</p> <p>2) Workshop fitter does not wear welding apron when conducting welding works at mill. Mill also does not provide welding apron for standby. This is due to the management point of view of "Extensive Welding" that were mentioned inside the Standard Operating Procedure (SOP).</p>		

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Corrective Actions:	<p>1) Management has equipped the involved spray gang with 3M 3200 single cartridge mask and 3M google as a standard PPE for sprayer as per recommend in CHRA and Monex SDS</p> <p>2) Workshop fitter to ensure all PPE are worn during executing/conducting Extensive welding works at Mill</p>
Assessment Conclusion:	<p>Off-site verification:</p> <p>Evidences of CAP implementation was submitted via email as following:</p> <ul style="list-style-type: none"> - Records of PPE i.e 3M 3200 single cartridge masks and 3M goggles issuance to all sprayers dated on 8/10/2022 - Records of briefing and demonstration of PPE use for all sprayers dated on 8/10/2022 - Records of PPE i.e leather welding apron issuance to all workshop welders dated on 19/10/2022 - Records of briefing and demonstration of PPE use for all welders dated on 19/10/2022 <p>Based on evidences verified, issue confirmed to be addressed accordingly, hence Major NC was closed on 30/11/2022.</p>

Non-conformity			
NCR Ref #	2252028-202209-N1	Issued Date	22/9/2022
Due Date	Next assessment	Closure Date	"Open"
Indicator & Category (Critical / Minor)	Minor 2.1.2		
Statement of Nonconformity:	The legal references in environmental aspect and impact identification form were not updated		
Requirement Reference:	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.		
Objective Evidence:	It was verified in all operating units within SOU 27 that the documented Environmental Aspect Impact Identification Form (Serial No: EAI/2018/XX/XXX has identified the environmental aspects, loads and environmental impacts for all relevant mill and estate activities. However, the Environmental Aspect and Impact Identification Register (EAI/2018/xx/xxx) was found to refer to few outdated versions of legal requirements including EQ (Clean Air) Reg 78 and EQ (Scheduled Waste) Reg 1989 which is presently revised to EQ (Clean Air) Reg 2014 and EQ (Scheduled Waste) Reg 2005 respectively.		
Corrections:	Management has referred to expertise from Regional RSQM to have the updated version of Environmental Aspect Impact Identification Form.		
Root Cause Analysis:	Environmental Aspect Impact Identification Form legal reference was not update with the latest version during the audit.		
Corrective Actions:	The Environmental Aspect Impact Identification Form updated and compiled in EAI file.		

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Assessment Conclusion:	Corrective action taken is accepted. Effectiveness of corrective action taken will be verified in the next assessment.
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Non-conformity			
NCR Ref #	2252028-202209-N2	Issued Date	22/9/2022
Due Date	Next assessment	Closure Date	"Open"
Indicator & Category (Critical / Minor)	Minor 2.1.3		
Statement of Nonconformity:	Legal or authorised boundaries are not clearly demarcated and not visibly maintained.		
Requirement Reference:	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.		
Objective Evidence:	During site visit at boundary area Sapong Estate, Field P00 P, it was found that there was no clear markers/physical line between the field with Kg. Pantonganas. It was not in line with the requirement stated in the SOP section B7 (Boundaries) dated 01/11/2008 item 7.2 (a) Estate boundaries must be marked with iron pipes, planted along the boundary lines, and painted with red/white alternating rings and (b) If parameters fencing is required, barbed wire fencing with concrete posts with 5 strands must be constructed.		
Corrections:	Management to adhere to SOP section B7 (Boundaries) dated 01/11/2008 item 7.2 (a) Estate boundaries must be marked with iron pipes, planted along the boundary lines, and painted with red/white alternating rings.		
Root Cause Analysis:	No clear markers along boundary perimeter due to both parties (Sapong Estate and Kg. Pantongan) has agreed the boundary stone as boundary markers at Field 00P1.		
Corrective Actions:	Sapong Estate had identified the boundary and mark the perimeter boundary with boundary marker painted with red/white alternating rings.		
Assessment Conclusion:	Corrective action taken is accepted. Effectiveness of corrective action taken will be verified in the next assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	<u>Indicator 3.6.2</u> Monitoring could be further improved on the use of flashback arrestor for Oxygen - Acetylene Gas Cutting set to ensure the effectiveness of the H&S plan to address health and safety risks to people.

Positive Findings	
PF #	Description
PF 1	Good commitment and corporation from the management.

PF 2	Generally well implementation of Good Agricultural Practices (GAP).
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3.3.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	2111486-202110-N1	Issued Date	08/10/2021
Due Date	Next surveillance assessment	Closure Date	Escalated to Major NC
Indicator & Category (Critical / Minor)	Minor 2.2.2		
Statement of Nonconformity:	Evidence of legal due diligence of contractor was not available.		
Requirement Reference:	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.		
Objective Evidence:	Sampled the payslips of foreign worker (Passport No.: AT 986824) to Pemborong Ajuta, FFB transporter in Melalap Estate found that the SOCSO contribution made was not in accordance to Employees' Social Security Act 1969 (Act 4) effective on 01/01/2019. The employer shall make contribution at the rate of 1.25% of insured monthly wages. However, the employer made contribution and made deduction of wages from employee for Employment Injury Scheme (EIS) with incorrect amount of contribution.		
Corrections:	<ol style="list-style-type: none"> The contractor will make the correct contribution of SOCSO as per table of contribution in Employee's Social Security Act 1969 (Act 4). Contractor will stop deduction of Employment Injury Scheme (EIS) to said workers and reimburse back the amount of deduction made in affected period. 		
Root Cause Analysis:	<ol style="list-style-type: none"> Close monitoring of contractor's compliance to relevant legal requirements was not established by the estate. Lack of structured briefing session organized by the estate management to ensure contractors are fully aware of the relevant legal compliances. 		
Corrective Actions:	<ol style="list-style-type: none"> Estate management will appoint person-in-charge to closely monitor on legal requirement compliance of contractors. The appointed person-in-charge will monitor contractor compliance according to checklist on a monthly basis. Estate management will conduct a structured briefing to all contractors on applicable legal requirements. The briefing is planned to be conducted annually to all contractors and when there is addition of any new contractor. 		
Assessment Conclusion:	Evidence verified: <ol style="list-style-type: none"> The concerned foreign employee had resigned from Ajuta. The SOCSO's Form 8A for the month of October and November 2021 showed that all the contribution for both accident insurance and EIS were for local employees. The amount of contributions from the employee and employers were found to be in accordance with the SOCSO as per table of contribution in Employee's Social Security Act 1969 (Act 4). 		

	<p>2) Based on interview, the PIC was able to demonstrate good understanding with regards to the SOCSO contributions. The correct contribution table as regulated under the Employee’s Social Security Act 1969 (Act 4) and pay slips were used as reference by the PIC.</p> <p>Although the correction and corrective action evidence were found to be adequate for this issue of the contractor Ajuta, another similar issue had occurred for another contractor (United Machinery Parts Supply) as described in Indicator 2.2.2. Due to recurrence of non-conformity under the same indicator, the NCR was escalated to Major.</p>
<p>Effectiveness Closure (for previous audit closed Critical NC):</p>	<p>The evidence of legal due diligence of all contracted third parties was not satisfactorily demonstrated. This finding has been escalated to Major/Critical Nonconformity due to recurrence of issue under same Minor indicator.</p>

Opportunity for Improvement	
OFI#	Description
<p>OFI 1 2111486-202110-I1</p>	<p>OFI Statement: Indicator 7.8.1</p> <p>The water management plan in place by Melalap Estate could be further improved in ensuring continued availability of water sources and avoidance of negative impacts on other users in the catchment.</p> <p>Verification/Follow-up actions:</p> <p>The water management plan in place by Melalap Estate ensured continued availability of water sources and avoid negative impacts by practicing efficient water consumption through various methods such as following:</p> <ul style="list-style-type: none"> a) Implementation of rain water harvest, b) Construction of water gate and scheduled water pumping for effective management of field drains and field water level. c) daily monitoring of bund / scheduled maintenance d) Establishment of <i>mucuna bracteata</i> to prevent erosion, e) Side drain at field road to control water, frond stacking, f) Enhancement of ground vegetation at bare ground area.
<p>OFI 2 2111486-202110-I2</p>	<p>OFI Statement: Indicator 4.4.1</p> <p>Status of land title that sharing with smallholders to be followed up with Land Management Unit to demonstrate the total area belongs to Sapong Estate.</p> <p>Verification/Follow-up actions:</p> <p>Sapong Estate has 8 land titles with a total area of 4,120.14 Ha. All the land titles were made available for verification including shared area with smallholders.</p>

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1387085M1	Major	6.5.1	27/10/2016	Closed on 26/12/2016
1529814-201709-N1	Minor	4.7.3	28/09/2017	Closed on 01/11/2018
1529814-201709-N2	Minor	4.7.5	28/09/2017	Closed on 01/11/2018
1529814-201709-N3	Minor	4.6.10	28/09/2017	Closed on 01/11/2018
1701917-201810-M1	Major	4.7.1	01/11/2018	Closed on 28/01/2019
1701917-201810-M2	Major	4.7.2	01/11/2018	Closed on 28/01/2019
1701917-201810-M3	Major	4.7.5	01/11/2018	Closed on 28/01/2019
1701917-201810-M4	Major	2.1.1	01/11/2018	Closed on 28/01/2019
1701917-201810-M5	Major	6.5.2	01/11/2018	Closed on 28/01/2019
1701917-201810-M6	Major	4.4.2	01/11/2018	Closed on 28/01/2019
1701917-201810-N1	Minor	6.8.3	01/11/2018	Closed on 11/10/2019
1834696-201906-M1	Major	6.1.1	11/10/2019	Closed on 09/01/2020
1834696-201906-M2	Major	6.5.1	11/10/2019	Closed on 09/01/2020
1834696-201906-M3	Major	2.1.3	11/10/2019	Closed on 09/01/2020
1834696-201906-N1	Minor	4.7.3	11/10/2019	Close on 08/10/2021
1834696-201906-N2	Minor	4.7.5	11/10/2019	Close on 08/10/2021
1834696-201906-N3	Minor	4.7.5	11/10/2019	Close on 08/10/2021
1834696-201906-N4	Minor	5.3.3	11/10/2019	Close on 08/10/2021
2111486-202110-N1	Minor	2.2.2	08/10/2021	Escalated to Major
2252028-202209-M1	Major	2.2.2	22/09/2022	Close on 30/11/2022
2252028-202209-M2	Major	3.6.1	22/09/2022	Close on 30/11/2022
2252028-202209-N1	Minor	2.1.2	22/09/2022	Open

3.4 Stakeholders and previous land owner / user 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 Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

Meetings were conducted 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 interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

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Structured worker 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 visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

Stakeholders contacted		
Type of Stakeholder (e.g. Internal, Union, Contractor, Governmental Department, NGO, External, Communities)	Stakeholder name / organization	Means of communication (e.g. face to face interview, email, phone interview, comment from public notice)
Local communities	Representative Kampung Pulong Tenom	Face to face interview
Subcontractor	Pembangunan Kian Jadi	Face to face interview
Government Agency	Tenom Labor Department	Face to face interview
Café operator	Santai Café	Face to face interview

Stakeholders comment	
1	<p>Feedbacks: Local communities, (Representative Kampung Pulong Tenom) Villagers have good relationship with estate and mill management. They are always being communicated on every program which related to their interest. There is no issue between both parties.</p> <p>Audit Team verification and response: No other issue.</p>
2	<p>Feedbacks: Contractor representative, (Subcontractor to Pembangunan Kian Jadi) The representative is subcontractor to Pembangunan Kian Jadi, therefore, not much information acquired during the session regarding on the agreement between Sime Darby Plantation Berhad and main contractor to be verified. However, the representative inform that he has no issue on the payment paid by their main contractor which is within 1 month as per agreed. Main contractor, had briefed to them regarding on the RSPO and MSPO requirement before they commence work in Sime Darby Plantation Berhad's estates.</p> <p>Audit Team verification and response: No other issue.</p>
3	<p>Feedbacks: Government Agency (Tenom Labor Department) The officer is newly joined officer transfer from Kota Kinabalu head office with just only one week from the date of the stakeholder consultation being conducted. She is not familiar with any inquiry related to labour issues at Tenom district area. Therefore, there is not much information can share from the attended officer. However, she is being invited to attend stakeholder consultation conducted with other plantation company in Sabah to share and discuss on the RSPO and MSPO requirement</p> <p>Audit Team verification and response: No other issue.</p>
4	<p>Feedbacks: Retailer, (New Hock Yee, Sin Liam Hin and Santai Café) Agreement between Sime Darby Plantation Berhad and retailers were signed and verified during the audit. No complaint for the management. Retailers being briefed regarding RSPO & MSPO requirement during the stakeholder consultation conducted at Sapong Estate on 05/08/2022.</p> <p>Audit Team verification and response: No other issue.</p>

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List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
N/A as the estates have undergone 2nd cycle of replanting.					

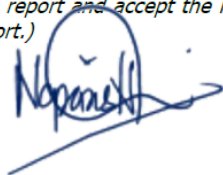
Previous land owner / user comment	
	Feedbacks: NA
	Audit Team verification and response: NA

3.5 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

Formal Signing-off of Assessment Conclusion and Recommendation

The audit objectives have been achieved and the certificate scope is appropriate. Based on the results of this audit, it is concluded that Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill has complied with the Malaysia National Interpretation 2019 of the RSPO P&C 2018 and audit criteria identified within the audit report. It is deemed that the management system has achieved its intended outcomes. Therefore, it is recommended that Strategic Operating Unit (SOU 27) Melalap Palm Oil Mill is certified.

Report prepared by	Acceptance of Assessment Conclusion
Name: Hafriazhar Mohd. Mokhtar	Name: NOR AZIAN ANUAR
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: Kilang Kelapa Sawit Melalap
Title: Team Leader	Title: Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 1/12/2022	Date: 7/12/2022

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Behave ethically and transparently			
Criterion 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	(C) Documents that are specified in the RSPO P&C are made available to the public. - Critical (Major) compliance -	Publicly available management documents such as land titles, OHS plans, EIA and SIA reports, HCV documentation, pollution prevention and reduction plans, records of complaints and grievances, negotiation procedures, summary reports, company policies and continual improvement plans were made available for verification by all the sampled operating units. Reports and policies can be accessible through the company's website: https://www.simedarbyplantation.com/ .	Complied
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders. - Minor compliance -	All the related information was in Bahasa Malaysia and English and accessible to the stakeholders upon request.	Complied
1.1.3	(C) Records of requests for information and responses are maintained. - Critical (Major) compliance -	Request for information can be made by any stakeholders. There has been no request for information from any stakeholder since the last assessment visit. Nonetheless, occasionally the DOSH and DOE paid their visits to the operating units. Records of their visits were maintained using log logbook.	Complied
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative. - Critical (Major) compliance -	Sime Darby Plantation Estate Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, Procedure for External Communication, version 1, issue date 01/11/2008). The procedure has the detail about the process of handling complaints from stakeholders and the time frame for external communication to be dealt with. The time frame to provide	Complied

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		<p>feedback is within two weeks of the date of receipt for communication and within one week of the completion of the investigation.</p> <p>The Mill Manager has appointed Mill Assistant as the management system officer to handle any issue related to RSPO/ISCC/SCCS/ISO. Whereas the Estate Manager has appointed the Assistant Manager to be the person in charge for social issues.</p> <p>The last stakeholder consultation meeting was conducted on 07/07/2022 for the certification unit. Among the attendees were smallholders, local communities, government agencies, contractors, and representatives from nearby schools. Feedbacks were recorded in the minutes of meeting and have been incorporated into the social management plan.</p>	
1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>List of stakeholders was established in the mill and estates. Stakeholder such as local communities, authorities, contractors, suppliers, FFB suppliers and NGOs were included in the list. Nominated representative with contact number and address was verified. The lists were updated in January 2022.</p>	Complied
Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Bhd has addressed its policy for ethical conduct in Code of Business Conduct (COBC) and to be implemented in all business operations and transaction, including recruitment and contracts. Sime Darby has imposed the implementation of the COBC to all its contractors and vendors by signing the Vendors Integrity Pledge document. Copies of the signed pledges were kept by all the operating units and made available for verification.</p>	Complied
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p>	<p>The system to monitor is mainly the internal audit. The latest internal audit for SOU 27 Melalap was conducted on 26-29/06/2022</p>	Complied

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	- Minor compliance -	while previous audit was conducted on 12-16/08/2021 by Regional SQM internal auditors. Internal audit reports were made available at all the operating units for verification.	
Principle 2: Operate legally and respect rights			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<p>(C) The Unit of Certification complies with legal requirements</p> <p>- Critical (Major) compliance -</p>	<p>The mill & estates continue to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and sustainability team. Among the evidence of compliance verified were as following:</p> <p>Sapong Permit sample:</p> <ul style="list-style-type: none"> - MPOB License # 532297002000; Licensed activity: 1 Sales and transfer; Oil Palm Product: FFB #; Validity period: 1/9/2022 – 31/8/2023 - Electrical Supply Act; Perakuan Pendaftaran; Pemasangan No.: ST(SKK)P/S/SBH/1566; Serial # 000421/2022; Validity period: 25/1/2022 – 24/1/2023 - Sabah Business License Ordinance 1948 Business License ID # TNM/2017/951; Date: 5/1/2022 - Sabah Labour Ordinance (Sabah Chapter 67) Workers Salary Deduction Permit Section 113(4) for payment of 1.1 Electricity bill & 1.2 Motorcycle loan payment; Serial # JTKSBH/PMT/113/2022/0042; Validity period: 28/2/2022 – 27/3/2024 - Sabah Labour Ordinance (Sabah Chapter 67) Non-residential Workers Employment License Section 118 for employee from Indonesia: 60; Peninsular Malaysia: 3; License # JTK.H.TNM:600-4/1/9211/63; Validity period: 11/6/2022 – 10/6/2023 	Complied

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		<ul style="list-style-type: none"> - Schedule Control Goods Permit Serial # PS006063; Schedule Control Goods & Type: Diesel (Euro 2M); Storage quantity: 18,200 litres; Validity period 27/10/2021 – 26/10/2024 - Schedule Control Goods Special Permit Serial # PKS006054; Schedule Control Goods & Type: Petrol (RON 95); Purchase & Storage quantity: 200 litres/day; Validity period 16/12/2021 – 15/12/2022 <p>Sapong Permit sample:</p> <ul style="list-style-type: none"> - MPOB License # 532297002000; Licensed activity: 1 Sales and transfer; Oil Palm Product: FFB #; Validity period: 1/9/2022 – 31/8/2023 - Electricity Supply Act; Perakuan Pendaftaran; Pemasangan No.: ST(SKK)P/S/SBH/1566; Serial # 000421/2022; Validity period: 25/1/2022 – 24/1/2023 - Sabah Business License Ordinance 1948 Business License ID # TNM/2017/951; Date: 5/1/2022 - Sabah Labour Ordinance (Sabah Chapter 67) Workers Salary Deduction Permit Section 113(4) for payment of 1.1 Electricity bill & 1.2 Motorcycle loan payment; Serial # JTKSBH/PMT/113/2022/0042; Validity period: 28/2/2022 – 27/3/2024 - Sabah Labour Ordinance (Sabah Chapter 67) Non-residential Workers Employment License Section 118 for employee from Indonesia: 60; Peninsular Malaysia: 3; License # JTK.H.TNM:600-4/1/9211/63; Validity period: 11/6/2022 – 10/6/2023x <p>Melalap POM Permit sample:</p> <ul style="list-style-type: none"> - MPOB License # 535146004000; Licensed activity: 1 Sales and transfer; Oil Palm Product: PK, CPO, SPO #, Purchase and 	
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		<p>transfer FFB #; Storage PK, COP, SPO #, Milling FFB #; Validity period: 1/1/2022 – 31/12/2022; Allowed capacity: 96,000 mt/year</p> <ul style="list-style-type: none"> - DOE License # 003562; Water course discharge; BOD Limit 20 mg/l; Max processing capacity: 25mt/hr; Validity period: 1/7/2022 – 30/6/2023 - Fire Certificate # JBPM: SB/7/62/3033; Serial # 319656; Validity period: 30/3/2022 -29/3/2023 - Sabah Labour Ordinance (Sabah Chapter 67) Workers Salary Deduction Permit Section 113(4) for payment of 1.1 Electricity bill; Serial # JTKSBH/PMT/113/2022/0039; Validity period: 25/3/2022 – 24/3/2024 - Electricity Supply Act; Perakuan Pendaftaran; Pemasangan No.: ST(SKK)P/S/SBH/00243; Serial # 005006/2021; Validity period: 25/1/2022 – 24/1/2023 - CePPOME/00176; Date: 7/10/2020 - CePSWAM/03315; Date: 9/7/2020 - Water Steam Boiler PMD-SB/22 52095; Validity period: 28/3/2022 – 28/6/2023 	
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>The system documented as Estate/Mill Quality Management System, Level 2: Standard Operating Manual, Appendix 5.2.4: Procedure for Legal and Other Requirements dated 10 December 2008. A mechanism to ensure compliance to legal and other requirement has been documented in EQMS & MQMS (Estate & Mill Quality Management System) under Standard Operation Manual distributed to all operating units under SOU 20. PSQM Department and the respective operating units will undertake the responsibility of identifying, managing, updating, and tracking the legal requirement as well as monitoring the status of legal compliance.</p>	Non-compliance

