

RSPO – 2nd Annual Surveillance Assessment (ASA2)

FELDA Global Ventures Plantation (M) Sdn. Bhd
Head Office: PSQM Department, Level 20, Menara Felda Platinum Park, No. 11, Persiaran KLCC, 50088 Kuala Lumpur Malaysia.
Certification Unit: Bukit Sagu Palm Oil Mill Peti Surat 69, 25200 Kuantan, Pahang, Malaysia.

TABLE of CONTENTS	Page No
SECTION 1: Scope of the Annual Surveillance Assessment.....	3
1. Company Details.....	3
2. RSPO Certification Information & Other Certifications.....	3
3. Location(s) of Mill & Supply Base.....	4
4. Description of Supply Base.....	4
5. Plantings & Cycle.....	4
6. Certified Tonnage.....	5
7. Non-Certified Tonnage of FFB.....	5
SECTION 2: Assessment Process.....	6
Certification Body.....	6
Assessment Methodology, Programme, Site Visits.....	6
Assessment Program.....	7
Tentative Date of Next Visit.....	7
Total No. of Mandays.....	7
BSI Assessment Team.....	7
Accompanying Person.....	8
SECTION 3: Assessment Findings.....	8
3.1 Details of audit results.....	8
3.2 Progress against Time Bound Plan.....	8
3.3 Details of Findings.....	9
Non-Conformity.....	9
Positive Findings.....	10
Issues raised by Stakeholders.....	10
3.3.1 Status of Non-Conformities Previously Identified and Observations.....	12
3.3.2 Summary of the Nonconformities and Status.....	12
Assessment Conclusion and Recommendation.....	13
Acknowledgement of Assessment Findings.....	13

List of Appendices

- A RSPO P&C MYNI-2014 Checklist – Summary report of the Assessment
- B Felda Global Ventures Plantation Sdn. Bhd. Time Bound Plan
- C FELDA – Bukit Sagu Palm Oil Mill Certification Unit RSPO Certificate Details
- D Assessment Plan
- E Stakeholders Contacted
- F FELDA – Bukit Sagu Palm Oil Mill Supply Chain Assessment (Module E – CPO Mills: Mass Balance)
- G Location Map of Bukit Sagu Palm Oil Mill and Supply Base in Pahang, Malaysia
- H Map of Bukit Sagu Operating Units
- I List of Abbreviations Used

Section 1 Scope of the Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0013-04-000-00	Date	Member since 17/10/2004
Company Name	Felda Global Ventures Sdn Bhd		
Head Office Address	PSQM Department, Level 20, Menara Felda Platinum Park, No. 11, Persiaran KLCC, 50088 Kuala Lumpur Malaysia.		
Mill Address	KKS Bukit Sagu, P.S. 69, Wilayah Kuantan, 22500 Kuantan, Pahang.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mr. Anthonius P. Sani (Head Office) Mr. Mustafa Bin Ismail (Mill Manager)		
Website	www.feldaglobal.com	E-mail	k.bsagu@feldaglobal.com anthonius.s@feldaglobal.com
Telephone	6095517153 (Mill) 60328590000 (Head Office)	Facsimile	60328591999 (Head Office)

2. RSPO Certification Information			
Certificate Number	SPO 593394	Original Certificate Issued Date	12/02/2014
		Expiry Date	11/02/2019
Scope of Certification	Production of Crude Palm oil and Palm Kernel from Bukit Sagu Palm Oil Mill supply bases as follows; i) Bukit Sagu 1 ii) Bukit Sagu 2/3 iii) Bukit Sagu 4 iv) Bukit Sagu 6 v) Bukit Sagu 7 vi) Bukit Sagu 8		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR 3885	ISO 9001:2008	SIRIM QAS International	24/6/2018
ER 0336	ISO 14001:2004	SIRIM QAS International	24/6/2018
SR 0205	ISO 18001:2007	SIRIM QAS International	24/6/2018
EU-ISCC-Cert-DE119-60141080	International Sustainable Carbon Certification	ASG Cert.	19 March 2016

RSPO Public Summary Report
Revision 1 (Sept/2014)

3.Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
KKS Bukit Sagu	P/S 69, Wilayah Kuantan, 22500 Kuantan, Pahang.	103.1487 E	3.9669 N
Bukit Sagu 1	Ladang Felda Bukit Sagu 1, 26130 Kuantan, Pahang.	102° 32' 42"	3° 42' 04"
Bukit Sagu 2/3	Ladang Felda Bukit Sagu 2, 26130 Kuantan, Pahang.	102° 32' 08"	3° 41' 38"
Bukit Sagu 4	Ladang Felda Bukit Sagu 4, P/S 331, 25740 Kuantan, Pahang.	102° 33' 20"	3° 38' 12"
Bukit Sagu 6	Ladang Felda Bukit Sagu 6, P/S 451, 25750 Kuantan, Pahang.	102° 33' 49"	3° 35' 56"
Bukit sagu 7	Ladang Felda Bukit Sagu 4, P/S 355, 25740 Kuantan, Pahang.	102° 31' 26"	3° 34' 12"

4.Description of Certified Supply Base					
Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & Other (ha)	Total Hectareage
Bukit Sagu 1	791.05	871.86	1,662.91	174.98	1,837.89
Bukit Sagu 2/3	1,471.88	0	1,471.88	189.88	1,661.76
Bukit Sagu 4	2,399.52	619.82	3,019.34	184.64	3,203.98
Bukit Sagu 6	1,265.40	276.58	1,541.98	218.67	1,760.65
Bukit sagu 7	2,185.30	0	2,185.30	268.59	2,453.89
Bukit Sagu 8	1,802.49	0	1,802.49	208.86	2,011.35
TOTAL	9,915.64	1,768.26	11,683.90	1,245.62	12,929.52

5. Plantings & Cycle								
Estate	Age (Years) & Ha.					FFB Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (Jan - Dec 2015)	Actual (Jan - Dec 2015)	Forecast (Jan - Dec 2016)
Bukit Sagu 1	871.86	791.05	0	0	0	21,875	21,564	10,100
Bukit Sagu 2/3	0	1,471.88	0	0	0	32,563	24,717	28,417
Bukit Sagu 4	619.82	708.27	1,691.25	0	0	31,673	28,773	26,000
Bukit Sagu 6	276.58	0	0	1,265.40	0	21,769	23,864	33,718
Bukit sagu 7	0	0	1,162.46	1,022.84	0	34,693	29,218	24,599
Bukit Sagu 8	0	1,098.32	0	704.17	0	36,787	34,678	36,050
TOTAL	1,768.26	4,069.52	2,853.71	2,992.41	0	179,360	162,814	158,884

RSPO Public Summary Report
Revision 1 (Sept/2014)

6. Certified Tonnage									
Mill	Estimated (Jan - Dec 2015)			Actual (Jan - Dec 2015)			Forecast (Jan - Dec 2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
KKS Bukit Sagu	179,360	36,661	9,865	162,814	33,377	8,629	158,884	32,571	8,739

7. Non-Certified Tonnage of FFB (outside supplier – Excluded from Certificate)			
Independent FFB Supplier	Tonnage / Year		
	Estimated (Jan' 15 – Dec' 15)	Actual (Jan' 15 – Dec' 15)	Forecast (Jan' 16 – Dec' 16)
Tai Ichi Enterprise	} 60,400	} 84,376	} 50,150
Sri Kerbau			
Sern Lee			
Kuasa My			
EkstraPalma			
Kim Ma			
Far East			
Bumi Techno			
TOTAL	60,400	84,376	50,150

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd
(Accreditation Certificate No. RSPO- ACC- 019)
B-08-01(East), Level 8,
Block B, PJ8, No. 23
Jalan Barat, Seksyen 8,
46050 Petaling Jaya, Selangor, Malaysia.
Fax: +603-7960 5801
Senniah Appalamy: Senniah.Appalamy@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is RSPO Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta, Indonesia, Singapore, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme and Site Visits

The on-site assessment was conducted from 1 - 3 December 2015. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (Bukit Sagu 6 and Bukit Sagu 7). A range of environmental and social factors were covered. These included consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. RSPO P&C MYNI-2014 was used as Checklists and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

The Major and minor Nonconformities that were assigned during the first annual surveillance audit which was closed during the last assessment was followed up to ensure it is remaining closed. Previous nonconformities remains closed the assessment findings are detailed in Section 3.3.

This summary report is structured to provide detail of the assessment. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This summary report was reviewed by BSI internal certification reviewer prior to certification decision.