		<p>Sighted sample for Sapong Estate Legal and Other Requirements Register SOU 27 Year 2022; Latest Review Date: 1/5/2022; Latest inclusion: Minimum Wage Order 2022 and Melalap POM Legal and Other Requirements Register SOU 27 Year 2022; Latest Update: June 2022; Latest inclusion: Minimum Wage Order 2022.</p> <p>However, the legal reference used in the Environmental Aspect and Impact Identification EAI/2018/xx/xxx was not updated.</p> <p>Environmental Aspect and Impact Identification EAI/2018/xx/xxx has made legal references to an outdated version EQ (Clean Air) Reg 78 and EQ (Scheduled Waste) Reg 1989 which is presently revised to EQ (Clean Air) Reg 2014 and EQ (Scheduled Waste) Reg 2005 respectively.</p> <p>As such a Minor NC is raised.</p>																															
<p>2.1.3</p>	<p>Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.</p> <p>- Minor compliance -</p>	<p>The estates have maps showing the locations of boundary stones that have been physically located and marked. Inspection of boundary stones/markers/trenching at the 2 estates, during the field inspection confirmed that they were clearly marked and maintained.</p> <table border="1" data-bbox="1146 1038 1845 1351"> <thead> <tr> <th></th> <th>Estate</th> <th>Field</th> <th>Neighbouring</th> <th>Field</th> <th>Neighbouring</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong</td> <td>00P1</td> <td>Kg Sri Tanjong</td> <td>00P</td> <td>Kg Pantongan</td> </tr> <tr> <td>2</td> <td>Sapong</td> <td>01P1</td> <td>Kg Angan Angan</td> <td>20B</td> <td>Kg Lundos</td> </tr> <tr> <td>3</td> <td>Sapong</td> <td>03AA</td> <td>Kg Biah</td> <td>-</td> <td>-</td> </tr> <tr> <td>4</td> <td>Melalap</td> <td>19A</td> <td>Kg Makaniton</td> <td>02M</td> <td>Kg Jawa</td> </tr> </tbody> </table>		Estate	Field	Neighbouring	Field	Neighbouring	1	Sapong	00P1	Kg Sri Tanjong	00P	Kg Pantongan	2	Sapong	01P1	Kg Angan Angan	20B	Kg Lundos	3	Sapong	03AA	Kg Biah	-	-	4	Melalap	19A	Kg Makaniton	02M	Kg Jawa	<p>Non-Compliance</p>
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		<table border="1" data-bbox="1149 368 1848 411"> <tr> <td>5</td> <td>Melalap</td> <td>01MA</td> <td>Cemetery</td> <td>19B</td> <td>Kg Lagut</td> </tr> </table> <p>Sapong Estate - Boundary between Field no P00P and Kg Pantongan was not clearly demarcated at site. As such a Minor NC is raised.</p>	5	Melalap	01MA	Cemetery	19B	Kg Lagut	
5	Melalap	01MA	Cemetery	19B	Kg Lagut				
Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.									
2.2.1	A list of contracted parties is maintained. - Minor compliance -	SOU 27 have listed all contracted parties and documented in individual operating units' Stakeholders List. Internal stakeholders such as employee and workers union and external stakeholders such as suppliers, contractors, transporters, local communities, authorities, and government department were included in the list.	Complied						
2.2.2	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. - Minor compliance -	All contracted parties/vendors were required to sign Vendor Integrity Pledge (VIP) and to comply with the following requirements: - Vendor Code of Business Conduct (VCOBC) - All applicable laws and regulations related anti-bribery, fraud, and corruption The operating units has carried out legal due diligence of all their contracted parties through internal audits, and performance review. Among the documents and records inspected by the operating units were possession of appropriate licenses/permits and payslips of the employers of the contractors to name a few. However, the evidence of legal due diligence of some contracted third parties was not satisfactorily demonstrated. The following lapses were found:	Non-compliance						

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		<p>1) At Melalap POM, based on a sampled the payslip (August 2022) of a worker [IC No.: 9008xx-xx-xxxx] of a contractor (United Machinery Parts Supply), it was found that the deduction of EPF was not in accordance with Employees Provident Fund (EPF) Act 1991. The deduction stated in his payslip was RM99.00 which is supposed to be RM121.00, according to Third Schedule of EPF Act 1991, Section 43 & 44A.</p> <p>2) A food service contractor (Santai Café) at Sapong Estate has hired six employees. However, based on site visit and documentation review, only the cook has taken typhoid vaccination as required under Food Act 1983, Food Hygiene Reg. (2009).</p> <p>Thus, a non-conformity report was assigned.</p>	
2.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Generic clauses related to disallowing child, forced, and trafficked labour are available in Vendor Integrity Pledge (VIP). All contracted parties/vendors were required to sign Vendor Integrity Pledge (VIP) and to comply with the following requirements:</p> <ul style="list-style-type: none"> - Vendor Code of Business Conduct (VCOBC) - All applicable laws and regulations related anti-bribery, fraud, and corruption 	Complied
<p>Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> • Information on geo-location of FFB origins • Evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder • One or more supporting documents for claims 	<p>Melalap POM receives FFB from its own certification unit (Melalap Estate and Sapong Estate) and also uncertified FFB from Out-growers, Collection Centers and Smallholders. Melalap POM has a complete documented evidence of information on geolocation of FFB origins, evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder, supporting</p>	Complied

	<ul style="list-style-type: none"> Valid MPOB license <p>- Critical (Major) compliance -</p>	documents for claims and valid MPOB license for all the FFB suppliers available for verification.	
2.3.2	<p>For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.</p> <p>- Minor compliance -</p>	<p>Melalap POM has a complete documented evidence of information on geo-location of FFB origins, evidence of the ownership status or the right/claim to the land, or valid use of land by the grower/smallholder, supporting documents for claims and valid MPOB license for all the FFB suppliers available for verification as per sample as following:</p> <ol style="list-style-type: none"> Ladang Cepat – KPD Sdn. Bhd.; Land Title # CL175344073; Area: 1,618. 8 ha Lot 1 (KCB Land Sdn. Bhd.); MPOB license # 503839402000; Validity period: 1/2/2022 – 31/1/2023; GPS: 5.1667105, 115.6344379; Last FFB supply date: March 2022; Supporting documents for claims – no agreement Ladang PAAL; ; Land Title # nil; Area: Nil; MPOB license # 413195701000; Validity period: 1/12/2017 – 30/11/2023 (Total area: 13.97 ha); GPS: Nil; Last FFB supply date: August 2022; Supporting documents for claims: Agreement # P/G/1221/FFB03460L between Guthrie Industries (Malaysia) Sdn. Bhd. and Ladang Paal Sdn. Bhd.; Effective date: 1/1/2022; Completion date: 31/12/2022 	Complied
Principle 3: Optimise productivity, efficiency, positive impacts and resilience			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	The 2 estates continued to commit to long term economic and financial viability. The annual budgets for 2022 to 2026 were sighted. The budget covers activities for upkeep, cultivation, harvesting & evacuation, welfare, capital expenditure, RSPO compliance etc. The budget also included projections on yield/ha, and total cost of production per m ton & per ha and CAPEX - capital expenditure mainly for buildings, furniture and others asset related	Complied

expenses. The estates adopted the following format for the annual budget.

	Year	2022	2023	2024	2025	2026
1	Mature Ha	x	x	x	x	x
2	Immature Ha	x	x	x	x	x
3	Total Ha	x	x	x	x	x
4	Sapong FFB /mt	33969	33959	35805	34189	33053
5	Sapong YPH	20.53	18.21	17.89	18.66	19.76
6	Melalap FFB /mt	22248	22475	23831	22071	20927
7	Melalap YPH	21.89	19.71	20.57	20.90	21.44
8	RM/mt FFB	x	x	x	x	x
9	RM/ha	x	x	x	x	x

Similarly the mill has a business plan prepared annually in the form of year budget and the projection for 5 years prepared as guidance for future planning. The business plan among others contains;

- a) FFB yield & CPO production forecast
- b) Extraction Ratios – OER / KER,
- c) Cost of production
 - administration / labour overhead
 - processing cost labour, maintenance, consumables
 - depreciation and head office charges
- d) EVIT running accounts

		<p>e) CAPEX - capital expenditure.</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> </tr> </thead> <tbody> <tr> <td>FFB processed</td> <td>80217</td> <td>75935</td> <td>77635</td> <td>74260</td> <td>71979</td> </tr> <tr> <td>OER</td> <td>20.36</td> <td>20.81</td> <td>21.07</td> <td>21.36</td> <td>21.92</td> </tr> <tr> <td>KER</td> <td>4.43</td> <td>4.39</td> <td>4.43</td> <td>4.44</td> <td>4.42</td> </tr> <tr> <td>Administration</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Processing cost</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>Depreciation</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>H Q charges</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>RM/mt FFB</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> <tr> <td>RM/mt CPO</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> <td>x</td> </tr> </tbody> </table>	Year	2022	2023	2024	2025	2026	FFB processed	80217	75935	77635	74260	71979	OER	20.36	20.81	21.07	21.36	21.92	KER	4.43	4.39	4.43	4.44	4.42	Administration	x	x	x	x	x	Processing cost	x	x	x	x	x	Depreciation	x	x	x	x	x	H Q charges	x	x	x	x	x	RM/mt FFB	x	x	x	x	x	RM/mt CPO	x	x	x	x	x	
Year	2022	2023	2024	2025	2026																																																										
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Administration	x	x	x	x	x																																																										
Processing cost	x	x	x	x	x																																																										
Depreciation	x	x	x	x	x																																																										
H Q charges	x	x	x	x	x																																																										
RM/mt FFB	x	x	x	x	x																																																										
RM/mt CPO	x	x	x	x	x																																																										
<p>3.1.2</p>	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available. - Minor compliance -</p>	<p>The long-range replanting programs (LRRP) until 2027 were sighted on both the estates. The program was reviewed once a year and incorporated into their annual financial budget. The program sighted for the next 5 years in hectares is as follows:</p> <table border="1"> <thead> <tr> <th>Year</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>2027</th> </tr> </thead> <tbody> <tr> <td>Sapong Estate</td> <td>79.98</td> <td>162.60</td> <td>176.76</td> <td>183.11</td> <td>151.59</td> </tr> <tr> <td>Melalap Estate</td> <td>0.00</td> <td>90.65</td> <td>103.63</td> <td>77.86</td> <td>167.23</td> </tr> </tbody> </table>	Year	2023	2024	2025	2026	2027	Sapong Estate	79.98	162.60	176.76	183.11	151.59	Melalap Estate	0.00	90.65	103.63	77.86	167.23	<p>Complied</p>																																										
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<p>3.1.3</p>	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake. - Minor compliance -</p>	<table border="1"> <thead> <tr> <th></th> <th>OU</th> <th>Date</th> <th>Attendee</th> <th>Date</th> <th>Attendee</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong</td> <td>11/08/22</td> <td>15</td> <td>23/08/21</td> <td>15</td> </tr> <tr> <td>2</td> <td>Melalap</td> <td>12/08/22</td> <td>9</td> <td>12/09/21</td> <td>11</td> </tr> </tbody> </table>		OU	Date	Attendee	Date	Attendee	1	Sapong	11/08/22	15	23/08/21	15	2	Melalap	12/08/22	9	12/09/21	11	<p>Complied</p>																																										
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		<table border="1" data-bbox="1173 363 1787 408"> <tr> <td>3</td> <td>MPOM</td> <td>23/07/22</td> <td>13</td> <td>28/09/21</td> <td>14</td> </tr> </table> <p>The agenda discussed among others includes the following;</p> <ul style="list-style-type: none"> a) Results of internal audits b) Customer feedback c) Process performance and product conformity d) Status of preventive & corrective actions e) Follow up action from management review f) Changes that could affect the management system g) Recommendation for improvement <p>Minutes of meeting for both estates and the mill were sighted and verified. No major issues were highlighted during the meeting. Main focus is on the forthcoming external RSPO audit in Sept 2022</p>	3	MPOM	23/07/22	13	28/09/21	14	
3	MPOM	23/07/22	13	28/09/21	14				
<p>Criterion 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.</p>									
<p>3.2.1</p>	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Action plan for continuous improvement implemented by individual operating unit within the certification unit based on consideration of the social impacts, which in general includes welfare of employees, and relationship between the relevant stakeholders. This has been established in the Continuous Improvement Plan 2022 updated in Jan 2022 respectively for both the Mill and Estate. This compilation was made with subject to the consideration of the main social and environmental impacts. These include to continue engagement with relevant stakeholders (workers, surrounding communities, government agencies, agencies, suppliers and contractors. Management documents related to environmental</p>	<p>Complied</p>						

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plans and impact assessments maintained available. Among the documents were:

- (a) Environmental Aspect Identification (EAI) and Environmental Impact Evaluation (EIE) registers.
- (b) Environmental Improvement Plan 2022
- (c) Pollution Prevention Plan 2022
- (d) Water Management Plan. 2022
- (e) Waste Management Plan 2022

The Continuous Management Plan 2022 for the estate/mill operations among others include the following;

	Projects	Details
	Sapong Estate	
1	2023 Housing	Roofing upgrading 38 units -RM570K
2	2023 Operations	Power wheel barrow FFB mechanization expansion 400K in phases
3	2023 Housing	Installation car porch 8 units RM65K phases
	Melalap Estate	
	Details	
1	2023 Housing	Roofing upgrading 52 units -RM780K
2	2023 Operations	Lansurf 3 units 58 K
3	2023 Housing	Rewiring 40 units RM227K in 2 years.
4	2023 Welfare	New Canteen Building RM80K

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		Melalap POM	Details	
		1	2023 Operation	TGO plant - enhance oil recovery RM200K
		2	2023 Operation	Deoiling tank upgrading RM40K
		3	2025 Operation	Bio-Catalyst Facilities RM1.5M
		4	2022 Operation	ESP - Dust Particulate Reduction RM15M
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>PROCEDURAL NOTE: The RSPO metrics template is awaiting decision/agreement by RSPO and the issue is still being discussed. Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual Communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p> <p>- Minor Compliance -</p>	<p>RSPO metrics template submitted was verified its data to be consistent and reflective of raw data sources for Melalap POM and all sampled estates.</p>		Complied
<p>Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.</p>				
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>SOU 27 continued to use the documents established by the Sime Darby Plantation Bhd among others as follows;</p> <ul style="list-style-type: none"> a) Plantations / Mill Quality Management System (PQMS / MQMS) Manual b) PQMS/MQMS Standard Operating Manual & Procedures (SOP) c) Palm Oil Mill Lab Process Control Procedure / Oil Mill Lab operations & Test Method Guidelines d) Sustainable Plantation Management System (SPMS) Manual e) RSPO Supply Chain Manual 		Complied

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		<p>f) ESH Management System Manual - 01/7/2012 g) Occupational Safety and Health Manual h) Pictorial Safety Standards dated 17/3/2008 i) Laboratory Process Control Manual j) Security Guidelines.</p> <p>In addition, technical guidelines as listed in the Agricultural Reference Manual were also used. In general the documents included operation activities in the estates and the mills from;</p> <ul style="list-style-type: none"> a) seedlings in nursery to planting of young palms. b) plantation upkeep to mill FFB receipt, grading, processing. c) quality analysis and dispatch of CPO & PK. d) security in the SOU. <p>Contents of the Manual were disseminated to the workers through;</p> <ul style="list-style-type: none"> a) morning muster b) mill weekly briefings c) training as ad hoc and programmed basis. <p>The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and the employees understood the requirements of the SOP.</p> <p>The mill processing system is documented in the Sustainability Plantation Management System MQMS/SQM/08 v 1 dated 01/11/2008 which includes the mill SOP, and Mill Quality Management Manual v.1 2008/MQMS/QMM/08. These documents</p>	
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		<p>provide guidelines and standards in the mill operations. The Standard Operating procedures (SOP) described details from the</p> <ul style="list-style-type: none"> a) reception, sterilisation, b) threshing, pressing, c) clarification, nut polishing station, d) effluent, laboratory, e) workshop, dispatches etc. <p>In addition, there are also manuals available within the industry and MPOB that are used as guidelines.</p> <p>The procedures were communicated to workers through training and infield supervision. Interview with workers showed that the information in the procedures had been effectively communicated. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP.</p>	
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place. - Minor Compliance -</p>	<p>Both the estates and the mill had an established mechanism to perform checking to ensure consistent implementation of procedures</p> <p>Melalap Palm Oil Mill</p> <ul style="list-style-type: none"> a) Daily Production Report (sighted 31/12/2021) providing details as follows; <ul style="list-style-type: none"> - FFB received / processed / balance - FFB certified non-certified quantity - Produce production / despatch / balance - Storage capacity/ status / laboratory results 	Complied

		<p>b) Unscheduled General Manager – Processing min twice monthly</p> <p>c) Internal audit has carried on 28-30/06/2022 to inspect compliance on ISCC/MSPO/RSPO standard requirement. The results were presented in the Management Review held respectively were satisfactory and CU has established the proper and maintain the record of request documentation.</p> <p>d) Regulatory authority visit i.e.</p> <ul style="list-style-type: none"> - DOSH machinery inspection dated 29/03/22, 22/11/21. - DOE visit on 24/03/2022 enforcement visit <p>Estates Operations</p> <p>The monitoring of the SOP implementation are made by the all levels of the supervisory personnel with records maintained and checked. Among others the records maintained are;</p> <ul style="list-style-type: none"> a) Daily production/work records for the core activities at the estates b) field cost book / chemical consumption record c) mature/immature field work program <ul style="list-style-type: none"> - fertilizer application, - herbicide spraying, / rat baiting , - Harvesting and collection of FFB. - Water management action plan in relation to bund management / tide gate management / desilting program. <p>All the above records were kept for a minimum period of 12 months. In addition the management adopted the following check and balances though visit of the following dept /superiors</p>	
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		<p>a) Agronomic advisory report and fertilizer recommendation minimum 1x/year to monitor matters relating to;</p> <ul style="list-style-type: none"> - nutrient deficiency, fertilizer program, - pest & disease ganoderma infection, rat and RB attack, - EFB mulching program for the year etc. <p>b) Plantation Advisory visit producing "<i>Estate Visit Report</i>" at frequency of 1x/year performing assessment relating to;</p> <ul style="list-style-type: none"> - land use, capital expenditure, general charges, - oil palm (mature & immature area) field condition - crop performance and cost - vehicles & equipment, amenities, - labour and security etc - Replanting activities at PR20 - SCRA and PMU visit for replanted fields dated 22-23/03/22 and 15-16/03/22 for both estates in the SOU respectively was sighted and verified. <p>Internal audit by the Agronomy Dept (Sustainability Unit) scheduled 2x/year for each unit. The exercise is to inspect and monitor compliance on ISCC/MSPO/RSPO standard requirement. Results from assessment of which are tabled and discussed during the Management Review.</p> <p>The mechanisms as established have been implemented. This is verified via the records maintained in all units daily, monthly and annually. Estate are monitored to ensure compliance against the SOP standard and factors relating to ESH.</p> <table border="1" data-bbox="1191 1310 1872 1399"> <tr> <td data-bbox="1191 1310 1236 1358"></td> <td colspan="2" data-bbox="1236 1310 1872 1358">Estate</td> </tr> <tr> <td data-bbox="1191 1358 1236 1399"></td> <td data-bbox="1236 1358 1393 1399">Areas</td> <td data-bbox="1393 1358 1872 1399">Action/Activities</td> </tr> </table>		Estate			Areas	Action/Activities	
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2	Melalap Estate	22-23/3/22	15-16/3/22																		
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>The implementation of SOP are monitored on a daily basis by the field staffs and Assistant Managers with overall overview by the Managers. The monitoring is made via supervision and records maintenance. The estates among others maintained the following records.</p> <ul style="list-style-type: none"> a) work program / Field cost books b) bin cards, Harvesting Intervals, c) Monthly Estate Report and Account, d) Monthly Operations, monthly rainfall, e) pest and diseases monthly return, f) agrochemical monthly consumption g) harvesting details i.e. daily inspection report - yield improvement program, h) summary of machinery running hours i) harvesting records detailing the number of bunches harvested j) quantity of loose fruit collected by each harvesters. k) Monthly FFB production, etc. 	Complied																		

		<p>Similarly the mill, the monitoring records maintained among others were related to;</p> <ul style="list-style-type: none"> a) monitoring of effluent / black smoke b) Processing & produce parameters c) Dispatches / scheduled wastes etc. d) monitoring consistent implementation of procedures through internal audit e) daily shift report for the process performance . f) There was a flow chart showing method for monitoring compliance of requirements including legal requirements. g) Internal audits are performed once a year minimum. <p>Activities carried out by contractors are being monitored via the following among others</p> <ul style="list-style-type: none"> a) to obtain work permit for confined spaces or work at height in the Mill b) evidences of competency for specialized work/job c) The mill supervisors and engineers will be onsite to monitor the work. d) The estates monitor to ensure that no contractors bring along their family members to work in the field. e) The estates ensure that the contractors are providing PPE, suitable working equipment and machinery. <p>Records of follow up action, if any, are retained where necessary.</p>	
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Criterion 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	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>There was no new planting reported in the sampled estates. SIA was conducted on 19 – 21/05/2015 for SOU 27 Melalap POM & supply bases by Social & Environment Projects Unit, PSQM Department. The methodology of the assessment was through field interview with stakeholders, site observation and documentation review. The assessment has involved the affected stakeholders such as contractors, government authorities, local communities, and workers. Issues raised by the stakeholders were incorporated into a management plan. Social profile such as social background of employees, background of local community, education, safety & health, living condition, infrastructure and amenities and stakeholder engagement were taken into consideration in the assessment.</p> <p>The methodology of the assessment was through field interview with stakeholders, site observation and documentation review. The assessment has involved the affected stakeholders such as contractors, schools’ representatives, officers from government authorities and internal workers. Issues raised by the stakeholders were incorporated into a management plan. Social profile such as social background of employees, background of local community, education, safety and health, living condition, infrastructure and amenities and stakeholder engagement were assessed accordingly.</p> <p>There were action plans and impact assessments relating to environmental impacts based on documents as following:</p>	Complied

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- a) Appendix 5.4.1b - Environmental Aspect and Impact Evaluation Procedure, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; Register
- b) Appendix 5.4.1c - Environmental Aspect and Impact Identification form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-01/EAI
- c) Appendix 5.4.1d – Environmental Impacts Evaluation form, Version 1; Year 2008 Issue no. 1; Dated 1 April 2009; MR-02/EIE.

There is no change of current practices required to mitigate negative effects based on identified impacts for both the mill and estates. However the mill and estates have conducted periodical review on the aspects and impacts identified and evaluated as registered.

The mill and estates has continuously implemented its annual programs that were established as part of its individual Pollution Prevention Plan. Managers and Assistant Managers of mill and estate were identified as person-incharge of the programs which were established upon review of the aspect and impact register. It was observed that the reviewing and updating on the registers were made annually if there's no any new activity within respective sites.

Estate		
	Areas	Action/Activities
1	Daily	Supervision by field staff/Assist/Manager
		Report of daily activities/costings/variation

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				WA group - digital supervision	
		2	Schedule	Quarterly ESH meeting	
				RCEO/ RGM visits on field activities	
				Internal audits by GCAD/SHO	
				Annual EPMC	
				External audit RSPO /MSPO	
				HQ visits / Agronomist visits	
				Zone Head / Regional Controller visits	
		3	Medical /health	Visits by KKM	
				Annual medical surveillance.	
				Melalap Palm Oil Mill	
			Areas	Action/Activities	
		1	Daily	Supervision by staff/Assist/Manager	
				Report of daily activities/costings/variation	
		2	Schedule	Quarterly ESH meeting	
				Internal audits by GCAD / SHO	
				Region SHO 2x/year visits	
				External audit RSPO /MSPO	
				Zone Head / Regional Controller visit.	
		3	Annual	Annual EPMC	
				Medical surveillance	

<p>3.4.2</p>	<p>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.</p> <p>- Minor Compliance -</p>	<p>SOU 27 has a separate Social Impact Assessment (SIA) and Environmental Impact Assessment reports. It mentioned the objectives, category, action, frequency, person in charge and monitoring period.</p> <p>Among others as summarised below:</p> <p>a) To ensure compliance to SOP and legal requirement regarding social (appointment of person in charge/committee to handle social matters, communication on policies/SOP on social to relevant stakeholders, monitoring of pay and agreement of workers and contractor’s workers and to maintain housing and facilities provided to workers). based on inputs received from external stakeholders during stakeholder meetings, union meetings, JCC meetings, and Gender Committee</p> <p>b) To contribute to local communities development based on inputs received from external stakeholders during stakeholder meetings, union meetings, JCC meetings, and Gender Committee meetings.</p> <p>c) Among the issues considered with the stakeholders include:</p> <p>The aspect and impact analysis for all the mill/estate operations are documented and revised annually recent being Jan 2022. In the comprehensive report, the study of aspect and impact are aimed to;</p> <ul style="list-style-type: none"> i) Plan to avoid negative impact and to promote positive impacts. ii) Reduction disposal of waste taking into consideration of social responsibilities. iii) Plan to reduce pollution and release of GHG iv) Development and implementations. 	<p>Complied</p>
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		<p>The aspect and impact covered the following activities/operations among others;</p> <table border="1" data-bbox="1167 459 1915 1029"> <thead> <tr> <th colspan="2">Melalap/Sapong Estate</th> <th colspan="2">Melalap/Sapong Estate</th> </tr> <tr> <th></th> <th>Activities</th> <th></th> <th>Activities</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Poisoning of VOPs/ woodies</td> <td>7</td> <td>Vehicle maintenance by contractors</td> </tr> <tr> <td>2</td> <td>Circle spraying</td> <td>8</td> <td>EFB application</td> </tr> <tr> <td>3</td> <td>Management of empty containers</td> <td>9</td> <td>Fertilizer storage /application</td> </tr> <tr> <td>4</td> <td>Rat baiting</td> <td>10</td> <td>Grass slashing</td> </tr> <tr> <td>5</td> <td>Diesel Reception</td> <td>11</td> <td>Chemicals storage</td> </tr> <tr> <td>6</td> <td>Triple rinsing</td> <td>12</td> <td>Grading of FFB</td> </tr> <tr> <th colspan="2">Melalap Palm Oil Mill</th> <th colspan="2">Melalap Palm Oil Mill</th> </tr> <tr> <th></th> <th>Activities</th> <th></th> <th>Activities</th> </tr> <tr> <td>1</td> <td>Effluent treatment</td> <td>7</td> <td>EFB storage</td> </tr> <tr> <td>2</td> <td>Engine room operations</td> <td>8</td> <td>Laboratory</td> </tr> <tr> <td>3</td> <td>Boiler operations</td> <td>9</td> <td>Workshop operations</td> </tr> <tr> <td>4</td> <td>CPO storage</td> <td>10</td> <td>Sterilization</td> </tr> <tr> <td>5</td> <td>Diesel Reception/storage</td> <td>11</td> <td>Chemicals storage</td> </tr> <tr> <td>6</td> <td>Triple rinsing</td> <td>12</td> <td>Scheduled wastes storage</td> </tr> </tbody> </table>	Melalap/Sapong Estate		Melalap/Sapong Estate			Activities		Activities	1	Poisoning of VOPs/ woodies	7	Vehicle maintenance by contractors	2	Circle spraying	8	EFB application	3	Management of empty containers	9	Fertilizer storage /application	4	Rat baiting	10	Grass slashing	5	Diesel Reception	11	Chemicals storage	6	Triple rinsing	12	Grading of FFB	Melalap Palm Oil Mill		Melalap Palm Oil Mill			Activities		Activities	1	Effluent treatment	7	EFB storage	2	Engine room operations	8	Laboratory	3	Boiler operations	9	Workshop operations	4	CPO storage	10	Sterilization	5	Diesel Reception/storage	11	Chemicals storage	6	Triple rinsing	12	Scheduled wastes storage	
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<p>3.4.3</p>	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -</p>	<p>Among the information available in the social impact management plans was feedbacks/issues, actions to be taken, timeframe, and persons in-charge. The progress of the actions was monitored and regularly updated. Generally, the issues raised by the stakeholders were of the roads condition, and corporate contributions.</p> <p>The Social/Environmental Action Plan for each units were available having information i.e issues, management plan, PIC and time frame. The input are gathered from the meeting minutes</p> <p>a) Gender Committee, NUPW, b) Safety Meeting,</p>	<p>Complied</p>																																																																

		<p>c) Complaint & Request from internal & external stakeholders and muster briefing). d) Stakeholders meeting</p> <table border="1" data-bbox="1182 510 1886 694"> <thead> <tr> <th></th> <th>OU</th> <th>Review date</th> <th>Updates</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MPOM</td> <td>01/07/2022</td> <td>No changes - no new activities</td> </tr> <tr> <td>2</td> <td>Melalap Estate</td> <td>16/02/2022</td> <td>No changes - no new activities</td> </tr> <tr> <td>3</td> <td>Sapong Estate</td> <td>03/01/2022</td> <td>No changes - no new activities</td> </tr> </tbody> </table>		OU	Review date	Updates	1	MPOM	01/07/2022	No changes - no new activities	2	Melalap Estate	16/02/2022	No changes - no new activities	3	Sapong Estate	03/01/2022	No changes - no new activities	
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3	Sapong Estate	03/01/2022	No changes - no new activities																
Criterion 3.5: A system for managing human resources is in place.																			
3.5.1	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable. - Minor Compliance -</p>	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and available as follows:</p> <p>a) SOPP Workforce Management Unit, WMU/LR-SOPP/JAN2016/R1 which provides the procedures for recruitment, selection and hiring. It includes steps to be taken to ensure foreign applicants with criminal record are filtered out.</p> <p>b) Hiring and selection of local workers, Doc No. 01-11-19 which details out the procedure of fill up job application forms, screening, interview, and medical check-up.</p> <p>c) Employment contracts (for foreign workers) and letters of job offer (for local workers) document the termination procedures</p> <p>d) Letters of job offer (for local workers) on retirement. Foreign workers is not subjected to retirement process because their employment would be dependent upon issuance of their annual work permits by the Immigration Department.</p> <p>e) Promotion is stipulated under SOP Doc No. SDP/HRUM/2020/SOP01 dated 1 Jan 2020.</p>	Complied																

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		The procedures were briefed to the workers during their induction course, and also during muster briefings.	
3.5.2	Employment procedures are implemented, and records are maintained. - Minor Compliance -	Application forms, interview assessment form, medical check-up report, copy of identification card and employment contract for newly recruited employees were made available for verification. These are among the pre-requisites spelt out in the recruitment procedure.	Complied
Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -	<p>Sime Darby Plantation Berhad have established the Group Policy on Health, Safety & Environment (HSE) Policy Statement signed by the CEO on 01/06/2020. The policy has been communicated to the staffs and workers through induction training for new workers, morning briefing and displayed at various notice boards within the estate. The policy has been briefed to all workers on 8/7/2022 in Melalap POM, on 6/1/2022 in Sapong Estate and on 17/8/2022 in Melalap Estate.</p> <p>In POM, OSH Risk Management Procedure has been established with reference number UM/HSE/SP/01 dated 9/3/2021. HIRARC was available for all operations within the Mill to identify the hazards, assess and recommended control measures to minimize the risks. Among the HIRARC sampled were EFB Disposal dated 30/04/2022, FFB Conveyer dated 04/07/2022 and Kernel Plant dated 04/07/2022.</p> <p>The estates also conducted risk assessments for all the operations and documented in the Hazard Identification, Risk Assessment, and Risk Control (HIRARC). The assessment covers all main operations and support operations. Among the activities verified in the HIRARC included Loading FFB, P&D Circle Application,</p>	Non-compliance

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		<p>Harvesting (Carriers), Gardening, etc. HIRARC is reviewed on annually and as and when there are any accidents that occur in the estate. Verified the latest review of HIRARC for the estates as per sample in Sapong Estate: Security dated 13/01/2022, Welding 13/01/2022 and Melalap Estate: Harvesting dated 02/04/2022 and Spraying dated 02/04/2022.</p> <p>Notwithstanding, during site visit at the Spraying Area at Field 2020A, Sapong Estate, it was found that 8 Sprayers were not using goggle and using N95 mask during conduct spraying activities. It was not in line with Safety Operating Procedure – Penyemburan Racun, Document No: SPE/SOP-13 dated 01/01/2021 Section 5 Setiap Pekerja Meracun diwajibkan menggunakan pakaian keselamatan yang telah di berikan/ disediakan oleh pihak pengurusan. Diantaranya seperti berikut: Penutup Hidung Respirator, Sarung Tangan Getah, Kasut Panjang getah, Cermin mata/pelindung mata dan apron. It also not in line with CHRA recommendation dated 14/08/2020 Section 8.0 Recommendation No. 2 Work Unit: Sprayer (1) To wear respirator 3M3744 or Single Cartridge Respirator.</p> <p>There is no portable eye wash provided at spraying area at Sapong Estate. It was not in line with Safety Data Sheet (SDS) Monex HC, Sornic HC dated 23/07/2020 Rev.13 Section 8 Exposure Control and Personal Protection, Other equipment: Safety showers and eye wash station should be provided in work areas.</p> <p>In Melalap POM, during site visit at Decanter Station, it was observed that Welder with Employee No: 34777 was conduct welding operation for leaking at decanter heavy phase outlet pipe while standing on a steel chair. PPE worn were Face Shield, Leather Gloves and Safety Shoes. However, it was observed that the welder does not wear welding apron. In addition, during interview with foreman at Workshop (Welding Area), there is no evidence</p>	
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		<p>that Welding Apron has been provided for welding works. Verification of PPE Issuance record, there is no evidence that welding apron has been issued for him (Employee No: 34777) as per record from 03/01/2022 to 13/09/2022. It was not in line with SOP Station 16: Workshop Issue No:1 Ver. No:1 dated 01/11/2008 Section 16.3.1.2 (e) When performing extensive welding works, use welding apron and HIRARC Workshop dated 30/04/2022 (1) "Operasi Kimpalan; Hazard: Percikan Kimpalan, Kesan: Cedera, Melecur, Kawalan Risiko: SOP, PPE, PWI, Safety Training". Hence a Major NC has been raised.</p>	
<p>3.6.2</p>	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored. - Critical (Major) compliance -</p>	<p>The effectiveness of the H&S plan to address health and safety risks to people is monitored as per sample as following: Melalap POM:</p> <ul style="list-style-type: none"> - Chemical Health Risk Assessment (CHRA) was conducted in compliance with Occupational Safety and Health (USECHH) regulation 2000 on 12/08/2019 by DOSH Registered Assessor, Imelda Marazing (HQ/10/ASS/00/277) with the CHRA Report available for verification. The CHRA Report (Report Ref Number: HQ/10/ASS/00/277 – 2019/39) was available for verification. - Medical Surveillance was conducted as per recommendation by the CHRA Assessor Refer Medical Surveillance Report dated 18/04/2022 conducted by Klinik Mansor Sdn Bhd. - Noise Risk Assessment was conducted by Mabello Group of Clinics on 08/07/2020 for Melalap Palm Oil Mill by a Noise Risk Assessor, Mr. Balamuralli A/L Raman (NRA Reg: HQ/18/PEB/00/00028). Report was available for verification and further action (Audiometric Test) is required as per Section 9.0 Conclusion. 	<p>Complied</p>

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		<ul style="list-style-type: none"> - Annual & Baseline Audiometric Testing was conducted for all workers exposed to excessive noise in the mill by Klinik Mansor Sdn Bhd. Refer Baseline and Annual Audiometric Testing with reference number SD/MLM/ATP/V.1 – 156/04 dated 16/05/2022. 57 workers were examined, and result indicates that 52 workers have normal result, 4 workers fall under hearing impairment and noise induced hearing loss and 1 worker fall under Standard Threshold Shift. JKKP 7 report has been submitted and available for verification. Medical examination and retest have been conducted on 07/07/2022 and report was available for verification. <p>Sapong Estate:</p> <ul style="list-style-type: none"> - The Chemical Health Risk Assessment Report (Ref. Number: HQ/09/ASS/00/124 – 2020/0028) conducted by Global Advance Training and Consultancy (DOSH Registration: HQ/09/ASS/00/124) on 25/06/2020. - Medical Surveillance was conducted from 24/01/2022 at Mabello Group of Clinic for 31 estate workers, namely sprayers, workshop attendants, mandores, trunk injectors, and manurers who have been exposed to chemicals and fumes. Results indicates all fit to work. - Assessment conducted on 08/07/2020 by Mabello Group of Clinics. The assessment report was available for verification. - Audiometric Programme was conducted by Mabello Group of Clinic on Dec 2021. A total of 10 workers had undergone the audiometric test. Result indicates that 10 workers have normal audiogram and none of workers fall under Hearing Impairment. There are no workers fall under Permanent Standard Threshold Shift (STS). 	
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		<p>Melalap Estate:</p> <ul style="list-style-type: none"> - The Chemical Health Risk Assessment Report (Ref. Number: HQ/09/ASS/00/124 – 2019/064) conducted by Global Advance Training and Consultancy (DOSH Registration: HQ/09/ASS/00/124) on 01/11/2019. - Medical Surveillance was conducted from 24/01/2022 at Mabello Group of Clinic for 15 estate workers, namely sprayers, workshop attendants, mandores, trunk injectors, and manurers who have been exposed to chemicals and fumes. Results indicates all fit to work. - Assessment conducted on 08/07/2020 by Mabello Group of Clinics. The assessment report was available for verification. - Audiometric Programme was conducted by Mabello Group of Clinic on Dec 2021. A total of 10 workers had undergone the audiometric test. Result indicates that 9 workers have normal audiogram and 1 of worker fall under Hearing Impairment. There are no workers fall under Permanent Standard Threshold Shift (STS). 	
Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.			
3.7.1	<p>(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 RSPOP&C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>Documented programme that provides training is in place based on the training need analysis conducted annually for management personnel, employees and stakeholders.</p> <p>Annual training programmes established for identified trainings covers the aspects of company sustainability policies and procedures that include occupational safety and health, environmental and social mainly for all employees.</p>	Complied

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		For stakeholders, other than company sustainability policies and procedures, there are specific trainings such as OHS, discipline and waste management for contractors.																																								
3.7.2	Records of training are maintained. - Minor Compliance -	<p>Records of training are maintained by mill and estates as per sample as following:</p> <table border="1"> <thead> <tr> <th>Trainings</th> <th>Attendance</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Sexual Harassment Awareness</td> <td>All employees</td> <td>12/3/2022</td> </tr> <tr> <td>Sustainability Policies & Procedures</td> <td>External stakeholders</td> <td>29/3/2022</td> </tr> <tr> <td>Briefing on Child Labour</td> <td>All employees</td> <td>28/3/2022</td> </tr> <tr> <td>Code of Business Conduct</td> <td>All employees</td> <td>30/3/2022</td> </tr> <tr> <td>HCV Briefing</td> <td>All employees</td> <td>26/2/2022</td> </tr> <tr> <td>Ear Plug Usage</td> <td>All employees</td> <td>3/11/2021</td> </tr> <tr> <td>Code of Business Conduct</td> <td>Contractors</td> <td>1/4/2022</td> </tr> <tr> <td>Vacation Leave Pay</td> <td>All employees</td> <td>28/3/2022</td> </tr> <tr> <td>LOTO Refresher Training</td> <td>All employees</td> <td>7/2/2022</td> </tr> <tr> <td>Safety Briefing by DOSH</td> <td>All employees</td> <td>21/2/2022</td> </tr> <tr> <td>Complaints Channel for Workers</td> <td>All employees</td> <td>23/12/2021</td> </tr> <tr> <td>Hearing Conservation Training</td> <td>All employees</td> <td>16/1/2021</td> </tr> </tbody> </table>	Trainings	Attendance	Date	Sexual Harassment Awareness	All employees	12/3/2022	Sustainability Policies & Procedures	External stakeholders	29/3/2022	Briefing on Child Labour	All employees	28/3/2022	Code of Business Conduct	All employees	30/3/2022	HCV Briefing	All employees	26/2/2022	Ear Plug Usage	All employees	3/11/2021	Code of Business Conduct	Contractors	1/4/2022	Vacation Leave Pay	All employees	28/3/2022	LOTO Refresher Training	All employees	7/2/2022	Safety Briefing by DOSH	All employees	21/2/2022	Complaints Channel for Workers	All employees	23/12/2021	Hearing Conservation Training	All employees	16/1/2021	Complied
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3.7.3	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. - Minor Compliance -	Training conducted from time to time to all personnel critical in SCCS effective implementation. Latest training was conducted by Regional Sustainability & Quality Management (RSQM) personnel, attended Mill Manager, Assistant Mill Manager, Lab Supervisor, Lab Despatch Operator, Weighbridge Clerk and Auxiliary Police.	Complied																																							
<p>Criterion 3.8: Supply chain requirement for mills (note: All supply chain requirements are considered as Critical (C). However it will not contribute to suspension if there is more than 5 non-compliance within a principle)</p>																																										

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3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/estates that are certified against the RSPO Principles and Criteria (RSPO P&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 is used), and volume sales of RSPO certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>Melalap POM is under mass balance module. Thus, this indicator is not applicable.</p>	Not Applicable		
3.8.2	<p>Mass Balance Module</p> <p>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>	<p>Melalap POM receives and process both certified and noncertified FFB. Therefore, it uses the Mass Balance supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>	Complied		
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&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>	<p>All figures are reported in Table 10 Summary of Certified Tonnage (MT) section of this report.</p>	Complied		
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>	<p>The mill meet all registration requirements of RSPO PalmTrace with information as following:</p> <table border="1" data-bbox="1144 1326 1930 1366"> <tr> <td data-bbox="1144 1326 1429 1366">Member Name</td> <td data-bbox="1429 1326 1930 1366">Melalap Oil Mill</td> </tr> </table>	Member Name	Melalap Oil Mill	Complied
Member Name	Melalap Oil Mill				

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<p>3.8.5</p>	<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> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) Identification of the role 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 mill’s procedures for the implementation of this standard. 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>Documented procedures established as Sime Darby Plantation Berhad Sustainable Supply Chain and Traceability Procedure for Upstream Malaysia 2022; Doc. ID # SD/SDP/GSD/SCCS/0522/01; Version # 01; Effective Date: 1/6/2022.</p> <p>The procedure was established which covers responsibility, reporting of certified CPO/PK, non-conforming products and/ or documents, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, record keeping, training, complaints, management review and product claim.</p> <p>The Mill Manager as Head of Operating Unit have the overall responsibility for the implementation of SOP and he may assign roles to relevant personnel or invite personnel from various departments necessary to assist in the SOP implementation. Mill Manager has appointed Mill Assistant as person in charge for Environmental/ Quality Management Systems inclusive of SCCS.</p>	<p>Complied</p>						
<p>3.8.6</p>	<p>Internal Audit</p> <ul style="list-style-type: none"> i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill: <ul style="list-style-type: none"> a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. 	<p>Based on the requirements specified in the Supply Chain and Traceability Procedure for Upstream Malaysia 2022; Doc. ID # SD/SDP/GSD/SCCS/0522/01; Version # 01; Effective Date: 1/6/2022, latest RSPO SCCS Internal Audit for SOU 27 Melalap POM was conducted on 27/6/2022. A major NC finding was raised by internal auditor on indicator 5.9 due to inaccurate information in mass balance sheet has been closed on 4/8/2022.</p>	<p>Complied</p>						