RSPO Public Summary Report
Revision 1 (Sept/2014)

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

1.Assessment Program					
Name (Mill / Supply Base)	Year 1	Year 2	Year 3 (ASA2)	Year 4	Year 5
KKS Bukit Sagu	√	√	√	√	√
Bukit Sagu 1	√			√	
Bukit Sagu 2/3		√			√
Bukit Sagu 4	√			√	
Bukit Sagu 6	√		√		
Bukit sagu 7			√		
Bukit Sagu 8		√			√

Tentative Date of Next Visit: December 6, 2016

Total No. of Mandays: 13.5

BSI Assessment Team:

Muhammad Haris B. Abdullah – Lead Assessor

He holds Master in Business Administration from the University Utara Malaysia and Bachelor of Business Administration (Hons) Majored in Human Resource Development from the Open University Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He completed the RSPO Lead Auditor Training in April 2013 and passed the course. He is also passed the ISO 14001, ISO 9001, OHSAS 18001 Lead Auditor Training Courses and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. Recently he has attended the RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Workshop on 17 – 19 September in Bangkok, Thailand. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, Social and community engagements, Stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Ragu Samy – Team member

Ragu Erulappan is a fulltime employee with BSI Services Malaysia. He graduated from University Technology Malaysia. He attended internal RSPO training in 22 December 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training, ISO 14001, ISO 18001 Lead Auditor Training. Currently he is an ISO 9001:2008, ISO 14001, ISO 18001, C-TPAT (Supply Chain Security) and GDPMD (Good Distribution Practice for Medical Devices) Lead Auditor. He has more than 5 years of auditing experience since August 2010 covering Environment, Safety and Health,

RSPO Public Summary Report

Revision 1 (Sept/2014)

Legal aspects in various industries. He is involved as Environment, Safety and Health Auditor during the RSPO Assessment. For this assessment he assesses Mill and Estate OSH, Legal, and Environment aspects. He is able to speak and understand Bahasa Malaysia, English and Tamil.

Hafriazhar Mohd Mokhtar – Team member

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons: - Nil -

Section 3 Assessment Findings

3.1 Details of audit results are provided in the following Appendix:

- RSPO P&C MYNI-2014 Checklist – Summary report of the Assessment - Appendix A
- FELDA Time Bound Plan - Appendix B:
- RSPO Supply Chain Certification Checklist – Appendix F

3.2 Progress against Time Bound Plan

FELDA Time Bound Plan (TBP) is included as Appendix B. Felda is operating 70 palm oil mills and has a time bound Plan to certify all the palm oil mills and supply base by 2015/2016. 51 mills already certified. FELDA is implementing a programme to achieve RSPO Certified Sustainable Palm Oil for all of its operation in Malaysia. FELDA is a RSPO member (Membership number: 1-0013- 04-000-00) since October 2004. On the basis of information available and that collected at the time of the audit, the Audit Team has concluded that there are no significant land conflicts, no replacement of primary forest or any area containing HCVs since November 2005, no labour disputes that are not being resolved through an agreed process and no evidence of noncompliance with the law at any of the noncertified holdings. Wall Street Journal published an article on migrant worker abuses in the FELDA oil palm plantation on 26 July 2015. During the latest complaints panel meeting dated 16 November 2015, the committee has decided that RSPO will conduct an integrity audit against Malaysian industries. There was another complaint raised by local community at Lahad Datu, Sabah on 16 February 2015. According to the Enquiry National Hak Tanah document by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development. The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA. Felda enclaved 916 acres of the said land and gave it back to the community. The community planted fruits and other crops on the land. A police report has been made by the community and that is the source of the complaint. During the latest complaints panel meeting dated 16 November 2015, the committee has decided that the parties are meeting the Land and Survey Office of Sabah to seek clarifications. Therefore, the progress by the Complaints Panel will be followed up and reported when the outcome of the meeting and decision is made.

RSPO Public Summary Report
Revision 1 (Sept/2014)

Furthermore, FELDA has provided a positive assurance statement on its RSPO requirement compliance to the partial certification dated 5 November 2015.

There is no lapse in implementing the time bound plan. There were positive changes made to the time bound plan to complete the certification by 2015/2016 compare with the original plan of 2017 which is still maintained. This proactive measure is to ensure 100% certification by 2017 for their own mills. This is a proactive approach from Felda to show the commitment towards RSPO certification.

BSI has continued involvement with assessments of FELDA Management Units during the 2015 period. BSI is also communicating with other Certification Bodies that auditing FELDA’s other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. There are two new planting carried out at Indonesia and complied with the RSPO NPP process. No new land acquired in 2015. Pontian United Plantations in Kinabatangan acquired in 2013 and now included in the time bound plan. Asian Plantation Limited in Miri which was acquired in November 2014 will be included in the time bound plan beginning 2016. FELDA consistently has kept BSI informed of any emerging issues and claims made against it. At the time of preparation of this Report, BSI is not aware of any new issues involving:

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

BSI considers that FELDA complies with the RSPO requirements for Partial Certification rules.

Details of the status of the Time Bound Plan as submitted by FELDA are in Appendix B.

3.3 Details of findings

The nonconformities are listed below. The summary of the findings by criteria is listed in Appendix A.

During this second annual surveillance assessment, there were two Major nonconformities raised. Bukit Sagu Palm Oil Mill submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformities was reviewed by the BSI audit team and accepted.

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1269853M1	Requirements: 2.1.1 Evidence of compliance with relevant legal requirements shall be available. Environmental Quality (Scheduled Waste) Regulations 2005; Sub-regulations 9 (5) & 10 (1)	Major
	Evidence of Nonconformity: The records and visit to scheduled waste store at Bukit Sagu Palm Oil Mill found scheduled waste SW410 have been generated and stored since 6/1/2015 after the last disposal date which has exceed the storage limit period of 180 days.	
	Statement of Nonconformity: The handling of scheduled waste in Bukit Sagu Palm Oil Mill is not complying to Environmental Quality (SW) Regulations 2005; Sub-regulations 9 (5) & 10 (1).	
	Status: The Mill management has identified that the store clerk did not disposed SW 410 for more than 180 days due to small quantity where the contractor only collect certain quantity and above due to the interior location. The management had	

RSPO Public Summary Report
Revision 1 (Sept/2014)

	<p>immediately applied for storage period extension from DOE on 21/12/2015 (Ref. No.: (27) 4046/BS/810/11.1 pt.4). DOE has accepted the application on 23/12/2015 and pending for the approval. While waiting for the approval from DOE, the management had taken proactive action by contacting the SW contractor to collect the SW 410 and agreed by the contractor. It was disposed on 28/12/2015 (Consignment note No.: 23943) by license contractor namely Pentas Flora Sdn. Bhd. The Major NC was closed on 4/1/2016.</p>	
--	--	--

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1269853M2	<p>Requirements: 4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>Evidence of Nonconformity: Mill: During the mill visit, it was found that flashback arrester was not fixed on each hose of the Oxygen Acetylene Tank as per the Safe Work Procedure requirement.</p> <p>Statement of Nonconformity: Implementation of the Oxygen Acetylene Usage Safe Work Procedure, Doc. No. FPI-PK-089 was not fully implemented i.e. on clause 6.1.5 referring to the installation of flashback arrester requirement.</p> <p>Status: The Mill management has identified that the operator has removed the flashback arrester during the work due to low pressure of the oxygen from acetylene tank. This was due to the quality of the flashback arrester used. As an immediate correction, the flashback arrester has been re-installed immediately and verified by the audit team. As a preventive measure, the management purchase high quality flashback arrester in the future. Meanwhile, refresher SOP training dated 15/12/2015 has been conducted to the operators by the mill executives. The Major NC was closed on 4/1/2016.</p>	Major

Positive Findings	
PF #	Description
1	The Bukit Sagu management unit has maintained a very good relationship with the local community and other stakeholders.
2	The palm oil mill has maximized the use of renewable energy by consuming shell and fibre produced internally.

Issues raised by Stakeholders

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

RSPO Public Summary Report
Revision 1 (Sept/2014)

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. 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 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 Appendix E.