	<p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) Any non-conformities found as part of the internal audit shall be issued 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>		
3.8.7	<p>Purchasing and Goods In</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 FFB and/or documents.</p>	<p>The mill verified and documented the tonnage and sources of certified and the tonnage of non-certified FFBs received as per sample records as following:</p> <ul style="list-style-type: none"> - RSPO Certified FFB Receive Ticket # 102095; Supplier: E200 – E-Sapong; Product: 001-FFB A Crop; DO # 01541; Vehicle # SS6070 P05; Nett weight: 9,140 kg; Date: 14/9/2022 - RSPO Certified FFB Receive Ticket # 102144; Supplier: E201 – E-Melalap; Product: 001-FFB A Crop; DO # 49594; Vehicle # SAB4082L; Nett weight: 10,340 kg; Date: 17/9/2022 - Uncertified FFB Receive Ticket # 99983; Supplier: Ladang Paal Sdn. Bhd.; Product: 001-FFB A Crop; DO # 010764; Vehicle # SS6278X; Nett weight: 1,660 kg; Date: 24/4/2022 	Complied
3.8.8	<p>Sales and Goods Out</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> <p>a) The name and address of the buyer;</p> <p>b) The name and address of the seller;</p>	<p>The supplying mill ensured that minimum information for RSPO certified products is made available in document form as per sample as following certified & conventional (uncertified) sales:</p> <ul style="list-style-type: none"> - RSPO Certified CPO Despatch Ticket # 007556; Customer: KB – Kunak SDP Sabah; Location: Kunak Bulking Installations; Product: 0007-CPO – RSPO MB; DO # 139702; PO # 9261; Vehicle # KEJ8168; Nett weight: 39,900 kg; Date: 5/8/2022; Contract # S/GGM/2207/CPO0001 - Conventional CPO Despatch Ticket # 007547; Customer: Mewah Datu Sdn. Bhd.; Location: POIC Lahad Datu, Phase 1, 	Complied

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	<ul style="list-style-type: none"> c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>Lot 3A; Product: 0007-CPO; DO # 160017; PO # 9252; Vehicle # SYQ8168; Nett weight: 38,020 kg; Date: 28/7/2022; Contract # S/GGM/2207/CPO0002</p> <ul style="list-style-type: none"> - RSPO Certified PK Despatch Ticket # 007568; Customer: SDO Carey Island KCP; Location: Lot 18283; Product: 0007-PK-RSPO MB; DO # 146713; PO # 9273; Vehicle # FA8138; Nett weight: 31,340 kg; Date: 22/8/2022; Contract # S/GGM/2208/PKL0002 - Conventional PK Despatch Ticket # 007578; Customer: KLK Premier Oils Sdn. Bhd.; Location: KLK Premier IPH; Product: 0008-PK; DO # 150105; PO # 9283; Vehicle # SMB8168; Nett weight: 34,100 kg; Date: 6/9/2022; Contract # S/GGM/2209/PK0001: 	
<p>3.8.9</p>	<p>Outsourcing Activities</p> <ul style="list-style-type: none"> i) The mill shall not outsource its milling activities. In cases where he 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 ii) The mill shall ensure the following: <ul style="list-style-type: none"> a) The mill has legal ownership of all input material to be included in outsourced processes 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>No outsource of processing except for transportation as per sampe Letter of Award for Crude Palm Oil and Palm Kernel, Transportation Services for Sime Darby Plantation (Sabah) Sdn. Bhd.'s Oil Mills; Ref. # T/SDPB/SBH/CPOPK/0921/003; Date: 15/2/2022; Transporter: Pengangkutan Dagang Tera Sdn. Bhd.; Contract period: 1/1/2022 – 31/12/2024.</p> <p>The mill ensured all RSPO SCCS requirements are followed as specified in the agreement and agreed by the transporter with signing.</p>	<p>Complied</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>		
3.8.10	The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.	The list of outsourced contractors was sighted, as per list of stakeholders that include the transport contractor for CPO and PK. The independent third parties involve in Mill operation is only transportation services for CPO and PK.	Complied
3.8.11	The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.	No new contractor used for the processing or physical handling of RSPO certified oil palm products transportation.	Complied
3.8.12	<p>Record keeping</p> <p>i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements.</p> <p>ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.</p> <p>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.</p> <p>iv) For Mass Balance Module, the mill:</p>	<p>Accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements available for verification. As spelt out in its supply chain procedure, Clause 5.4, records are to be maintained minimum of two years for sample records as per following:</p> <ul style="list-style-type: none"> - Mass Balancing Records for Oil Mills; Mill name: KKS Melalap - Daily Production Summary Report - Monthly Production Summary Report <p>Based on mass balance sheet latest dated end of August 2022, no negative stock recorded.</p>	Complied

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	<ul style="list-style-type: none"> 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. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. 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). 		
3.8.13	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	The oil extraction rate (OER) and the kernel extraction rate (KER) for Melalap POM is determined and set their own extraction rates based upon past experience, documented and applied consistently.	Complied
3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	For the last review period from Oct 2021 to Aug 2022 the OER: 20.16% and KER: 4.49% were reported.	Complied
3.8.15	<p>Processing</p> <p>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.</p>	Not applicable for mass balance module.	Not Applicable
3.8.16	<p>Registration of Transactions</p> <ul style="list-style-type: none"> 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 	Shipping Announcement in the RSPO IT platform carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not within three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.	Complied

	<p>dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.</p> <p>ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.</p>		
3.8.17	<p>Claims</p> <p>The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.</p>	There is no claim on RSPO SCCS by Melalap POM.	Complied
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Melalap POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.</p>	Not applicable since no off-product claim made by Melalap POM since last audit.	Not Applicable
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable since no off-product claim made by Melalap POM since last audit.	Not Applicable

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4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	Not applicable since no off-product claim made by Melalap POM since last audit.	Not Applicable
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Melalap POM and verified through document and site review (notice board, business card, shipping documentation, etc.	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication was demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	As per interview with weighbridge operator, she said that the weighbridge ticket will be stated the info i.e: product/commodity with SCC model (Crude Palm Oil RSPO MB) and will stamp the RSPO certificate number. Verified the documents found that the supply chain model and certificate number were stated on the ticket.	Complied
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.	Not applicable since Melalap POM is a mill and not distributor or wholesaler category.	Not Applicable

	b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.		
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be	Not applicable since Melalap POM not producing consumer products or use business to consumer communication.	Not Applicable

	<p>undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>		
<p>MODULE B – MASS BALANCE SPECIFIC RULES</p>			
<p>Minimum Mass Balance content</p>			
	<p>95% or above of the oil palm content must be RSPO MB-certified.</p>	<p>100% of oil palm content used in Melalap POM RSPO MB certified products.</p>	<p>Complied</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Not applicable since 100% of oil palm content used in Melalap POM RSPO MB certified products.</p>	<p>Not Applicable</p>
<p>Labelling and trademark (MB)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does 	<p>Melalap POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Not Applicable</p>

	<p>not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</p> <ul style="list-style-type: none"> • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
<p>Principle 4: Respect community and human rights and deliver benefits</p>			
<p>Criterion 4.1: The unit of Certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has established Group Sustainability & Quality Policy Statement dated 02/12/2019 by Group Managing Director where the company is respecting, upholding & no-exploitation of fundamental human rights. This policy statement is guided by the commitment spelt out in the Human Rights Charter (HRC). The HRC was last revised in August 2020. They promote the human rights, safeguard democracy and its institutions and not violate the rights of others. They also recognize the important role Human Right Defenders. In accordance with the United Nations Declaration on Human Rights Defenders, the company is committed to safeguarding the confidentiality of those involved by establishing clear operational guidelines on the coordination, administration, and response to the allegations of threats through our Human Rights Defender Policy and ensuring that their internal policies and</p>	<p>Complied</p>

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		mechanisms protect and prevent harm to complainants, as well as respond to complaints on any alleged threats made to them. Apart from posting on the company’s website, the policy was communicated to the stakeholders mainly through stakeholder meetings and workers’ routine musters.	
4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations. - Minor compliance -	Sime Darby Plantation prohibits any form of violence or harassment in their operation as per the policies mentioned above. Based on interview with sampled workers and gender committee representatives, there has been no case reported with regards to violence and harassment.	Complied
Criterion 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 RSPO policy on respect for HRD. - Critical (Major) compliance -	Sime Darby Plantation has developed Human Rights Charter, which was last revised in 2020, where the company believes everyone has the responsibility to promote human rights, safeguard democracy and its institutions and not violate the rights of others. They recognise the important role Human Rights Defenders, whistle-blowers, complainants, and community spokespersons play by lodging complaints in confidence.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties. - Minor compliance -	Sime Darby Plantation has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after the issue is reported, which involves the disputed parties, zone heads, third parties and stakeholders. Besides, the company has implemented “Suara Kami Helpline” as a platform for the workers to raise any issue. Verified the SOP for “Suara Kami Helpline” dated 15/04/2020 that explains the procedure of using the helpline. The procedure had been	Complied

		communicated to the employees mainly through morning muster and display of the procedure on several notice boards.	
4.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Sime Darby has developed its own online complaint platform called Palm Pal for workers to utilised using their smartphones. The complaints will then be registered in a tracking system called Social Dialogue Tracking System. This enables the management to record the complaints and monitor its action progress. A meeting call Social Dialogue Meeting is also conducted every fortnightly between the management and the workers representatives. The outcomes from this meeting are also registered in the tracking system. Among the information available in the system is details of complaints, name of complainant, action to be taken and timeframe. Complaint/Suggestion Form (Internal & External) and Housing Defect Complaint Form were also still in use to record any complaints from internal and external stakeholders. Verification of sampled issues and interview with workers confirmed that all the complaints/grievances were acted upon on timely manner.</p>	Complied
4.2.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has implemented Flowchart and Procedure on Handling Social Issues, version 1 and dated 01/11/2008. Initial negotiation between the management and the dispute parties should be taken within two weeks after the issue is reported, which involves the disputed parties, zone heads, third parties and stakeholders.</p> <p>Besides, the company has implemented "Suara Kami Helpline" as a platform for the workers to raise any issue. Verified the SOP for "Suara Kami Helpline" dated 15/04/2020 that explains the procedure of using the helpline. The procedure had been communicated to the employees mainly through morning muster and display of the procedure on several notice boards.</p>	Complied

Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.

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4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated. - Minor compliance -	The mill management has made contribution such as provide 100% job opportunity to local communities. Other notable contribution was the establishment of Community Learning Centre (CLC) for secondary school for foreign workers' children which was approved by Tn Azhar Saat (RGM, North Zone) referring to a letter dated 13/04/2022	Complied
Criterion 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 authorised use of customary land authorised by customary landowners 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. - Critical (Major) compliance -	Melalap POM is located on the land of Melalap Estate under Land Title# Country Lease 165314643. A copy of the land title was kept in the mill. Melalap Estate has 6 land titles with a total area of 2,257.25 Ha while Sapong Estate has 8 land titles with a total area of 4,120.14 Ha. All the land titles were made available for verification including shared area with smallholders.	Complied
4.4.2	Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:	Sime Darby Plantation has developed Human Rights Charter last revised 2020, under Clause 3.1.1 where the company ensures the operating environment is free from conflict by undertaking robust free, prior and informed consent (FPIC) process to any new developed. There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.4.2a	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 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. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied

4.4.2b	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. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.4.2c	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. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Critical (Major) compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
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. - Critical (Major) compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied

Criterion 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. - Critical (Major) compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
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. - Critical (Major) compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable

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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
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. - Minor compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	As verified through stakeholders' consultation and boundary verification, there has been no new planting on local people's land since the last assessment.	Not Applicable
Criterion 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. - Critical (Major) compliance -	Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/11/2008. The procedure has the details about the process of handling any issues reported by local communities regarding land dispute. Should ther be any issue, a negotiation process will be initiated where the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders are involved. Compensation of calculation and	Complied

		distribution to the affected parties will be determined by Land Management Department.	
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair 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. - Critical (Major) compliance -	Addressed in the SOP as mentioned in Indicator 4.6.1.	Complied
4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Not Applicable
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. - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Not Applicable
Criterion 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. - Critical (Major) compliance -	Sime Darby Plantation Berhad has developed Flowchart and Procedures on Handling Land Disputes, version 1 dated 01/11/2008. The procedure has the details about the process of handling any issues reported by local communities regarding land dispute. Should there be any issue, a negotiation process will be initiated where the Estate Management, Land Management Department, Regional Heads, Zone Heads, third parties' involvement including stakeholders are involved. Compensation of calculation and distribution to the affected parties will be determined by Land Management Department.	Complied

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4.7.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	Addressed in the SOP as mentioned in Indicator 4.7.1.	Complied
4.7.3	<p>Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development.</p> <p>- Minor compliance -</p>	There was no community that had lost access and rights to land as well as no expansion of plantation by the certification unit.	Not Applicable
<p>Criterion 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.</p>			
4.8.1	<p>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.</p> <p>- Minor compliance -</p>	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.8.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
4.8.3	<p>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)</p>	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied

	- Minor compliance -		
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 neighbouring communities where applicable). - Minor compliance -	There has been no issue related to loss of legal customary rights with indigenous people, local communities and other stakeholders reported. This has also been evident through interview with the local communities.	Complied
Principle 5: Support smallholder inclusion			
Criterion 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. - Minor compliance -	Prices available based on 1% OER MPOB Price provided by Outside Crop Purchase (OCP) personnel of Upstream Malaysia Head Office as per sample previous final price July 2022 = RM 38.16/%.	Complied
5.1.2	(C) Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	Based on sample FFB Purchase Agreement between Melalap POM and OCP, all contracts signed between OCP and Melalap POM were attached with evidence that the mill explains the FFB pricing as per sighted for sample as following: - OCP Supplier: Ladang Cepat - KPD Sdn. Bhd.; Agreement # P/G/1221/FFB03452L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: Johan Sawit Sdn. Bhd.; Agreement # P/G/1221/FFB03454L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: EHK Enterprise; Agreement # P/G/1221/FFB03459L; Contract Period: 1/1/2022 – 31/12/2022	Complied
5.1.3	(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	Based on sample FFB Purchase Agreement between Melalap POM and OCP, all contracts signed between OCP and Melalap POM were attached with the calculation of FFB pricing which is fair to both the OCP and the mill as per sighted for sample as following: - OCP Supplier: Ladang Cepat - KPD Sdn. Bhd.; Agreement # P/G/1221/FFB03452L; Contract Period: 1/1/2022 – 31/12/2022	Complied

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		<ul style="list-style-type: none"> - OCP Supplier: Johan Sawit Sdn. Bhd.; Agreement # P/G/1221/FFB03454L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: EHK Enterprise; Agreement # P/G/1221/FFB03459L; Contract Period: 1/1/2022 – 31/12/2022 	
5.1.4	<p>(C) Evidence is available that all parties, including women and independent representative organisations 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.</p> <p>- Critical (Major) compliance -</p>	<p>Based on sample FFB Purchase Agreement between Melalap POM and OCP, all contracts signed between OCP and Melalap POM were attached with supplemental Vendor Integrity Pledge and COBC which include the specific clauses on meeting applicable legal requirements sighted for sample as following:</p> <ul style="list-style-type: none"> - OCP Supplier: Ladang Cepat - KPD Sdn. Bhd.; Agreement # P/G/1221/FFB03452L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: Johan Sawit Sdn. Bhd.; Agreement # P/G/1221/FFB03454L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: EHK Enterprise; Agreement # P/G/1221/FFB03459L; Contract Period: 1/1/2022 – 31/12/2022 	Complied
5.1.5	<p>Contracts are fair, legal and transparent and have an agreed timeframe.</p> <p>- Minor compliance -</p>	<p>Contracts are fair, legal and transparent and have an agreed timeframe as per sample Outside Crop Purchase (OCP) agreement as following:</p> <ul style="list-style-type: none"> - OCP Supplier: Ladang Cepat - KPD Sdn. Bhd.; Agreement # P/G/1221/FFB03452L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: Johan Sawit Sdn. Bhd.; Agreement # P/G/1221/FFB03454L; Contract Period: 1/1/2022 – 31/12/2022 - OCP Supplier: EHK Enterprise; Agreement # P/G/1221/FFB03459L; Contract Period: 1/1/2022 – 31/12/2022 <p>Verified for all OCP suppliers agreement, the agreed payment method are as following:</p> <ul style="list-style-type: none"> - Advance 70% weekly (7 days delivery) volume received 	Complied

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		- Final remaining outstanding monthly purchase price before 10 th day of following month	
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.</p> <p>- Critical (Major) compliance -</p>	<p>Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given as per records of FFB Payment Proof_KKS Melalap Jan-May 2022 for sample OCP suppliers as following:</p> <ul style="list-style-type: none"> - Vendor: Wong Millenium Enterprise; Doc. (FFB Delivery Statement) date: 10/5/2022; Payment date: 17/5/2022; Ref. # G/ADVCH-014583 - Vendor: Ladang Paal Sdn. Bhd.; Doc. (FFB Delivery Statement) date: 24/5/2022; Payment date: 30/5/2022; Ref. # G/ADVCH-014592 - Vendor: Asia Sawit Center; Doc. (FFB Delivery Statement) date: 31/5/2022; Payment date: 7/6/2022; Ref. # G/AFVCH-009339 	Complied
5.1.7	<p>Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government).</p> <p>- Minor compliance -</p>	<p>Weighbridges used for determining payment to smallholders are verified as following:</p> <ul style="list-style-type: none"> - Weighbridge ID ATK 40,000 kg x 10 kg Mettler Toledo IND246 Form D Perakuan Penentuan Timbang Dan Sukat # D097530; Serial # B545689517; Safety Sticker # DE17 001820; Calibration # S1-ATK 087682 - Weighbridge ID ATK 60,000 kg x 10 kg Avery ZM305 Form D Perakuan Penentuan Timbang Dan Sukat # D097187; Serial # 212350199; Safety Sticker # DE18 005291; Calibration # S1-ATK 04508 	Complied
5.1.8	<p>The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements 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.</p>	<p>Melalap POM supports independent smallholders through purchase of their FFB. No agreements between them on certification as of now. However, the independent smallholders often received information on certification from Melalap POM mainly on MSPO during consultation.</p>	Complied

	- Minor compliance -		
5.1.9	<p>(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.</p> <p>- Critical (Major) compliance -</p>	No grievance received from external FFB suppliers since the last audit. Sime Darby Plantation Mill Quality Management System – Standard Operation Manual, Sub-section 5.5, Appendix 5.5.3.2, version 1, issue date 01/04/2008) established to handle if there is any external complaint. Interviewed with the FFB supplier and he is able to show the understanding on the complaint mechanism.	Complied
Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.			
5.2.1	<p>The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, 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.</p> <p>- Minor compliance -</p>	There was an OCP Engagement Program latest conducted on 29/03/2021 to involve the smallholders and collection centre to explain the sustainability and RSG to the smallholders. The program has involved MPOB officers to explain on the certification as well.	Complied
5.2.2	<p>The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS).</p> <p>- Minor compliance -</p>	Sime Darby Plantation as a group has developed Standard Operating Procedure for Responsible Sourcing Guidelines (RSG) with Doc. No.: SD/SDP/GS/001 dated June 2020 in approaching third party FFB & CPO suppliers to ensure the fruits and CPO are sourced from identified, legal and responsible sources. Outside Crop Purchaser (OCP) upstream are responsible to source potential external suppliers. There was a OCP Engagement Program conducted on 29/03/2021 to involve the smallholders and collection centre to explain the sustainability and RSG to the smallholders.	Complied
5.2.3	<p>Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.</p> <p>- Minor compliance -</p>	<p>As part of Sime Darby Plantation Responsible Sourcing Guidelines (RSG), potential supplier will be assessed to ensure no deforestation after 2010, no planting of peat area after 2010; have valid land title (valid ownership sample suppliers of dealers) and have valid MPOB license for their oil palm planting/FFB.</p> <p>Group Sustainability Department, Sustainability Compliance Unit has conducted Desktop Review Assessment for New OCP suppliers on</p>	Complied

		29/09/2020 to check on the compliance of no planting on peat and forest reserve. There was a OCP Engagement Program conducted on 29/03/2021 to involve the smallholders and collection centre to explain the sustainability and RSG to the smallholders.	
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	Melalap POM supports independent smallholders through purchase of their FFB. No agreements between them on certification as of now. However, the independent smallholders often received information on certification from Melalap POM mainly on MSPO during consultation.	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	Melalap POM supports independent smallholders through purchase of their FFB. No agreements between them on certification as of now. However, the independent smallholders often received information on certification from Melalap POM mainly on MSPO during consultation.	Complied
Principle 6: Respect workers' rights and conditions			
Criterion 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. - Critical (Major) compliance -	Sime Darby Plantation has developed Human Rights Charter to ensure decent work for all workers means providing equal opportunity, social protection, respecting rights at work and providing a platform for workers' voice and social dialogue. They respect the rights of workers and provide fair and favourable working conditions by promoting diversity and inclusion by providing equal opportunities and not tolerating any form of discrimination on the grounds of ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age. They will facilitate opportunities for advancement for their employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights.	Complied

6.1.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Based on interview with the workers from different gender and nationalities, it was confirmed that there was no discrimination reported. The management has treated all employees equally for example in term of providing accommodation, medical treatment, job opportunity, wages rate, etc.</p>	Complied
6.1.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has developed a Promotion for Employees (Doc. No.: SDP/HRUM/2020/SOP01 dated 01/01/20201) to provide a guideline on promotion process to ensure all employees are given fair and equal opportunity based on the set requirements such as work performance and suitability of the position. Apart from that, Sime Darby Plantation (Sabah) Sdn Bhd has signed the Collective Agreement (For field/ oil palm harvesters/ oil mill and other general employees) with Sabah Plantation Employees Union (SPIEU) which has outlined the promotion, termination and retirement.</p>	Complied
6.1.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Based on verification of the pre-employment medical check-up report and the report for urine testing to detect for drug, it was noted that there is no requirement for pregnancy testing to be conducted prior the employment. This was also evident through interview with workers.</p>	Complied
6.1.5	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>A combined Gender Committee was established for Melalap POM, Melalap Estate and Sapong Estate. The committee organizes a meeting every two months. The last meeting was conducted on 13/09/2021 and minutes of meeting were made available for verification. So far, there has been no issue raised by the female workers as verified from the feedback forms and minutes of meeting. Based on interview with the Gender Committee representatives at all the operating units, it was confirmed that there has been no case of sexual harassment or violence reported.</p>	Complied

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6.1.6	There is evidence of equal pay for the same work scope. - Minor compliance -	Based on the sampled payslips, which consists of both genders, it was noted that their salary is the same for the same job scope. They were paid according to the Minimum Wage Order 2022 without any form of discrimination. This was also evident through interview with workers.	Complied
Criterion 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. - Critical (Major) compliance -	Sime Darby Plantation (Sabah) Sdn Bhd has signed the Collective Agreement (For field/ oil palm harvesters/ oil mill and other general employees) with Sabah Plantation Employees Union (SPIEU) which effective from 01/01/2020 to 31/12/2022. Employment contract was available in both English and Bahasa Malaysia/Indonesia. Samples of employment contracts were reviewed and found that the agreements were signed by the employees. The new foreign workers will be inducted for the terms and conditions of employment contract and briefed on the company's policies, upon arrival to the operating units. This was evident through interview.	Complied
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. - Critical (Major) compliance -	Based on sampled employment contracts the contracts were signed in dual language which is English and their home country language such as Bahasa Malaysia/Indonesia. The terms and conditions such as working hours, deduction, overtime, sick leave, holiday entitlement, reason of dismissal and period of notice were outlined in the contract. The extension contract has outlined the terms and condition according to the Collective agreement, Sabah Ordinance and Minimum Wage Order 2022.	Complied
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.	29 samples for workers from various operations such as mill operators, harvester, field workers and general workers were verified. Overtime was found to be appropriate and deduction was	Complied

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	- Critical (Major) compliance -	made fairly as per the agreement and approval from the Human Resource Department Sabah.	
6.2.4	<p>(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 (5years) is allowed to upgrade the infrastructure.</p> <p>- Critical (Major) compliance -</p>	Workers are accommodated at the housing complex quarters of the operating units without any charges. Free water supply, subsidised electric supply and free medical support were also given to all workers. Housing inspection was conducted weekly by the Medical Assistant using the Housing Complex/ Nest/ Community Hall Weekly Inspection Checklists (PIOA).	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	All workers were also provided with 10kg of rice once every two months as per company’s policy. Records of distribution of rice at all the operating units were made available for verification. Interview with the workers confirmed that they have easy access to adequate, sufficient and affordable foods at the nearby town. Sundry shops were also available inside the premise and the price of goods were reasonable.	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p> <p>PROCEDURAL NOTE: STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavour to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist (As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing,</p>	The certification unit had established the prevailing wage calculation to include all the in-kind benefits provided to the workers. Sampled the prevailing wages for benefit of Maintenance & utilities – RM 60.32 for local workers and foreign workers, medical cost for RM 7.55 and RM 5 for phone reload and for both local workers and foreign workers. The prevailing wages is more than the Minimum Wage Order 2022.	Complied

<p>seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country). These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers’ union, authorities and/or relevant organisations.</p> <p><i>For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage (RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country).</i></p> <p>Once these benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:</p> <ul style="list-style-type: none"> • Updated assessment on prevailing wages and in-kind benefits • There is annual progress on the implementation of living wages • Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment • The UoC may choose to implement the living wage payment in a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation. <p>- Minor compliance -</p>		
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6.2.7	<p>Permanent, full-time employment 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.</p> <p>- Minor compliance -</p>	<p>All the core works are performed by permanent and full-time employees. No temporary/ casual worker was employed. The estates have appointed contractor for replanting, FFB transporting and hiring heavy machinery.</p>	Complied
<p>Criterion 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.</p>			
6.3.1	<p>(C) A published statement recognising 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.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation Berhad has developed Human Rights Charter where they respect Freedom of Association by respecting the rights of employees to form and join unions and bargain collectively. In jurisdictions where this right is limited, they will provide alternative means of employee engagement and grievance redressal. The policy has been communicated to the workers through musters and display on notice boards.</p>	Complied
6.3.2	<p>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.</p> <p>- Minor compliance -</p>	<p>SPIEU Committee was established in the certification unit. The last meeting was conducted on 15/09/2022 with the management and workers' representatives from all operating units. Issues raised during the meeting were recorded in the minutes of meeting. Social action plan was developed for the issues raised by the SPIEU representatives.</p>	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Interview with the SPIEU representatives and the workers confirmed that the election of the representatives were freely done by the workers without any interference from the management.</p>	Complied
<p>Criterion 6.4: Children are not employed or exploited.</p>			

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6.4.1	<p>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.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They recognize that protecting the wellbeing of children means safeguarding them from any form of maltreatment or exploitation, including child sex tourism, child trafficking and child pornography. They are eradicating the child labour in all their supply chain and not to employ anyone underage of 18 years.</p> <p>All the contractors were required to read through Vendor COBC before they signed on the Vendor Integrity Pledge where they will be required to comply with labour and human rights. The contractors had also been briefed on the human right charter and prohibition of child labour. This has confirmed with the stakeholders through stakeholder consultation.</p>	Complied
6.4.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Workforce Management Unit has developed SOPP under Clause 3.1.14 LR14 – Recruitment Drive where the minimum requirement of the age is 18 years old. Age screening is based on identification documents and/ or passport and from the stated date of birth. The local employees were required to submit a photocopy of identification card during application of job to the management for verification purpose.</p>	Complied
6.4.3	<p>(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work.</p> <p>- Critical (Major) compliance -</p>	<p>There was no young person employed by the company as their minimum age was 18 years old. This were verified through checking of the Employee Master Listing and through interview with the stakeholders.</p>	Complied
6.4.4	<p>The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child</p>	<p>The management has communicated to the stakeholders regarding the Human Rights Charter and emphasized that the risk of child</p>	Complied

	<p>protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.</p> <p>- Minor compliance -</p>	<p>labour to the stakeholders. This had also been confirmed through interview with the stakeholders and contractors.</p>	
<p>Criterion 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.</p>			
6.5.1	<p>(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter where they create a working environment with zero tolerance for sexual harassment and abuse, and in which violence is never used to resolve issues or conflict. The policy has been communicated to the workers through musters and display on notice boards.</p>	Complied
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>Sime Darby Plantation has developed Human Rights Charter last revised 2020 where they have a responsibility to respect, support and uphold fundamental human rights as expressed, amongst others, in the Universal Declaration for Human Rights and the United Nations Guiding Principles on Business and Human Rights. They facilitate opportunities for advancement for their employees, especially women, by removing barriers to progress and respecting reproductive and maternal rights. The policy has been communicated to the workers through musters and display on notice boards.</p>	Complied
6.5.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Assessment for new mothers (with infants under 24 months) FY2022 were conducted by each operating unit medical assistants. Based on verification of the assessment report and interviews, there was no specific needs reported as the babies are taken care in the nurseries.</p>	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Sime Darby Plantation Berhad has maintained the Terms of Reference for Gender Representative and Gender Committee (Bidang Tugas untuk Wakil Jantina dan Jawatankuasa Jantina) dated March 2021 where the committee will be on SOU basis instead of operating unit. The objective of the gender committee is to</p>	Complied

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		<p>improve awareness, identify opportunity and improvement and issue of the workers specifically on women. The committee will act as the mechanism to monitor and investigate if there is any sexual harassment, domestic violence, and abusive children in the operating unit. The frequency of the meeting is once in two months. Apart from that, flowchart and Procedure on Handling Social Issues, version 1, dated 01/11/2008 was implemented as well. Initial negotiation between the management and the dispute parties should be taken within two weeks after outbreak of issue which the involvement of disputed parties, zone heads, third parties and stakeholders.</p> <p>Besides, the company has implemented "Suara Kami Helpline" as a platform for the workers to raise any issue. Verified the SOP for "Suara Kami Helpline" dated 15/04/2020 that explains the procedure of the helpline. The workers has been communicated about the platform through morning muster and display on notice boards. The procedure is also accessible via https://www.simedarbyplantation.com/sites/default/files/SOP%20Suara%20Kami%20Helpline approved15Apr2020.pdf</p>	
<p>Criterion 6.6: No forms of forced or trafficked labour are used.</p>			
<p>6.6.1</p>	<p>(C) All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees. • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty for termination of employment 	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and available as follows:</p> <p>a) SOPP Workforce Management Unit, WMU/LR-SOPP/JAN2016/R1 which provides the procedures for recruitment, selection and hiring. It includes steps to be taken to ensure foreign applicants with criminal record are filtered out.</p> <p>b) Hiring and selection of local workers, Doc No. 01-11-19 which details out the procedure of fill up job application forms, screening, interview, and medical check-up.</p>	<p>Complied</p>

	<ul style="list-style-type: none"> • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<p>c) Employment contracts (for foreign workers) and letters of job offer (for local workers) document the termination procedures</p> <p>d) Letters of job offer (for local workers) on retirement. Foreign workers is not subjected to retirement process because their employment would be dependent upon issuance of their annual work permits by the Immigration Department.</p> <p>e) Promotion is stipulated under SOP Doc No. SDP/HRUM/2020/SOP01 dated 1 Jan 2020.</p> <p>Interview with the workers confirmed that no forced and trafficked labour in the certification unit. The terms and conditions offered by the company were similar in their home country and when arrived in the plantations. No contract substitution has occurred. Some of the foreign workers keep their passports at the Passport Locker near the Security Guard Post, which is freely accessible by the bearers, and some keep by themselves. Overtimes was monitored by the company and the workers are giving freedom to choose to overtime and resign. There was no penalty for termination of employment if they wish to terminate the contract earlier as per the employment contract signed.</p>	
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>SDPB has implemented a Sime Darby’s Human Rights Charter revised 2020 and can be accessed via www.simedarbyplantation.com where they committed as follows:</p> <ul style="list-style-type: none"> - Providing equal opportunity - Respecting freedom of association - Eradicating any form of exploitation - Providing decent and fair wages, reasonable working hours with adequate rest, achievable productivity targets, voluntary overtime as well as adequate housing with access to basic needs 	Complied

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		<p>- Eradicating any form of exploitation, forced or bonded labour, slavery, human trafficking and sexual exploitation by eliminating the need to retain identification documents, eliminating risk caused by debt bondage and avoiding contract substitution.</p> <p>Foreign workers will be provided with induction training prior to work. Besides, they were provided with decent living condition and free from any discrimination. The workers informed through interview that they were treated equally without any discrimination and allowed to join the SPIEU freely.</p>	
Criterion 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	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>The Sapong Estate Manager, Mr Johamdan Bin Joni was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/12/2021 undersigned by the Regional General Manager, Sabah North. Estate management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The Melalap Mill Manager, Pn. Nor Azian Anuar was appointed to be the Chairman of OSH Committee at the Mill as stated in the appointment letter dated 05/09/2022 undersigned by the Regional Chief Executive Officer Sabah North. Mill management has appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Mill Manager.</p> <p>The Melalap Estate Manager, Mr Ashok Kumar A/L Yutaman was appointed to be the Chairman of OSH Committee at the estate as stated in the appointment letter dated 01/01/2022 undersigned by the Regional CEO, Northern Region. Estate management has</p>	Complied

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		<p>appointed Safety Committee Members consists of OSH Coordinator, Secretary, representatives from Employer and representatives from Employee as per appointment letter by the Estate Manager.</p> <p>The management conducted regular OSH committee meetings on quarterly basis and when necessary due to accidents that occur. The meeting discussed issues on employees' safety, health and welfare such as operational risks and health achievement report, estate security, safety compliance by contractors, workplace inspection, legal compliance, safety and health training.</p> <p>Sighted the latest OSH Meeting Minutes sample as following:</p> <ul style="list-style-type: none"> - Melalap POM: 29/6/2022 (Q2) - Melalap Estate: 23/6/2022 (Q2) - Sapong Estate: 6/9/2022 (Q3) 	
6.7.2	<p>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.</p> <p>- Minor compliance -</p>	<p>Accident and Emergency procedures were available in the ESH Management System Manual; Emergency Preparedness & Response Guidelines and Procedures; Doc No: SD/SDP/SQM (ESH)/001-2-6; Rev. 0; Date 01/07/2012. The mill and estates have established Emergency Response Team lead by the respective Managers. The ERT chart and Fire Extinguisher Map was also available and verified. Emergency Response Training was conducted on 8/8/2022 in Melalap POM, 8/2/2022 in Sapong Estate and on 17/8/2022 in Melalap Estate.</p> <p>Accident records are recorded and maintained in the mill and discussed during the quarterly held JKKP Meetings. There were 4 reported accidents for the year 2021 in the workplace without LTA. The accident investigation report was available for verification. Sighted the JKKP 8 form submission to JKKP for the year 2021 as well, submitted on 07/01/2022 with reference number JKKP8/96102/2021. The JKKP6 forms have been submitted to DOSH</p>	Complied

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		<p>accordingly and were available for verification. There was 1 accident recorded for the year 2022 as per date of audit.</p> <p>In Sapong Estate, there were 2 accident cases recorded with TLA 17 days for the year 2021 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2021 on 12/01/2022 with reference number JKPP8/99778/2021 and documents available for verification.</p> <p>For the year 2022 there were 1 accident cases reported with Medical Leaves recorded. Accident investigations, HIRARC Review, and Retraining records were available for verification.</p> <p>In Melalap Estate, there were 1 accident cases with TLA 1 days recorded for the year 2021 reported in the estate. The JKPP 8 form has been submitted to DOSH for the year ending 2021 on 11/01/2022 with reference number JKPP 8/76303/2021 and documents available for verification.</p> <p>For the year 2022 there were 1 accident cases reported with Medical Leaves recorded. Accident investigations, HIRARC Review, and Retraining records were available for verification.</p>	
6.7.3	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>The mill has provided appropriate PPE to all workers according to the job type and requirements. The PPE given as per HIRARC and Pictorial Safety Standard (PSS) Palm Oil Mill dated 17/03/2008. Sighted the PPE issuance records documented in 'PPE Issuance Record' logbook. The PPE issued recorded by workers and job designation.</p> <p>PPE provided for free to all workers as per PPE issuance records sighted for estates such as PPE: Rubber Boot, Nitrile Glove, Cotton Glove, Mask 8210, Dupont Apron; Date: 16/3/2022 for sample Workers ID # 24118; ID # 107022; ID # 151075 & ID # 139074.</p>	Complied

6.7.4	<p>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.</p> <p>- Minor compliance -</p>	<p>First aiders were assigned to various workstation in the estates field and the mill such as ramp, boiler station and workshop. The mandores and staffs were responsible for first aid boxes at each workstation assigned to them by the management. The first aid box was recently replenished with all stated items available in the box. Trainings were conducted regularly with sample latest First Aid Training; Date: 31/3/2021. In case of injury, treatment provided either via estate clinic or panel clinics outside with full cost borne by the company.</p>	Complied
6.7.5	<p>Occupational injuries are recorded using Lost Time Accident (LTA) metrics.</p> <p>- Minor compliance -</p>	<p>Based on the sample DOSH NADOPOD reports, occupational injuries are recorded using Lost Time Accident (LTA) metrics as per sample for Melalap POM as following:</p> <p>Total lost day: 133 Total manhours 2022: 628,000.00 Average workers: 250</p>	Complied
<p>Principle 7: Protect, conserve and enhance ecosystems and the environment</p>			
<p>Criterion 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.</p>			
7.1.1	<p>(C) IPM plans are implemented and monitored to ensure effective pest control.</p> <p>- Critical (Major) compliance -</p>	<p>The estates continued to monitor the Implementation of Integrated Pest Management (IPM) plans.</p> <ul style="list-style-type: none"> a) The estate had in place documented the IPM plan which covered monitoring of pest, control of pest population levels at below threshold levels by using cultural, biological, physical/mechanical and use of pesticides. The plan was guided by SOP dated Dec 2016 index no 17.10 beneficial plant protocol. b) In order to minimize use of insecticides on leaf-eating pest, the estates planted beneficial plants such as <i>Turnera subulata</i>, <i>Cassia cobanensis</i>, <i>Antigonon leptopus</i>, along the 	Complied

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		<p>roadsides and designated points in the fields and also within the nursery perimeter.</p> <p>c) The plan also advocated single layer EFB mulching in order to prevent the breeding of rhinoceros beetles. Monthly detection and observation of leaf eating pests, mammalian pests and diseases had been continued. These monthly detection and observations were carried by staff.</p> <p>d) All the estates carried census on rat damage and diseases like Ganoderma. Rat baiting was by calendar baiting at 2 campaigns per year where recommended by the PA /Agronomist. Baiting are continued until bait acceptance threshold level.</p>	
7.1.2	<p>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.</p> <p>- Minor compliance -</p>	<p>This is not practiced in the 2 estates visited. None of species were referenced in the Global Invasive Species Database and CABI.org are used in the management of IPM.</p>	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>There was no land preparation in SOU 27 by burning ever since Sime Plantations Berhad practice zero burning as per the policy dated July 99 (revised in Aug 2018) in SOP Clearing methods</p> <p>a) During the field visit the signages "<i>Dilarang Membakar</i>" were clearly displayed and no evidence of open burning observed.</p> <p>b) It was observed that no fire had been used for land clearing in the 2020 replants visited during time of audit. Palms had been felled, chipped, windrowed and left to decompose.</p>	Complied
<p>Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</p>			

7.2.1	<p>(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.</p> <p>- Critical (Major) compliance -</p>	<p>All pesticides used were those officially registered under the Pesticide Act 1974. The CU confined usage to only class II, class III & class IV pesticides.</p> <p>a) No illegal agrochemicals (stated by local and international laws) paraquat was used in the CU estates.</p> <p>b) The usage of the agrochemicals was based on the Agricultural Reference Manual (ARM) Section 15 and 16, SOP and in the Pictorial Safety Standard Book where written justifications had been provided for various fields operations.</p> <p>c) The Manual has included chemical register list which indicates the use of selective products that are specific to the targeted pest, weed or disease. The procedures also covered the use of PPE when handling the chemicals. The estates continued to use pesticides as per the SOPs.</p> <p>d) Purchases of pesticides are made on a centralized arrangement via Regional Office thus a control by the organization.</p>	Complied
7.2.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>The estates had records to show the types of pesticides used with active ingredients and their LD50 and where these pesticides had been used, the total quantity, number of applications and active ingredients (ai) per ha.</p> <p>a) Pesticides are used only when justified and areas used are recorded in bin cards, program sheets, chemical register, field-cost books and in progress reports. Records of pesticides used were available and verified.</p> <p>b) All pesticides used were those officially registered under the Pesticide Act 1974. The CU had used only class II ,class III & class IV pesticides.</p>	Complied

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		<table border="1"> <thead> <tr> <th>a.i./ha - Melalap</th> <th>unit</th> <th>2020</th> <th>2021</th> <th>2022 (Aug)</th> </tr> </thead> <tbody> <tr> <td>1 Glyphosate I/amine</td> <td>Lit/ha</td> <td>0.00</td> <td>2.044</td> <td>0.550</td> </tr> <tr> <td>2 triclopyr/b/ethylester</td> <td>Lit/ha</td> <td>0.132</td> <td>0.000</td> <td>0.297</td> </tr> <tr> <td>3 Monex MSMS Diuron</td> <td>Lit/ha</td> <td>0.188</td> <td>0.191</td> <td>0.000</td> </tr> <tr> <td>4 Carbosulfan</td> <td>Lit/ha</td> <td>0.000</td> <td>0.002</td> <td>0.0008</td> </tr> <tr> <td>5 Cypermethrin</td> <td>lit/ha</td> <td>0.002</td> <td>0.020</td> <td>0.005</td> </tr> <tr> <td>6 Kenlon</td> <td>Lit/ha</td> <td>0.132</td> <td>0.000</td> <td>0.297</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>a.i./ha - Sapong</th> <th>unit</th> <th>2020</th> <th>2021</th> <th>2022 (Aug)</th> </tr> </thead> <tbody> <tr> <td>1 Glyphosate I/amine</td> <td>Lit/ha</td> <td>4.700</td> <td>4.564</td> <td>0.280</td> </tr> <tr> <td>2 triclopyr/b/ethylester</td> <td>Lit/ha</td> <td>0.222</td> <td>0.000</td> <td>0.173</td> </tr> <tr> <td>3 Monex</td> <td>Lit/ha</td> <td>0.000</td> <td>0.324</td> <td>0.640</td> </tr> <tr> <td>4 Sodium Chlorate</td> <td>kg/ha</td> <td>1.473</td> <td>1.370</td> <td>0.720</td> </tr> <tr> <td>5 Carbosulfan</td> <td>kg/ha</td> <td>0.000</td> <td>0.324</td> <td>0.640</td> </tr> </tbody> </table> <p>c) No illegal agrochemicals (stated by local and international laws) in particular paraquat were used in their estates.</p> <p>Variation of chemical usage are attributed to sizes of immature areas, rainfall pattern and the regeneration growth of weeds in different type of soil series. Explanatory notes for the usage variation was provided in the assessment.</p>	a.i./ha - Melalap	unit	2020	2021	2022 (Aug)	1 Glyphosate I/amine	Lit/ha	0.00	2.044	0.550	2 triclopyr/b/ethylester	Lit/ha	0.132	0.000	0.297	3 Monex MSMS Diuron	Lit/ha	0.188	0.191	0.000	4 Carbosulfan	Lit/ha	0.000	0.002	0.0008	5 Cypermethrin	lit/ha	0.002	0.020	0.005	6 Kenlon	Lit/ha	0.132	0.000	0.297	a.i./ha - Sapong	unit	2020	2021	2022 (Aug)	1 Glyphosate I/amine	Lit/ha	4.700	4.564	0.280	2 triclopyr/b/ethylester	Lit/ha	0.222	0.000	0.173	3 Monex	Lit/ha	0.000	0.324	0.640	4 Sodium Chlorate	kg/ha	1.473	1.370	0.720	5 Carbosulfan	kg/ha	0.000	0.324	0.640	
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7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	During the audit, it was observed and recorded that SOU 27 Estates had not use chemicals categorized as World Health Organization	Complied																																																																	