IS #	Description
1	<p>Issues Pengerusi Kesatuan Pekerja-pekerja FPISB Cawangan Bukit Sagu (Union Chairman) – 55 Members (Union) 30 Members (Koperasi) Good relationship between workers/members of union and management</p> <p>Management Responses Info noted</p> <p>Audit Team Findings No further issue</p>
2	<p>Issues Auxiliary Police (AP) Ketua Pos Kilang & Ketua Unit Kawasan Bukit Sagu – Number of strength – 11 (unit) 7 (post) Good relationship between AP workers/members of union and management</p> <p>Management Responses Info noted</p> <p>Audit Team Findings No further issue</p>
3	<p>Issues Settlers Leaders: Confirm that the management has maintained good relationship and provide various assistances to the settler.</p> <p>Management Responses Management assists wherever possible.</p> <p>Audit Team Findings No other issues.</p>
4	<p>Issues Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.</p> <p>Management Responses The management treat all employees equally and no discrimination.</p> <p>Audit Team Findings No disputes were highlighted by foreign workers interviewed during field visit.</p>
5	<p>Issues Contractors: Contractors confirm payment is prompt as per agreed contract.</p> <p>Management Responses Payment is made as per the agreed terms.</p> <p>Audit Team Findings No other issues.</p>

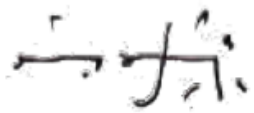

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1150821N1	Requirements: An implemented water management plan shall be in place.	Minor
	Evidence of Nonconformity: 4.4.1 FELDA sustainable manual (Manual Lestari) Procedure No. 3.7: Water Sampling ML-1A/L2-PR6 (0) Section 1.0 (b) requires the monitoring of river water quality need to be done once a year. However, there was no any monitoring report for 2014.	
	Statement of Nonconformity: Monitoring of river water quality was inconsistent.	
	Status: Latest sampling was done on 21/9/2015, analysis certificate no. 2791/2015 dated 22/9/2015 by Makmal Analisa Bukit Goh, Kuantan. Result shown all parameters were in compliance with the NWQS requirements. The Minor NC was closed on 3/12/2015.	

3.3.2 Summary of the Nonconformities and Status

NC Ref.	CLASS	ISSUED	STATUS
A819762/1	Major	21/12/2012	Closed on 15/4/2013
A819762/2	Major	21/12/2012	Closed on 15/4/2013
A819762/3	Major	21/12/2012	Closed on 15/4/2013
A819762/1	Minor	21/12/2012	Closed on 28/1/2015.
A819762/2	Minor	21/12/2012	Closed on 28/1/2015.
A819762/3	Minor	21/12/2012	Closed on 28/1/2015.
A819762/4	Minor	21/12/2012	Closed on 28/1/2015.
A819762/5	Minor	21/12/2012	Closed on 28/1/2015.
1150821M1	Major	30/01/2015	Closed on 20/3/2015.
1150821N1	Minor	30/01/2015	Closed on 3/12/2015.
1269853M1	Major	03/12/2015	Closed on 4/1/2016.
1269853M2	Major	03/12/2015	Closed on 4/1/2016.

RSPO Public Summary Report
Revision 1 (Sept/2014)

Assessment Conclusion and Recommendation:	
Based on the findings during the assessment, Bukit Sagu Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C MYNI- 2014, and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Bukit Sagu Palm Oil Mill Certification Unit is approved and continued.	
Acknowledgement of Assessment Findings	Report Prepared by
Name: Anthonius P. Sani	Name: Muhammad Haris Abdullah
Company name: FGV Plantation (M) Sdn. Bhd	Company name: BSI Services (M) Sdn. Bhd
Title: Senior Manager, Plantation Sustainability and Quality Management (PSQM Department)	Title: RSPO Lead Auditor
Signature: 	Signature: 
Date: 5 January 2016	Date: 5 January 2016