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	- Critical (Major) compliance -	(WHO) type 1A or 1B or listed by the Stockholm or Rotterdam Conventions. a) Paraquat usage has been prohibited in all units and the entirety of the organization. b) The Safety Procedures for pesticides application were well described in Pictorial Safety Standard.	
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines. - Minor compliance -	The estates of SOU 27 are committed to minimize the usage of agrochemicals through the implementation of IPM practices among others; a) The planting of beneficial plants i.e. <i>Tunera subulata</i> , <i>Cassia cobanensis</i> and <i>Antigonon leptopus</i> rate of 10 dm: 1 ha. b) Blanket spraying was not practiced by this CU and soft grasses maintained in the field. It had also been the practice that insecticides are used only after a threshold level has been exceeded as per the Agricultural Reference Manual (ARM) Section 15 -Plant Protection There is no prophylactic use of pesticides. The quantity of agrochemicals required for various field conditions are documented and justified in Sime Darby Plantation Agriculture Reference Manual Section 16.5.	Complied
7.2.5	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks. The due diligence refers to: a) Judgment of the threat and verify why this is a major threat	The 2 estates in the SOU 27 confined usage of pesticides which are were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A) and in accordance with USECHH Regulations 2000. a) The review of the chemical register concluded that all pesticides used were of class II, III & class IV. The use of paraquat had been prohibited in all SDP estates.	Complied

	<p>b) Why there is no other alternative which can be used</p> <p>c) Which process was applied to verify why there is no other less hazardous alternative</p> <p>d) What is the process to limit the negative impacts of the application</p> <p>e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak.</p> <p>- Minor compliance -</p>	<p>b) There was no evidence of pesticides that are categorized as World Health Organization Class 1A or 1B, or that were listed by the Stockholm or Rotterdam Conventions been used.</p> <p>c) Sighted from records and interviews with workers, staff and estate assistants, concluded that training were held with all precautions being taken and all legal requirements met. Register was updated on 03/01/2022.</p> <p>The chemical used in the estates among others as listed below;</p> <table border="1" data-bbox="1160 676 1877 890"> <thead> <tr> <th></th> <th>Chemical name</th> <th>Class</th> <th></th> <th>Chemical name</th> <th>Class</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Glyphosate</td> <td></td> <td>6</td> <td>Triclopyr but ethyl</td> <td></td> </tr> <tr> <td></td> <td>isopropylamine</td> <td>II</td> <td></td> <td>ester</td> <td>III</td> </tr> <tr> <td>2</td> <td>Thiram</td> <td>II</td> <td>7</td> <td>Cypermethrin</td> <td>III</td> </tr> <tr> <td>3</td> <td>Glufosinate amm</td> <td>III</td> <td>8</td> <td>Canyon 20G</td> <td>IV</td> </tr> <tr> <td>4</td> <td>Propineb</td> <td>IV</td> <td>9</td> <td>Miracle</td> <td>IV</td> </tr> <tr> <td>5</td> <td>Antracol</td> <td>IV</td> <td>10</td> <td>Bayfolan</td> <td>IV</td> </tr> </tbody> </table>		Chemical name	Class		Chemical name	Class	1	Glyphosate		6	Triclopyr but ethyl			isopropylamine	II		ester	III	2	Thiram	II	7	Cypermethrin	III	3	Glufosinate amm	III	8	Canyon 20G	IV	4	Propineb	IV	9	Miracle	IV	5	Antracol	IV	10	Bayfolan	IV	
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7.2.6	<p>(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 Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Records showed that pesticides were handled, used and applied by trained persons and as per the SDS of the product.</p> <p>a) The staff and workers such as the storekeepers, sprayers, fertilizer and rat bait workers were trained and they had understood the hazards involved and how the chemicals should be handled in a safe method.</p> <p>b) The trade and generic names of the chemicals were made known to the workers through the SDS training. SDS was also displayed at all storage areas as observed during the audit.</p> <p>c) The training included the safety aspects and usage of PPE when handling with pesticides. Records of training are shown in 3.7.2 and verified.</p>	Complied																																										

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		<ul style="list-style-type: none"> d) All workers involved in pesticide application were provided with appropriate PPE and replaced when worn-out. PPE issuance & replacement records were verified by the auditors. e) From interviews conducted with workers and staffs in the field and stores clerks it was established that they had been trained and were aware of safe handling procedure. f) Training in relation to pesticides & chemical handling among others as shown in 3.7.2 	
7.2.7	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p> <p>- Critical (Major) compliance -</p>	<p>The chemical stores in all estates were found to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149).</p> <ul style="list-style-type: none"> a) Records of purchase, storage and use were maintained. b) All store buildings were equipped with exhaust fans with the door secured. c) Only authorized personnel are assigned to handle the chemicals. d) All the chemicals were segregated in storage accordingly. <p>Empty pesticides containers were triple rinsed, holes punched and stored separately in the scheduled wastes store. Thereafter disposal arrangement will follow accordingly as per procedures at to SW collector <i>Lagenda Bumimas Sdn Bhd</i>.</p>	Complied
7.2.8	<p>All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes.</p> <p>- Minor compliance -</p>	<p>The procedure SD/SDP/PSQM (ESH)/203-EN1–Scheduled Wastes (Hazardous Waste) Management has been established.</p> <ul style="list-style-type: none"> a) Collection of SW is made by <i>Lagenda Bumimas Sdn Bhd</i> a licensed vendor registered with DOE. b) The clinical waste SW 404 is disposed to Poliklinik TMC in Tenom. 	Complied

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		c) Empty containers were tripled rinsed, pierced and delivered to a registered recycler company M/s <i>Lagenda Bumimas Sdn Bhd</i> approved by DOE.																																																									
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. - Critical (Major) compliance -	Aerial application of agrochemicals is not practiced in SOU 27 Estates. This is confirmed through observation during the site visit, estate complex and interview with the employees. Such method is no longer in existence in the estates practices.	Complied																																																								
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	<p>The CHRA for the estates and the mill in SOU 27 was conducted with details as shown below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>OU</th> <th>Date</th> <th>Assessor</th> <th>DOSH no</th> </tr> </thead> <tbody> <tr> <td>Sapong</td> <td>14/08/20</td> <td>GATCONST Sdn Bhd</td> <td>HQ/09/LSS/00/124</td> </tr> <tr> <td>Melalap</td> <td>01/11/19</td> <td>GATCONST Sdn Bhd</td> <td>HQ/09/LSS/00/124</td> </tr> <tr> <td>Melalap Mill</td> <td>12/08/19</td> <td>Sahen Engineering S B</td> <td>HQ/10/ASS/00/277</td> </tr> </tbody> </table> <p>CHRA was compiled for the estates with details provided therein. The CHRA report among others described requirement of medical surveillance (though not compulsory as current protection is adequate) to be made for the listed category of employees.</p> <p>The medical surveillance was carried out on in the CU as follows;</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th></th> <th>Date</th> <th>W/shop</th> <th>Store</th> <th>Fertilizer</th> <th>sprayer</th> <th>WTP</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong</td> <td>24/12/21</td> <td>1</td> <td>1</td> <td>-</td> <td>29</td> <td>-</td> </tr> <tr> <td>2</td> <td>Sapong</td> <td>13/12/20</td> <td>3</td> <td>2</td> <td>-</td> <td>35</td> <td>-</td> </tr> <tr> <td>3</td> <td>Melalap</td> <td>24/12/21</td> <td>2</td> <td></td> <td>-</td> <td>13</td> <td>-</td> </tr> <tr> <td>4</td> <td>Melalap</td> <td>13/12/20</td> <td>2</td> <td>1</td> <td></td> <td>14</td> <td>-</td> </tr> </tbody> </table>	OU	Date	Assessor	DOSH no	Sapong	14/08/20	GATCONST Sdn Bhd	HQ/09/LSS/00/124	Melalap	01/11/19	GATCONST Sdn Bhd	HQ/09/LSS/00/124	Melalap Mill	12/08/19	Sahen Engineering S B	HQ/10/ASS/00/277			Date	W/shop	Store	Fertilizer	sprayer	WTP	1	Sapong	24/12/21	1	1	-	29	-	2	Sapong	13/12/20	3	2	-	35	-	3	Melalap	24/12/21	2		-	13	-	4	Melalap	13/12/20	2	1		14	-	Complied
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3	Melalap	24/12/21	2		-	13	-																																																				
4	Melalap	13/12/20	2	1		14	-																																																				

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			W/shop	Kernel	Lab	WTP	ETP		
		5	M Mill	18/04/22	11	5	6	1 3	
		6	M Mill	22/04/21	10	4	6	1 2	
		<p>All medical surveillance was conducted an OHD Doctor of Mabello Group Of Clinic DOSH Rgn No. HQ/13/DOC/00/315 for the estates and Klinik Mansor Sdn Bhd (HQ/08/doc/00/695) for the mill. The results for the entire workers were positive and declared FIT to handle chemical. Differences in no of workers being given medical surveillance due to job changes of workers to mainly harvesting work as estates are facing shortages of labour.</p>							
7.2.11	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>All the estates and mill in the CU complied with procedure and guidelines provided the Standard Operating Procedure adopted by the Organisation whereby;</p> <p>No work with pesticides is given to pregnant or breast-feeding women. <i>Tidak dibenarkan pekerja wanita yang MENGANDUNG / MENYUSUKAN anak membuat kerja-kerja penyemburan</i></p> <p>The estates maintained the list of sprayers. Identification of pregnancy status is made by the respective appointed Medical Assistant during the monthly check-up. Field interviews with the lady workers confirmed that such a regulation is a standard practice in the estates and in compliance.</p>							Complied
Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.									
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>SOU 27 Mill and Estates had identified all wastes and sources of pollution. The Waste Management Action Plan FY 2022 were established to mitigate and control the identified wastes and source of pollution. The most significant environmental receptors for the estate and mill operations were:</p>							Complied

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		<table border="1"> <thead> <tr> <th></th> <th>Receptor</th> <th>Sources</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG</td> </tr> <tr> <td>2</td> <td>Water</td> <td>cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down</td> </tr> <tr> <td>3</td> <td>Land</td> <td>scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.</td> </tr> </tbody> </table>		Receptor	Sources	1	Air	sources from boiler stack (smoke and particulate), vehicle & generator (smoke and gases), anaerobic processes (ETP, EFB dumping)- GHG	2	Water	cleaning water/run-off/process station waters (hydro-cyclone /sterilizer condensate/clarification waste) & boiler quenching water and blow down	3	Land	scheduled waste, clinical waste, Industrial waste, domestic waste and industrial/process waste.									
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<p>All waste and pollution are identified and documented in the Waste Management Plan and Pollution Prevention Plan Financial Year 2022. The waste generated from the mill/estate operations as shown below;</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Scheduled waste</td> <td>Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries</td> </tr> <tr> <td>2</td> <td>Domestic waste</td> <td>rubbish from the mill complex and employees' quarters</td> </tr> <tr> <td>3</td> <td>Industrial waste</td> <td>Fibre, palm kernel shell, boiler ash, scrap iron</td> </tr> <tr> <td>4</td> <td>Sewage</td> <td>Sewage from housing/office complex</td> </tr> </tbody> </table> <p>The pollution identified from the mill activities</p> <table border="1"> <thead> <tr> <th></th> <th>Type of waste</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Black smoke</td> <td>Emission from Boilers</td> </tr> </tbody> </table>				Type of waste	Details	1	Scheduled waste	Spent IPA, hexane, filter, lubricants, hydraulic oil, grease, used batteries	2	Domestic waste	rubbish from the mill complex and employees' quarters	3	Industrial waste	Fibre, palm kernel shell, boiler ash, scrap iron	4	Sewage	Sewage from housing/office complex		Type of waste	Details	1	Black smoke	Emission from Boilers
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		2 Odour & gases	Activities from the effluent treatment	
		3 Leakage of lubricant	Storage & vehicle maintenance	
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>In POM and the estates in SOU 27 procedure SD/SDP/PSQM (ESH)/203- EN1 – Scheduled Wastes (Hazardous Waste) Management has been established.</p> <ul style="list-style-type: none"> a) Management and disposal of wastewater 2022 has been established compiled by Assistant Engineer. b) Waste Management Plan 2022 has been established prepared by QA and verified by the Assistant Engineer in Jan 2022. The management Plan for 2022 has yet to be finalised the source and disposal method of scheduled waste, domestic waste and industrial waste. c) Based on Environmental Impact Evaluation (file no: SM/5.2/EIE) and Environment Aspect and Impact Identification (file no: SM/5.2/EAI) improper disposal of clinical items will be impact on community, depletion of natural resources and land contamination. d) Interview with staffs and workers i.e. storekeepers and chemical mixer were trained and they had understood the hazards involved and how the chemicals should be used and disposed in a safe manner. e) Among the identified wastes include empty chemical containers including pesticides containers. Empty pesticides containers were washed at washing station prior to disposal. Disposals were carried out in compliance with relevant regulation of scheduled waste. Inventory and consignment documents verified for confirmation of proper management and disposal. The CU scheduled waste is disposed to the following vendors registered with DOE. 		Complied

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	Date	SW312	SW323	SW410	SW305	SW109
MPOM	02/9/22	0.004	0.057	0.171	0.010	0.032
	Date	SW312	SW409	SW306	SW305	SW109
MPOM	07/2/22	0.038	0.081	0.186	0.117	0.072
	Date	SW409	SW410	SW102	SW305	SW408
Sapong	24/2/22	1.060	0.079	0.062	0.030	0.019
Sapong	21/4/21	0.180	0.033	0.001	0.020	-
Melalap	02/9/22	0.460	0.022	-	0.450	-
Melalap	05/2/22	0.462	0.048	0.046	-	SW404
Sapong	22/2/22	-	-	-	-	0.001
Sapong	01/7/21	-	-	-	-	0.001
Melalap	11/2/22	-	-	-	-	0.003
Melalap	13/9/21	-	-	-	-	0.003

The CU scheduled waste is disposed to the following vendors registered with DOE. Sapong Estate had made despatches according to the date generated and in compliance.

	Date	SW Buyers/Vendor
Melalap Mill	30/4/23	Kualiti Alam Sdn Bhd

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		<table border="1" data-bbox="1167 362 1856 437"> <tr> <td data-bbox="1167 362 1335 437">Estates</td> <td data-bbox="1335 362 1442 437">30/4/23</td> <td data-bbox="1442 362 1856 437">Lagenda Bumimas Sdn Bhd</td> </tr> </table> <p data-bbox="1137 488 1928 549">Empty containers were despatched to licensed buyer as scheduled waste. SW404 being delivered via VMO Poliklinik TMC Tenom.</p> <p data-bbox="1137 600 1928 695">Records of domestic waste disposal to MD Keningau located at Pekan Sook were sighted and verified. Collection dates dated 21/08/22 on average 2x to 3x /week.</p>	Estates	30/4/23	Lagenda Bumimas Sdn Bhd	
Estates	30/4/23	Lagenda Bumimas Sdn Bhd				
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>There was no land preparation in SOU 27 Mill and Estates by burning ever since SDB practiced zero burning as per the policy in:</p> <ul style="list-style-type: none"> a) EQMS-SOP-Section B2 - Under felling/clearing & land preparation b) Carbon Policy <p>SDP has a policy of no open burning. As advocated, the estate practiced zero burning. In the replants visited during the audit in the Estates, it was evident that all palms were felled, shredded, windrowed and left to decompose. There was no evidence that fire had been used to prepare land for replanting in the estate No fire was used for waste disposal.</p>	Complied			
<p>Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>						
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>SOU 27 continued to use and implement SOP for each of the processes. Brief version of the SOP was displayed at the appropriate locations. Copies of the documented SOP were presented to the audit team. It was observed that activities being implemented which</p>	Complied			

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		<p>involved safety, health, environmental, quality, employees, etc. had followed the established SOP.</p> <ul style="list-style-type: none"> a) Agriculture Reference Manual (ARM) dated 01/07/2011, b) Estate Quality Management System (EQMS) Manual dated 01/11/2008, c) Safety Standard Operating Procedures (SSOP) dated 25/02/2015, d) Sustainable Plantation Management System Manual (SPMS), e) "Guidelines On River Management" Manual, ESH Management System Manual dated 01/07/2012, f) Occupational Safety and Health Manual dated 03/03/2008, g) Pictorial Safety Standards and Security Guidelines (PSS). h) Plantations/Mill Quality Management System (PQMS/MQMS) Std Operating Manual <p>All the estates and mill operations were guided through the manuals and SOP. The procedures as documented in the Agriculture Reference Manual were disseminated to the staff/workers through morning briefings and training. The Manuals are kept in the main office for references of employees particularly for the supervisory personnel. The ARM included all operations in the estates from seedlings in nursery to planting of young palms and plantation upkeep to mill FFB receipt, grading, processing, quality analysis and security. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP, the bottom-line of which is Good Agricultural Practice and the care for their safety and health and the environment.</p>	
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<p>7.4.2</p>	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health. - Minor compliance -</p>	<p>Periodic tissue and soil sampling were carried out in the Estates to monitor changes in nutrient status and its results formed the basis for the fertilizers input recommendation. The soil analysis provided the indication of soil health and monitors the changes in the organic carbon and total nitrogen. For all 2 estates Agronomic assessment and fertiliser recommendation was conducted by Sime Darby Research Plant Nutrition & Protection Unit PNP Sabah Region to formulate the 2022 manuring programme and to suggest relevant agronomic practices for oil palm yield and growth improvement. Annual foliar sampling for Ash, N, P, K, Mg, Ca & B had been were carried out in all estates. The latest being :</p> <table border="1" data-bbox="1234 758 1805 898"> <thead> <tr> <th></th> <th><i>Estate</i></th> <th><i>Report Date</i></th> <th><i>Report No</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong Estate</td> <td>02/07/2021</td> <td>SE 07/21</td> </tr> <tr> <td>2</td> <td>Melalap Estate</td> <td>15/07/2022</td> <td>ME 07/22</td> </tr> </tbody> </table> <p>Soil analysis for PH, Org C, Total N, Total P, Avail P, Exch K, Exch Ca & Exch Mg was carried out on a 5 year cycle basis and last carried out as follows:</p> <table border="1" data-bbox="1234 1094 1812 1235"> <thead> <tr> <th></th> <th><i>Estate</i></th> <th><i>Report Date</i></th> <th><i>Report No</i></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong Estate</td> <td>19/09/2022</td> <td>F1173/2022</td> </tr> <tr> <td>2</td> <td>Melalap Estate</td> <td>20/06/2019</td> <td>S7/2019</td> </tr> </tbody> </table> <p>All foliar and soil sampling & analysis was conducted by Sime Darby Research Plant Nutrition & Protection Unit PNP Sabah Region. Soil analysis is made on a 5 year cycle.</p>		<i>Estate</i>	<i>Report Date</i>	<i>Report No</i>	1	Sapong Estate	02/07/2021	SE 07/21	2	Melalap Estate	15/07/2022	ME 07/22		<i>Estate</i>	<i>Report Date</i>	<i>Report No</i>	1	Sapong Estate	19/09/2022	F1173/2022	2	Melalap Estate	20/06/2019	S7/2019	<p>Complied</p>
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<p>7.4.3</p>	<p>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 fertilisers.</p> <p>- Minor compliance -</p>	<p>The estates visited had a nutrient recycling strategy in place which included stacking pruned fronds in the respective fields to decompose, grass cutting harvesters paths and letting the cut mass to decompose in the field and EFB mulching. In addition, during replanting, palms were felled, chipped, windowed and left to decompose. Records showed that the estates had applied EFB at 30 tons/ha and records showed that EFB metric ton in 2021/22 was as follows:</p> <table border="1" data-bbox="1227 635 1877 1007"> <thead> <tr> <th></th> <th>Estate</th> <th>Field no</th> <th>Ha</th> <th>Mt</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong</td> <td>00P</td> <td>91.72</td> <td>2751.6</td> <td>Sept/Nov</td> </tr> <tr> <td>2</td> <td>Sapong</td> <td>02A1</td> <td>92.93</td> <td>2787.4</td> <td>Aug/Nov</td> </tr> <tr> <td>3</td> <td>Sapong</td> <td>02AC</td> <td>79.98</td> <td>2399.4</td> <td>Oct/Nov</td> </tr> <tr> <td>4</td> <td>Sapong</td> <td>02CA</td> <td>61.26</td> <td>1837.8</td> <td>July</td> </tr> <tr> <td>5</td> <td>Melalap</td> <td>P00PA</td> <td>103.63</td> <td>318.90</td> <td>Nov/Dec</td> </tr> <tr> <td>6</td> <td>Melalap</td> <td>P00PB</td> <td>52.67</td> <td>1580.10</td> <td>April/Dec</td> </tr> <tr> <td>7</td> <td>Melalap</td> <td>P02M</td> <td>90.65</td> <td>2719.50</td> <td>Jan/Mac</td> </tr> </tbody> </table>		Estate	Field no	Ha	Mt	Month	1	Sapong	00P	91.72	2751.6	Sept/Nov	2	Sapong	02A1	92.93	2787.4	Aug/Nov	3	Sapong	02AC	79.98	2399.4	Oct/Nov	4	Sapong	02CA	61.26	1837.8	July	5	Melalap	P00PA	103.63	318.90	Nov/Dec	6	Melalap	P00PB	52.67	1580.10	April/Dec	7	Melalap	P02M	90.65	2719.50	Jan/Mac	<p>Complied</p>
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<p>7.4.4</p>	<p>Records of fertiliser inputs are maintained.</p> <p>- Minor compliance -</p>	<p>Fertilizer application program was monitored using records like program sheets, bin cards, field cost book, fertilizer application monitoring forms, etc. Records of programs and applications of fertilizers were reviewed by auditors. Review of the records revealed that the actual fertilizers applied in 2021/22 was in line with the program. The following fertilizers were applied in both the estates subject to the recommendation by the Agronomist.</p> <table border="1" data-bbox="1249 1273 1854 1362"> <thead> <tr> <th></th> <th>Fertiizer</th> <th>Kg/palm</th> <th>application month</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Comp 45</td> <td>1.50-1.75</td> <td>Sept</td> </tr> </tbody> </table>		Fertiizer	Kg/palm	application month	1	Comp 45	1.50-1.75	Sept	<p>Complied</p>																																								
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Criterion 7.5: Practices minimise and control erosion and degradation of soils.																																			
7.5.1	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	<p>Description of the soil characteristics such as texture, depth, drainage, parent material and key aspect for management was also available. The soil series in the estates were classified as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Series</th> <th>Sapong Estate</th> <th>Melalap Estate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Antulai</td> <td>9.32</td> <td>3.57</td> </tr> <tr> <td>2</td> <td>Bangawai</td> <td>5.86</td> <td>-</td> </tr> <tr> <td>3</td> <td>Kelawat</td> <td>22.88</td> <td>37.56</td> </tr> <tr> <td>4</td> <td>Luasong</td> <td>3.91</td> <td>2.76</td> </tr> <tr> <td>5</td> <td>Talisai</td> <td>59.02</td> <td>35.07</td> </tr> <tr> <td>6</td> <td>Koyah</td> <td>-</td> <td>21.04</td> </tr> <tr> <td></td> <td>Total</td> <td>100.00</td> <td>100.00</td> </tr> </tbody> </table> <p>There were no other problem soils (e.g. podzols and acid sulphate soils) on SOU 27.</p>		Series	Sapong Estate	Melalap Estate	1	Antulai	9.32	3.57	2	Bangawai	5.86	-	3	Kelawat	22.88	37.56	4	Luasong	3.91	2.76	5	Talisai	59.02	35.07	6	Koyah	-	21.04		Total	100.00	100.00	Complied
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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	Like all SDPB Estates, the estates visited in SOU 27 continued to have a management strategy for planting on slopes in order to	Complied																																