Appendix A: Summary Report of the Assessment

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Bukit Sagu Palm oil Mill and supply base estates have maintained the record of request and responses in the 'external request record book' and some communication record through the email which received from internal and external stakeholders. The response and action taken by the management also been recorded and maintained. Most of the request was from the FELDA Settlers which request for monthly payslip of FFB from the FELDA management.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response under file QOHSE-FPI/L2/QOHSE-06.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance -	Bukit Sagu operating units have maintained a list of publicly available documents that is approved by manager and can be produced upon request. Sample of documents includes the following: (1) Felda Policies and Guidelines which includes Human Rights Policy (2) Land titles (user right) (3) Safety and Health Plan (4) Hazard Identification and Risk Assessment (HIRAC) (5) Environmental Aspect and Impact Register (6) Social Impact Analysis (7) Pollution Prevention Plan (8) Details of complaints and grievances (9) Negotiation procedures (10) Continual improvement plan (11) HCV assessment report (12) RSPO Public summary report	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	Felda plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.	Complied
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p><u>Bukit Sagu 6 Estate:</u></p> <ul style="list-style-type: none"> MPOB license: 571667011000 (validity period 1/5/2015 - 30/4/2016) <p><u>Bukit Sagu 7 Estate:</u></p> <ul style="list-style-type: none"> MPOB license: 559045002000 (validity period 1/5/2015 - 30/4/2016) <p><u>Bukit Sagu Palm Oil Mill (BSPOM):</u></p> <ul style="list-style-type: none"> MPOB license: 500202104000 (validity period 1/4/2015 - 31/3/2016) for 259,200MT DOE Licence: JPKKS 004129 (validity period 1/7/2015 - 30/6/2016) for 60 MT/hr and method of POME discharge is water course with BOD final discharge limit <100mg/l Poison license: Schedule Form A NaOH permit, reg. no.: CC0054/2015, (validity period 1/1/2015 – 31/12/2015) limit of purchase (liquid NaOH) 4,500kg Energy commission license no.: PKN(P)100/98; serial no.: 00103179 (validity period 9/2/2015 – 8/2/2016) for installation capacity limit <3018kW Schedule controlled item permit (Diesel) ref. no.: PHG/PD//K/37/08; serial no.: C016516 (validity period 3/11/2015 – 2/11/2016) for storage capacity of <24,000liters Pahang government water resource usage license no.: SWUL/LPSA/109/2015 (validity period 1/1/2015 - 31/12/2015) source of water is Sungai Rong which is a steam of Sungai Reman Boiler no. 1 Mechmar Boilers PMD reg. no.: PMD4726 (validity 9/4/2015 – 8/7/2016) Sterilizer Uni-Vessel Engineering reg. no.: PH PMT1450 (validity 9/4/2015 – 8/7/2016) Horizontal air receiver Vestech Engineering reg. no.: PH PMT1923 (9/4/2015 – 8/7/2016) USECHH 2000 – Occupational Medical Surveillance Program for Year 2015 has been conducted on 3/4/15 for e.g. Laboratories, Store, & Boiler Workers. Results shows no abnormal results and report recommended workers are fit to work at the chemical exposure areas. USECHH 2000 – Chemical Health Risk Assessment been conducted on 19/9/13-20/9/13. <p>However, it was sighted during the visit that the records of scheduled waste store at BSPOM for SW410 have been generated and stored since 6/1/2015 after the last disposal date which has exceed the storage limit period of 180 days. Major nonconformity was raised.</p>	<p>Major Non-compliance</p>
<p>2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p>	<p>All operating units have written information on legal requirement and this information updated by the head office. The register of legal and other requirement (Senarai Undang- Undang & Keperluan yang berkaitan RSPO) is made available at operating units.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The written information on legal requirement is used to ensure the compliance by conducting self-evaluation.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Copies of the land titles of the mill and estates were maintained and found to be in proper order. Records are available to show that the land lease comply with legal requirements and does not infringe on any legal rights that require free, prior and informed consent (FPIC). The original copies are maintained by the Corporate Head office. The legal use of the land confirmed to be for cultivation of oil palm and agricultural use. FELDA have provided evidence of legal ownership of the designated plots of smallholders land.	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	There has been no change to the stated land titles and designated use for cultivation of oil palm and agricultural use. Legal boundary markers were sighted and maintained along the perimeters of estate lands which were mapped Global Positioning System (GPS). Land survey maps with boundaries marked on the map. Locations of boundary stones / markers were identified and found to be within the boundary parameters of the estates.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	This clause is not applicable as Fellda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	This clause is not applicable as Fellda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	This clause is not applicable as Fellda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for 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 company's title, concession or lease on the land. - Minor compliance -	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
2.3.3	All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
2.3.4	Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
Principle 3: Commitment to long-term economic and financial viability			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