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	<p>contiguous area of steep terrain (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>minimize and control erosion and degradation of soils. The plantings on slopes between 9 and 25 degrees was guided by:</p> <ul style="list-style-type: none"> a) Slope & River Protection Policy b) Buffer Zone & 25-degree slope and in item 8 Section 4 c) Land Preparation for Terracing in ARM Manual. <p>It was observed that practices to minimize and control erosion and degradation of soils were in place through proper stacking of fronds, EFB application, avoidance of blanket spraying, construction terraces, road maintenance and maintenance of soft vegetation in interlines. Cover crops were planted in the replants and in some mature areas. The cover crop <i>mucuna bracteata</i> had been planted along some slopes by management. Large areas with <i>neprolepis biserrata</i> in the inter rows were sighted during the visit. The slope maps for the titled ha were provided by the R&D Precision Agriculture Unit with details as follows:</p> <table border="1" data-bbox="1189 927 1677 1294"> <thead> <tr> <th></th> <th>Terrain</th> <th>Sapong</th> <th>Melalap</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>0-2</td> <td>25.50</td> <td>9.44</td> </tr> <tr> <td>2</td> <td>2-6</td> <td>24.42</td> <td>43.47</td> </tr> <tr> <td>3</td> <td>6-12</td> <td>26.55</td> <td>34.27</td> </tr> <tr> <td>4</td> <td>12-20</td> <td>20.22</td> <td>10.58</td> </tr> <tr> <td>5</td> <td>20-25</td> <td>3.03</td> <td>2.24</td> </tr> <tr> <td>6</td> <td>>25</td> <td>0.29</td> <td>0.00</td> </tr> <tr> <td></td> <td>Total</td> <td>100%</td> <td>100%</td> </tr> </tbody> </table>		Terrain	Sapong	Melalap	1	0-2	25.50	9.44	2	2-6	24.42	43.47	3	6-12	26.55	34.27	4	12-20	20.22	10.58	5	20-25	3.03	2.24	6	>25	0.29	0.00		Total	100%	100%	
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7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>This compliance being addressed in the "<i>Slope and River Protection</i>" signed by the CEO dated Jan 2015 stating the following among others;</p> <p>"Slope of >25 degree to be excluded from any new plantation development and replanting program. For slope <25 degree the existing crop all vegetative shall be maintained accordingly".</p>	Complied
<p>Criterion 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.</p>			
7.6.1	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>There is no peat soil or soil categorized as marginal or fragile soil at both the estates visited.</p>	Not Applicable
7.6.2	<p>Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.</p> <p>- Minor compliance -</p>	<p>There is no peat soil or soil categorized as marginal or fragile soil at both the estates. As addressed in the Sime Darby Plantation Group Sustainability and Quality Policy Statement signed by the Group Managing Director on 2/12/2019 and Responsible Agriculture Charter under section 3.2:</p> <ul style="list-style-type: none"> a) Protect and enhance forest: "We will seek to protect and enhance forest and wildlife, and minimise carbon emission from land use change through: <ul style="list-style-type: none"> i. No new development of peat areas, regardless of depth or location. ii. We will seek to rehabilitate existing plantings on peats where possible. 	Complied

7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	Soil surveys are done and available in a soil map at the estates. Topographic contour map are also available which are both used to manage the drainage and road works in the estates.	Complied
Criterion 7.7: No new planting on peat, regardless of depth after 15 November 2018 and all peatlands 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. - Critical (Major) compliance -	There is no peat soil or soil categorized as marginal or fragile soil at both the Estates. The auditor verified there is no new planting activity in the estates visited. Hence, the criteria are not applicable.	Not Applicable
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below). - Minor compliance -	There is no peat soil or soil categorized as marginal or fragile soil at both the Estates. The auditor verified there is no new planting activity in the estate visited. Hence, the criteria are not applicable.	Not Applicable
7.7.3	(C) Subsidence of peat is monitored, documented and minimised. - Critical (Major) compliance -	There is no peat soil or soil categorized as marginal or fragile soil at both the Estates. The auditor verified there is no new planting activity in the estates visited. Hence, the criteria are not applicable.	Not Applicable
7.7.4	(C) A documented water and ground cover management programme is in place. - Critical (Major) compliance -	The water and ground cover management programme is documented in the Sime Darby Agricultural Reference Manual (Water Management in Coastal and Peat lands) issued on 01.07.2011. Details are described in 7.8.1. individual estates and mill had their respective water management plan mainly to monitor among others the following; a) Monitor the quality of main water inlet/outlet for pollutants from estate's operations. b) Contingency during water shortage. c) Field water management - side pit construction	Complied

		<p>d) Adequate field drains</p> <p>e) Reuse/recycle waste water.</p> <p>f) Peat soil water management</p>	
7.7.5	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe 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> <p>- Critical (Major) compliance -</p>	<p>There is no peat soil or soil categorized as marginal or fragile soil in both the estates.</p>	<p>Not Applicable</p>
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> <p>- Critical (Major) compliance -</p>	<p>There is no peat soil or soil categorized as marginal or fragile soil in both the estates.</p>	<p>Not Applicable</p>
7.7.7	<p>(C) All areas of unplanted 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</p>	<p>There is no peat soil or soil categorized as marginal or fragile soil in both the estates.</p>	<p>Not Applicable</p>

	<p>Associated with Oil Palm Cultivation on Peat', version 2 (2019) and associated audit guidance.</p> <p>- Critical (Major) compliance -</p>																
<p>Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.</p>																	
<p>7.8.1</p>	<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> <ul style="list-style-type: none"> a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities. b) Workers have adequate access to clean water. <p>- Minor compliance -</p>	<p>Both the Mill and Estates had established its Water Management Plan for year 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as;</p> <ul style="list-style-type: none"> g) implementation of rain water harvest, h) construction of water gate for effective management of field drains, i) establishment of <i>Mucuna bracteata</i> to prevent erosion, j) side drain at field road to control water, frond stacking, k) Enhancement of ground vegetation at bare ground area. <p>The water sources are as shown below;</p> <table border="1" data-bbox="1137 991 1924 1259"> <thead> <tr> <th></th> <th>Water sources</th> <th>usage</th> <th>Monitoring & m/surement</th> <th>Freq</th> <th>PIC</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Own</td> <td>Treated for domestic consumption</td> <td>Monitoring water supply</td> <td>Mthly</td> <td>AM Mgr</td> <td>Liaison with Estate/Mill</td> </tr> </tbody> </table>		Water sources	usage	Monitoring & m/surement	Freq	PIC	Review status	1	Own	Treated for domestic consumption	Monitoring water supply	Mthly	AM Mgr	Liaison with Estate/Mill	<p>Complied</p>
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1	Own	Treated for domestic consumption	Monitoring water supply	Mthly	AM Mgr	Liaison with Estate/Mill											

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		2	Rain water	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AM Mgr	Water harvesting for general washing															
		3	Water tank	Emergency water supply	-	-	AM Mgr	Request water supply from other estates															
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		1	Rain water collection	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	AM/Field staff	On-going
		2	Leakage on plumbing system	Frequent inspection to detect leakage Fix any leakage	AM/Field staff	On-going
		3	Water compartmentalization	To conserve level of soil moisture To minimize water stress during dry season	AM/Field staff	On-going
		4	Handling of chemicals	To recycle water spillage while mixing of chemical at mixing area	AM/Field staff	On-going
		5	education	Avoid excessive usage during cleaning Close pipe to prevent water dripping	AM/Field staff	On-going
		5	Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill engineer	On-going
		The Mill Identification & Management of Waste Water				
		location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method	

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		1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system
		2	Boiler	Blow down, cleaning water	Sludge pit, ETP	Monsoon drain
			Process ramp	Rainfall runoff	Sedimentation trap	Monsoon drain
		3	Engine room	Steam condensate, turbine cooling water	Monsoon drain, recycled tank	Monsoon drain
		4	Lab	Cleaning water	Process drain	Monsoon drain
		5	Wash room	Toilet water, cleaning water	Septic tank	Collected by licensed contractor.
<p>The Mill and Melalap estate shared a same water treatment management for the domestic use managed by the estate personnel. Samples were taken on monthly basis with checks by KKM for quality verification. Source of intake is from Sg Purolon.</p>						

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<p>7.8.2</p>	<p>(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) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>SOU 27 Mill /estates had established its Water Management Plan 2022 which was developed to maintain the quality and availability of natural water resources. This is made by practicing efficient water consumption through various methods such as;</p> <ul style="list-style-type: none"> l) Implementation of rain water harvest, m) Construction of water gate and scheduled water pumping for effective management of field drains and field water level. n) daily monitoring of bund / scheduled maintenance o) Establishment of <i>mucuna bracteata</i> to prevent erosion, p) Side drain at field road to control water, frond stacking, q) Enhancement of ground vegetation at bare ground area. <p>The water sources are as shown below:</p> <table border="1" data-bbox="1137 845 1921 1316"> <thead> <tr> <th></th> <th>Water source</th> <th>Usage</th> <th>Monitoring & measurement</th> <th>Freq</th> <th>PIC</th> <th>Review status</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Own</td> <td>Purchased for domestic consumption</td> <td>Monitoring water supply</td> <td>Mth</td> <td>AM Mgr</td> <td>Liaison with Authority</td> </tr> <tr> <td>2</td> <td>Rain water</td> <td>Domestic use Workshop Chemical mixing</td> <td>Rain fall data</td> <td>On-going</td> <td>AM Mgr</td> <td>Water harvesting for general washing</td> </tr> <tr> <td>3</td> <td>Water tank</td> <td>Emergency water supply</td> <td>-</td> <td>-</td> <td>AM Mgr</td> <td>Request water supply from other estates</td> </tr> </tbody> </table> <p>The contingency plan during water shortage</p>		Water source	Usage	Monitoring & measurement	Freq	PIC	Review status	1	Own	Purchased for domestic consumption	Monitoring water supply	Mth	AM Mgr	Liaison with Authority	2	Rain water	Domestic use Workshop Chemical mixing	Rain fall data	On-going	AM Mgr	Water harvesting for general washing	3	Water tank	Emergency water supply	-	-	AM Mgr	Request water supply from other estates	<p>Complied</p> <p>Complied</p>
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	Area/ incident	Action steps	PIC	Status
1	Water shortage/ prolonged dry season	To obtain water from local authority /Mill catchment To train/educate staff/workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP	Manager AM/Mill Engineer	As and when required
2	Severe water pollution/ Contamination	To obtain water from JPAS To train/educate staff/workers to conserve water To seek assistance from local authority To obtain treated water supply from mill's WTP	Manager AM//Mill Engineer	As and when required

The Estates had implemented water managements plans which covered:

- g) Water shortage contingencies
- h) Water pollution prevention
- i) Reduce wastage
- j) Identification & management of waste waters
- k) Monitoring rainfall
- l) Regular water quality analysis.

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Water management plan review date was sighted and verified with records as follows;

	Estate/Mill	Review date	Issues
1	Sapong Estate	03/01/2022	Nil
2	Melalap Estate	16/02/2022	Nil
3	Melalap POM	01/07/2022	Nil

The

water reduction plan is shown below;

	Issues/Areas	Action Steps	PIC	Status
1	Rain water collection	Large containers are to be placed at strategic locations to collect rain water The rainwater shall be recycled for washing heavy machinery	AM/Field staff	On-going
2	Leakage on plumbing system	Frequent inspection to detect leakage Fix any leakage	AM/Field staff	On-going
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5	Re-streaming	Re stream from sterilizer condensate pit for dilution	Mill engineer	On-going
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The Mill Identification & Management of Waste Water

	location	Wastewater produced	Treatment/containment	Reuse/recycle/disposal method
1	Processing stations	Clarification condensate Sterilizer condensate Hydro cyclone condensate Mill floor cleaning water	Oil recovery/ETP	Recover into system
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The estates continued to protect the water courses, including maintaining and restoring appropriate riparian buffer zones along the natural waterways. The estates adopted the existing SDP policy

to maintain the buffer by restricting agrochemical application and left undeveloped during replanting. Water courses and wetlands are protected including maintaining and restoring appropriate riparian buffer zones. The guidelines are detailed in the River Reserve Management (Management of River Reserve in Sime Darby Plantation dated April 2014). The buffer zones established are as follows:

	River width	Buffer zone		River width	Buffer zone
1	> 40 m	50 m	4	5 - 10 m	10 m
2	20 - 40 m	40 m	5	< 5 m	5 m
3	10 - 20 m	20 m	-		-

The signboards were displayed accordingly at the sites where applicable. The guideline was issued by the GSD Unit with latest revision dated on 13/06/2011. During the field visit there was no spraying activities or signs left in such an area. The buffer zones identified at the estates are as follows:

	Estate/Mill	Buffer zone area
2	Melalap Estate	Catchment / Sg Pegalan
3	Sapong Estate	River Reserve Sg Ampat/Bunut/Biah
4	Sg Dingin POM	Water catchment area / POME pond

Samples are taken from the mill and estates for detection of any pollution arising from the mill and estates activities. Water samples from the intake point are taken for phosphate and nitrate analysis

for detection of fertilizer application effect to the water courses.

	parameter	Standard		Parameter	standard
1	pH	6-9	4	SS	50
2	BOD	3	5	AN	0.3
3	COD	25	6	DO	5-7
	parameter	Standard		Parameter	standard
1	Aldrin	0.02 ppb	5	Heptachlor	0.05 ppb
2	Dieldrin	0.02 ppb	6	lindane	2 ppb
3	t-DDT	0.1 ppb	7	endosulfan	10 ppb
4	BHC	2 ppb	8	Chlordane	0.08 ppb

Among others parameters as shown below:

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Among others management plan taken:
 a) Regular inspection at buffer/HCV areas
 b) Monitor water from surrounding areas
 c) Track, measure and report all activities around river
 d) Train and educate workers.
 The sampling sites taken as follows. There were no issues on the water quality. Variation if any is investigated as per the SOP.

	OU	Point A	Point B	Point C	Point D
1	Melalap Estate	01MA	01KA	02K	01K
2	Sapong Estate	03AA	02A1	02A	02AA
3	Melalap POM	Managed by Melalap Estate			

Test results for the following was sighted and verified.

	OU	Date	Ref
1	Melalap Estate	21/6/22	ML379/2022
2	Melalap Estate	15/6/22	SBT00629/22
3	Sapong Estate	22/6/22	IE198/2022
4	Sapong Estate	15/6/22	SBT00629/22

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<p>7.8.3</p>	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored. - Minor compliance -</p>	<p>Based on Jadual Pematuhan MPOM disposed effluent on land application in P01KA Melalap Estate. Sighted quarterly report has been submitted to DOE (license no 001870) 01/07/2022 - 30/06/2023) by quarterly basis. Latest submission for to DOE on 15/07/22 for period April to June 2022. Among others the indicators were:</p> <table border="1" data-bbox="1198 587 1859 917"> <thead> <tr> <th></th> <th>April– June 22</th> <th>STD</th> <th>12/4/22</th> <th>17/5/22</th> <th>05/6/22</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>pH</td> <td>5-9</td> <td>9.00</td> <td>8.00</td> <td>9.00</td> </tr> <tr> <td>2</td> <td>BOD mg/l</td> <td>20</td> <td>15.00</td> <td>16.00</td> <td>19.00</td> </tr> <tr> <td>3</td> <td>A Nitrogen</td> <td>150</td> <td>103</td> <td>103</td> <td>112</td> </tr> <tr> <td>4</td> <td>Total N</td> <td>200</td> <td>191</td> <td>181</td> <td>191</td> </tr> <tr> <td>5</td> <td>Oil & Grease</td> <td>150</td> <td>4.00</td> <td>5.00</td> <td>4.00</td> </tr> <tr> <td>6</td> <td>S Solids</td> <td>200</td> <td>106</td> <td>115</td> <td>86</td> </tr> </tbody> </table> <p>All parameters tested complied with regulatory standards.</p>		April– June 22	STD	12/4/22	17/5/22	05/6/22	1	pH	5-9	9.00	8.00	9.00	2	BOD mg/l	20	15.00	16.00	19.00	3	A Nitrogen	150	103	103	112	4	Total N	200	191	181	191	5	Oil & Grease	150	4.00	5.00	4.00	6	S Solids	200	106	115	86	<p>Complied</p>
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<p>7.8.4</p>	<p>Mill water use per tonne of FFB is monitored and recorded. - Minor compliance -</p>	<p>The mill processing water are obtained from the water catchment adjacent to the mill complex. The water usage monitoring is made on a monthly basis. The usage in 2021 is as follows;</p> <table border="1" data-bbox="1205 1161 1854 1388"> <thead> <tr> <th>No</th> <th>Month</th> <th>Water/mt</th> <th>FFB /mt</th> <th>Water /FFB</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Jan</td> <td>2894</td> <td>4264</td> <td>0.68</td> </tr> <tr> <td>2</td> <td>Feb</td> <td>5639</td> <td>3824</td> <td>1.47</td> </tr> <tr> <td>3</td> <td>Mac</td> <td>6203</td> <td>4413</td> <td>1.41</td> </tr> <tr> <td>4</td> <td>Apr</td> <td>5184</td> <td>4107</td> <td>1.26</td> </tr> </tbody> </table>	No	Month	Water/mt	FFB /mt	Water /FFB	1	Jan	2894	4264	0.68	2	Feb	5639	3824	1.47	3	Mac	6203	4413	1.41	4	Apr	5184	4107	1.26	<p>Complied</p>																	
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6	Jun	4825	5917	0.82																																													
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8	Aug	7902	4072	1.96																																													
9	Sep	10374	4698	2.21																																													
10	Oct	10803	4207	2.57																																													
11	Nov	11638	4094	2.84																																													
12	Dec	9538	3458	2.76																																													
	Total	87570	51142	1.71																																													
Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised																																																	
7.9.1	A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented. - Minor compliance -	A plan for improving the efficiency of the use of fossil fuels is in place and has been incorporated into the Environmental Aspect and Impact activities report 2022. The document was reviewed/updated on Jan 2022. The Environment Management Plan for efficiency of fossil fuel usage are detailed below:		Complied																																													
		<table border="1"> <tr> <th>No</th> <th>Target</th> <th>Objective</th> <th>Action plan</th> </tr> </table>	No	Target	Objective	Action plan																																											
No	Target	Objective	Action plan																																														