Criterion 3.1:			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	FELDA has continued its commitment to long term sustainability and improvements through a capital expenditure programme. Bukit Sagu Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the regional level and participated by the Regional GM and Estate managers. The long range replanting programme has been established until 2020. <u>Bukit Sagu 7 estate:</u> Replanting of 392.59ha for 2016 and 426.43ha in 2017 has been planned. <u>Bukit Sagu 6 estate:</u> Replanting of 398.82ha for 2016 and 624.02ha in 2017 has been planned.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	Bukit Sagu Mill and estates operates in accordance with the FELDA management systems and standard operating procedures. i.e: Mill: Palm Oil Mill Operation Manual (08/04/2010 and amendments) covering every station from the security gate for reception of FFB until the delivery of processed oil and POME management. FPISB Procedure Manuals: FPI/L2/QOHSE-1.0-25.0; Issue date: 2/1/2008; Rev. 11; dated 15/10/2015. Estates: Sustainable Oil Palm Estate Operation Manual issued by FELDA Agricultural Services Sdn Bhd (FASSB) on 01/06/2012.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices. Mill advisor and plantation advisors visits the operating units to ensure implementation of procedures are consistent. <u>Mill:</u> Mill advisor visited the mill on 25-26 February 2015. DOE visit: 13/11/2015 DOSH visit: 4/11/2015 <u>Bukit Sagu 6 estate:</u> PA Visit: 14-15/9/2015 Agronomy visit: 10/2/2015 <u>Bukit Sagu 7 estate:</u> PA Visit: 7-8/9/2015 Agronomy visit: 12/2/2015	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Internal audit has been conducted on the 15/10/15 by sustainability department executive who covered all the scope and requirement of RSPO for the palm oil mill and estates. The management has responded to all the non-conformities raised during the internal audit.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Bukit Sagu mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agricultural practice (GAP) for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking and fertilizer application as per the recommendation by the Agronomist from FELDA Agricultural Services Sdn. Bhd. These had been verified through the records for fertilizer application and observation during field visit.	Complied
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The FELDA R&D Department located at "Tun Razak Agriculture research Centre" (PPPTR) has maintained an active interest in the management of soil fertility and optimisation of FFB yields and it also monitors the changes in nutrient status through periodic soil and leaf sampling.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied at the rate of 40mt/ha on selected area close to the mill.	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of all three estates visited are mostly flat and undulating. However, FELDA has a policy on slope planting and this is being implemented during replanting.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	The main roads leading to the estates are maintained by the Government Department. The estates roads are in good overall condition. Road maintenance programme verified to be established and implemented.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance	
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance –	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<u>Mill:</u> Pelan Pengurusan Air Tahun 2015 updated as of 18/5/2015 sighted available established as per procedure FPI/L2/QOHSE-15.0. The plan consists of the management of quality and availability of water which inclusive of identifying source of water used, efficiency of water usage, identifying of renewable water source and impact to water catchment area and stakeholders. Implementation has been evidence with availability of records on the monitoring of water usage, monitoring of rainfall and water shortage contingency plan. The mill has maintained monitoring records of water usage which recorded every day and summarised on monthly basis including the monitoring of rainfall water, which has been an alternative source of water as mitigation plan during draught season. Rainfall for period from Jan to Oct 2015 recorded at 1098mm. <u>Bukit Sagu 6 & 7:</u> Involved the procedure on water sampling (doc. no. ML-1A/L2-PR6(0) dated Mar 2012. The plan documented in file P4 Bil.: 10/2010 C.4.4 Kualiti & Kebolehdapatan Air (FAS-RSPO L1/K4.4/4.4.1). The water management plan involved quality and availability established for both plantation field and housing/office area. The contingency plan for availability of water in housing/office area are as following: <ul style="list-style-type: none"> • Reporting water supply shortage to nearest supplier (Water Supply Department-WSD) • Providing sufficient water storage tank • Asking WSD to deliver water tank for housing/office use Water quality monitoring was done based on water sampling procedure – doc. no. ML-1A/L2-PR6(0) dated March 2012 established. For Bukit Sagu 6, latest sampling was done on 21/9/2015, analysis certificate no. 2791/2015 dated 22/9/2015 by Makmal Analisa Bukit Goh, Kuantan. Result shown all parameters were in compliance with the NWQS requirements. Rainfall for period from Jan to Oct 2015 recorded at 1261mm with 121 no. of rainy days.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Based on "Polisi Perlindungan Tanah Curam dan Rezab Sungai" (ML-1A/L2-P03(0) dated March 2012, established river buffer zones as per MPOB's guideline: i) River width > 40m; river buffer = 50m ii) River width 20 - 40m; river buffer = 40m iii) River width 10 -20m; river buffer = 20m iv) River width 5 - 10m; river buffer = 10m v) River width < 5m; river buffer = 5m Buffer zones had been maintained on both sides of rivers/streams in the estates as verified during on-site field inspection. There was no evidence of spraying around palms marked as boundary for the buffer zones. There was also no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.	Complied