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<p>1</p> <p>Backhoe tractor</p> <p>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</p>	<p>To ensure the vehicle engine is turn off during idle time</p> <p>To record vehicle activity which consume fuel</p>																																				
		<p>2</p> <p>Van / Supervisory vehicle</p> <p>To reduce fossil fuel (diesel) consumption from company-owned vehicles and fuel using mobile equipment</p>	<p>To record vehicle activity in order to eliminate waste activity which consume fuel.</p> <p>To turn off vehicle engine during idle time.</p>																																		
		<p>3</p> <p>Electrical supply</p> <p>To reduce reliance on gen-sets for power supply</p>	<p>Utilization of TNB sources</p>																																		
<p>The utilization of fossil fuel in 2021 is being monitored with records shown below in Diesel L/FFB mt :</p> <table border="1"> <thead> <tr> <th>Mth</th> <th>MPOM</th> <th>Melalap</th> <th>Sapong</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>1.25</td> <td>2.80</td> <td>2.04</td> </tr> <tr> <td>Feb</td> <td>0.79</td> <td>2.52</td> <td>2.36</td> </tr> <tr> <td>Mac</td> <td>0.46</td> <td>2.93</td> <td>2.99</td> </tr> <tr> <td>Apr</td> <td>0.48</td> <td>3.38</td> <td>2.24</td> </tr> <tr> <td>May</td> <td>0.38</td> <td>2.87</td> <td>2.50</td> </tr> <tr> <td>Jun</td> <td>0.43</td> <td>3.01</td> <td>2.85</td> </tr> <tr> <td>July</td> <td>1.04</td> <td>3.94</td> <td>2.74</td> </tr> <tr> <td>Aug</td> <td>0.49</td> <td>2.13</td> <td>2.83</td> </tr> </tbody> </table>		Mth	MPOM	Melalap	Sapong	Jan	1.25	2.80	2.04	Feb	0.79	2.52	2.36	Mac	0.46	2.93	2.99	Apr	0.48	3.38	2.24	May	0.38	2.87	2.50	Jun	0.43	3.01	2.85	July	1.04	3.94	2.74	Aug	0.49	2.13	2.83
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<table border="1"> <tr> <td>Sep</td> <td>0.43</td> <td>2.35</td> <td>2.00</td> </tr> <tr> <td>Oct</td> <td>0.62</td> <td>3.22</td> <td>2.26</td> </tr> <tr> <td>Nov</td> <td>1.29</td> <td>3.75</td> <td>2.13</td> </tr> <tr> <td>Dec</td> <td>0.72</td> <td>2.54</td> <td>1.93</td> </tr> <tr> <td>Total</td> <td>7360.95</td> <td>50040</td> <td>52900</td> </tr> </table>	Sep	0.43	2.35	2.00	Oct	0.62	3.22	2.26	Nov	1.29	3.75	2.13	Dec	0.72	2.54	1.93	Total	7360.95	50040	52900			
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Total	7360.95	50040	52900																				
<p>The estates and mill record and monitor the diesel utilization over the running hours of gen-set and other vehicles running.</p> <p>Performance variation in view of several factors i.e.</p> <ul style="list-style-type: none"> a) Infrastructure of estates, b) Community size / no of gen-sets, c) No. of vehicles / age of machine. d) Weather interference / crop production volume <p>There is no opportunity for the estates to capitalize the utilisation of fibre/shell produced from the mill as part of their energy production in replacement of fossil fuel with the current technology limitation.</p>																							

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		<p>Melalap Mill and SOU 27 Estates</p> <p>A plan for improving the efficiency of the use of fossil fuels is in place incorporated into the Environmental Aspect and Impact activities report for 2022 identified in the following</p> <ul style="list-style-type: none"> a) Environmental Aspect Identification Summary FY 2022 reviewed accordingly. b) Environmental Impact Evaluation Summary FY 2022 reviewed accordingly. <p>Renewable energy usage & diesel consumption 2021 was established and monitored by monthly basis. Among others effort to reduce diesel usage includes the following;</p> <ul style="list-style-type: none"> a) By maintenance of the boiler & machinery to ensure at optimum level, b) to monitor diesel usage, c) provide training to workers regarding reduce fuel and diesel usage for boiler. 	
<p>Criterion 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>			
7.10.1	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimise them are implemented, monitored through the Palm GHG calculator and publicly reported.</p> <p>- Critical (Major) compliance -</p>	<p>SOU 27 Mill and Estates had identified emission of greenhouse gas (GHG) from their operations such as emission from their farm tractor and gen set operation.</p> <ul style="list-style-type: none"> a) The management from both estates and mill had planned to reduce emission by daily inspection and monitoring for their farm tractor and gen set to prevent any leakage and problem that could adverse impact the environment. 	Complied

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		b) Fuel Consumption, Peat Oxidation, POME and reported in the Palm GHG Summary Report.										
7.10.2	<p>(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 minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	SOU 27 has calculated the GHG using RSPO Palm GHG calculator and the calculation option used is Option 1. There is no new development within the SOU 27 estates.	Complied									
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<p>An assessment of all polluting activities has been conducted and monitored. This included the gaseous emissions, particulate / soot emissions and effluent. The CU has continued to maintain its environmental aspects/impacts register associated with their activities. Environmental aspect and impact (EAI) records i.e. (SM/5.2/EAI) and (SM/5.2/EIE) which covers estates and mill activities / operation. 'Pollution Identification Environmental Improvement Action Plan' is used to identify the waste products and sources of pollution, was in place and is reviewed accordingly. Among others the significant environmental receptors for the estates and mill operations were:</p> <table border="1"> <thead> <tr> <th></th> <th>Environment Receptors</th> <th>Source</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Air</td> <td>Air emissions –from boiler stack (smoke & particulate vehicle & generator (smoke and gases). GHG emissions from anaerobic processes (ETP, EFB dumping).</td> </tr> <tr> <td>2</td> <td>Water</td> <td>Water discharges – Cleaning water/run-off/processing station waters (hydro cyclone/sterilization condensate/clarification waste) & boiler quenching water and blow down</td> </tr> </tbody> </table>		Environment Receptors	Source	1	Air	Air emissions –from boiler stack (smoke & particulate vehicle & generator (smoke and gases). GHG emissions from anaerobic processes (ETP, EFB dumping).	2	Water	Water discharges – Cleaning water/run-off/processing station waters (hydro cyclone/sterilization condensate/clarification waste) & boiler quenching water and blow down	Complied
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3	land	Land – Scheduled waste, domestic waste and industrial / process waste. Clinical wastes – generated from clinics.				
<p>Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area</p>						

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7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -</p>	<p>There was no land preparation of existence or new planting in SOU 27 and Estates by burning ever since SDB practiced zero burning as per the policy in:</p> <ul style="list-style-type: none"> a) EQMS-SOP-Section B2 - Under felling/clearing & land preparation b) Carbon Policy <p>As advocated, the estates practiced zero burning. In the replants visited during the audit in the Estates, it was evident that all palms were felled, shredded, windrow-ed and left to decompose. There was no evidence that fire had been used to prepare land for replanting in the estates. No fire was used for waste disposal.</p>	Complied																
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -</p>	<p>This is established in the ERP procedure <i>Kertas Kerja Program Simulasi Kebakaran</i> dated 12/9/2019. Therein containing</p> <ul style="list-style-type: none"> a) Objective b) Activity and prevention. c) Function of Fire and Rescue Team d) Emergency Evacuation Plan / Drill <p>The procedure was formalised by RSQM for use in all operating units in SDP Estates and mills. Training related to fire drill / prevention are conducted annually.</p> <table border="1" data-bbox="1200 1177 1715 1362"> <thead> <tr> <th></th> <th>Estate / Mill</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong Estate</td> <td>03/08/22</td> <td>25/03/21</td> </tr> <tr> <td>2</td> <td>Melalap Estate</td> <td>17/08/22</td> <td>17/09/22</td> </tr> <tr> <td>3</td> <td>Melalap POM</td> <td>15/03/22</td> <td>08/08/22</td> </tr> </tbody> </table>		Estate / Mill	Date	Date	1	Sapong Estate	03/08/22	25/03/21	2	Melalap Estate	17/08/22	17/09/22	3	Melalap POM	15/03/22	08/08/22	Complied
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7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures.</p> <p>- Minor compliance -</p>	<p>Both the estates and the mill in SOU 27 held engagement with the adjacent stakeholders via briefing sessions as stated in ERP procedure <i>Kertas Kerja Program Simulasi Kebakaran</i> Lampiran A and Fire Prevention and Control Measure.</p> <ul style="list-style-type: none"> a) Objective b) Activity and prevention. c) Function of Fire and Rescue Team d) Emergency Evacuation Plan / Drill e) Compliance to related legislative requirement f) Compliance to Human Rights Charter <p>All stakeholders being briefed in the respective stakeholders meetings. This is inclusive on the fire prevention and control measures akin to the earlier session in meetings. Session in 2021 were made via form feedback distribution due to MCO restriction.</p> <table border="1" data-bbox="1227 903 1765 1088"> <thead> <tr> <th></th> <th>OU</th> <th>Date</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Sapong Estate</td> <td>05/08/22</td> <td>17/08/21</td> </tr> <tr> <td>2</td> <td>Melalap Estate</td> <td>07/07/22</td> <td>28/08/21</td> </tr> <tr> <td>3</td> <td>Melalap POM</td> <td>07/07/22</td> <td>28/08/21</td> </tr> </tbody> </table>		OU	Date	Date	1	Sapong Estate	05/08/22	17/08/21	2	Melalap Estate	07/07/22	28/08/21	3	Melalap POM	07/07/22	28/08/21	Complied
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<p>Criterion 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.</p>																			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests.</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p>	<p>The audit findings have confirmed that there is no new planting (refer 7.3.1 to 7.4.2). Hence, the requirement under this indicator does not apply.</p>	Not Applicable																

	- Critical (Major) compliance -		
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: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU 27 estates. Hence the current HCV assessment of the estates remains valid.</p> <p>The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU 27 estates. Hence, the requirement under this indicator does not apply.</p>	Not Applicable
7.12.3	<i>Indicator is not applicable in Malaysia context</i>		Choose an item.
7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland 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, peatland 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).</p>	<p>The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU 27 estates. Hence, the requirement under this indicator does not apply.</p>	Not Applicable

	- Critical (Major) compliance -																	
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. - Minor compliance -	The audit findings have confirmed that there is no new planting after 15 Nov 2018 in SOU 27 estates. Hence, the requirement under this indicator does not apply.	Not Applicable															
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. - Minor compliance -	<p>The HCV re-assessment was compiled by PSQM team on Jan 2016 for both estates SOU 27. The report therein contained information relating to HCV identification and management. The details among others as extracted below.</p> <ul style="list-style-type: none"> a) Overview of HCV assessment b) Description of assessment area <ul style="list-style-type: none"> - Landscape context - biodiversity & conservation values - ecosystem service / social & cultural values c) HCV criteria & application to agriculture - Visual observation & supporting information - Wildlife in plantation - decision on HCV status d) HCV management / Monitoring. <p>The report is given in details to provide the existence of HCV, complete with photo and description The conservation and management of such identified areas are also detailed therein. The HCV areas presence as identified by the Estates within SOU 27 are given below;</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Area</th> <th>Site</th> <th>Ha</th> <th>HCV Type</th> </tr> </thead> <tbody> <tr> <td></td> <td>Melalap Estate</td> <td></td> <td></td> <td></td> </tr> <tr> <td>1</td> <td>Water catchment</td> <td>P01KA</td> <td>3.67</td> <td>HCV 4</td> </tr> </tbody> </table>		Area	Site	Ha	HCV Type		Melalap Estate				1	Water catchment	P01KA	3.67	HCV 4	Complied
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7.12.7	<p>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.</p> <p>- Minor compliance -</p>	<p>The CU management has established a standard monitoring document. Details provided include the following information;</p> <ul style="list-style-type: none"> a) Area b) Field no and GPS coordinate c) Observation <ul style="list-style-type: none"> - Encroachment /sign of trespassing - Wildlife issues/conflicts/sighting - Pollution /erosion issues 	Complied																																																		

d) Maintenance of signage / fence

The monitoring being made by the AP during the security rounds in the estate complex. The field staff/Assistant also played a role in providing information during their daily rounds in the fields. Records furnished by the APs were sighted and verified.

	Action steps	Action Plan	Date	PIC
1	Inspection of HCV	Continuous inspection and recommendation To liase with related agency	On-going	Estate mgmt
2	Protection or conservation & monitoring of biodiversity area.	To continuously collaborate with R& D to monitor the status & health of trees	On-going	Estate mgmt
3	Protection & conservation of mangrove forests area.	To erect signs indicating mangrove forest near coastal areas. To erect signs indicating mangrove forest as HCV areas for conservation.	On-going	Estate mgmt
5	Rehabilitation & habitat enhancement	To participate in tree planting divers tree species to enhance the surrounding biodiversity.	On-going	Estate mgmt
6	Interface with animals	Raise awareness of HCV/RTE to employees Employees are taught not to disturbed/hunt wildlife. Liaison with <i>Jabatan Perhilitan</i> on wildlife encounter/discovery	On-going	Estate mgmt

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		7	Education and awareness	Educate employees on importance of biodiversity. Encourage research on specific biodiversity To erect signage No fishing/no hunting/no swimming	On-going	Estate mgmt	
7.12.8	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>The audit findings have confirmed that there is no new HCVs, HCS forests peatland and other conservation areas been identified after 15 Nov 2018 in SOU 27 estates. Hence, the requirement under this indicator does not apply.</p>				<p>Not Applicable</p>	

Appendix B: GHG Reporting Executive Summary

The GHG emissions that were produced in 2021 for Melalap POM and supply base was calculated using the PalmGHG Calculator version 4.0. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in 2021 for Melalap POM and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.62
D	1.62

Extraction	%
OER	20.55
KER	4.53

Production	t/yr
FFB Process	49,963.14
CPO Produced	10,268.70
PKO Produced	2,263.22

Land Use	Ha
OP Planted Area	3,397.29
OP Planted on peat	-
Conservation (forested)	-
Conservation (non-forested)	-
Total	3,397.29

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total		
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	
Emission									
Land Conversion	33,553.77	0.86	-	-	-	-	33,553.77	0.86	
CO ₂ Emission from fertilizer	3,916.21	0.10	-	-	-	-	3,916.21	0.10	
NO ₂ Emission	2,062.54	0.05	-	-	-	-	2,062.54	0.05	
Fuel Consumption	20.18	-	-	-	-	-	20.18	-	
Peat Oxidation	-	-	-	-	-	-	-	-	
Sink									
Crop Sequestration	-31,804.54	-0.82	-	-	-	-	-31,804.54	-0.82	
Conservation Sequestration	-	-	-	-	-	-	-	-	
Total	7,748.16	0.20	-	-	2,157.65	-	9,905.81	0.20	

**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	9,793.62	0.20
Fuel Consumption	19.62	-
Grid Electricity Utilization	542.29	0.01
Credit		
Export of Grid Electricity	-	-
Sales of PKS	-	-
Sales of EFB	-	-
Total	10,355.54	0.21

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	-
PK from other source	-
Fuel Consumptions	-
Total Crusher emissions	-

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	-
Divert to anaerobic diversion (%)	100.00

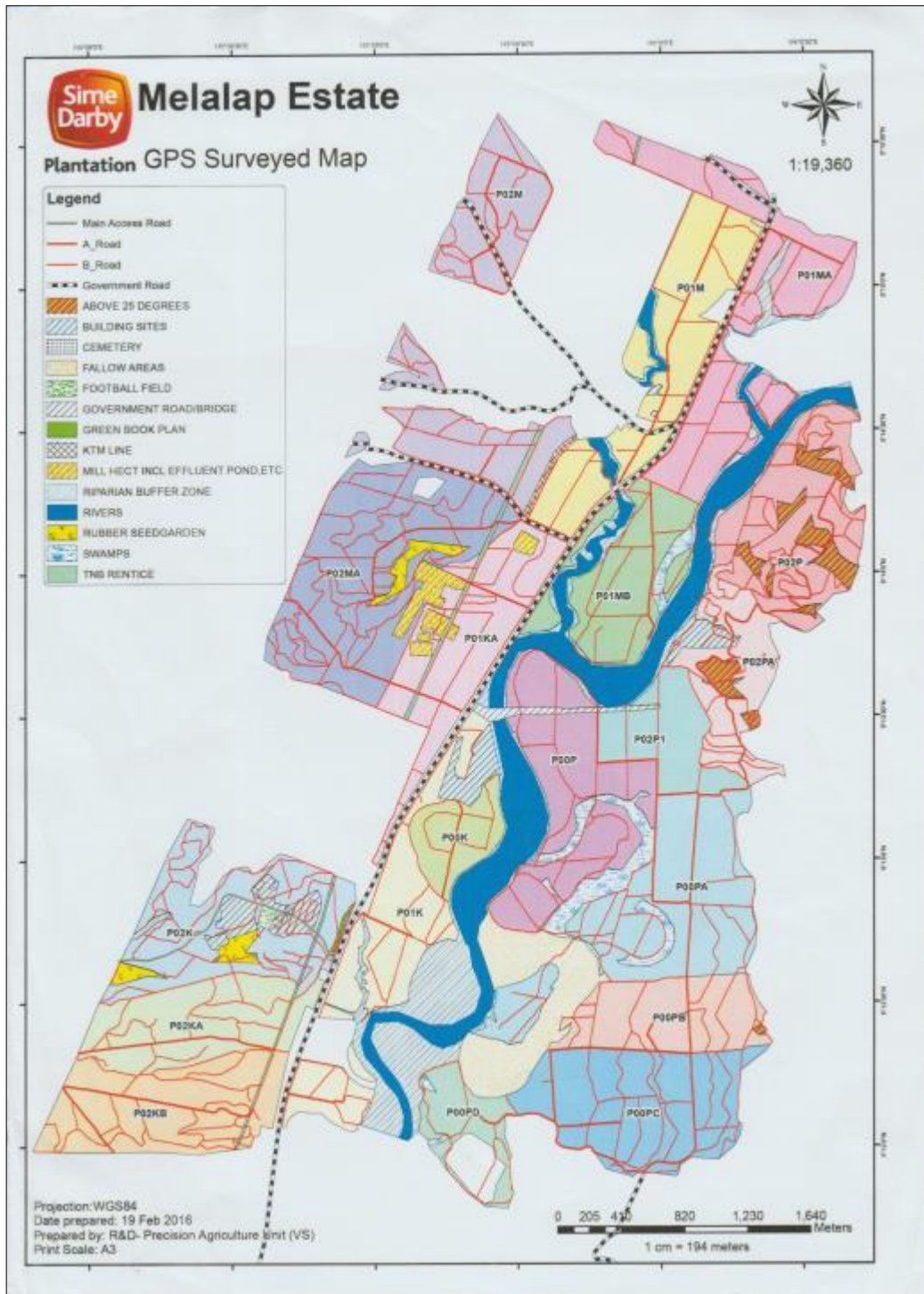
POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100.00
Divert to methane captured (flaring) (%)	-
Divert to methane captured (energy generation) (%)	-

Appendix C: Location Map of Certification Unit and Supply bases

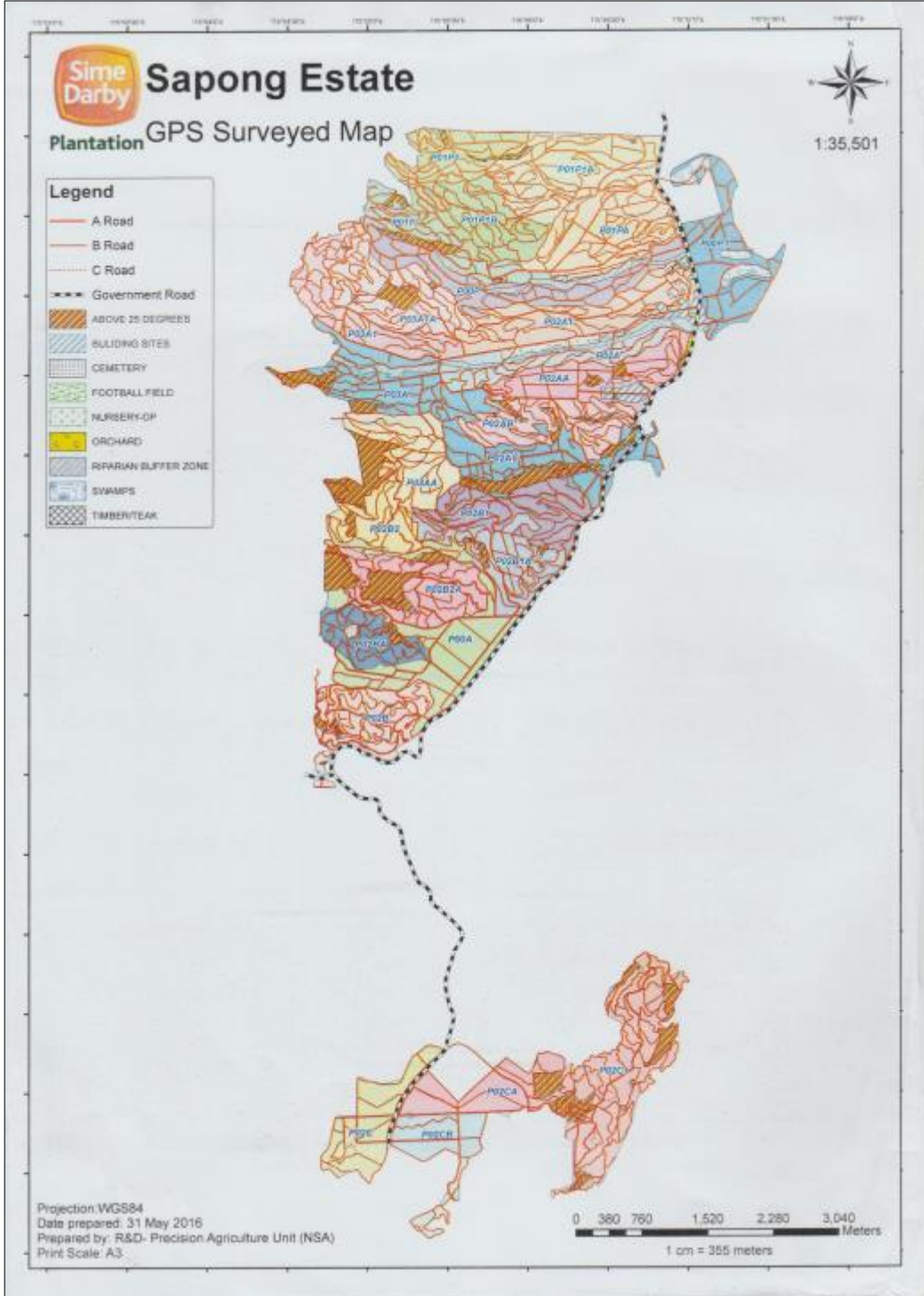


Appendix D: Estate Field Map

Melalap Estate



Sapong Estate



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Appendix E: List of Smallholder Registered and/or sampled

No	Name of farmer	Location	GPS Reference		Area Summary (Ha)		Forecasted annual FFB Production (MT)	Date of joining	Smallholder ID
			Latitude (N)	Longitude (E)	Total Certified Area	Planted Area			
Nil	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total					N/A	N/A	N/A		

Note: * are smallholders sampled in this audit.

Appendix F: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
ISS	Independent Smallholder Standard
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure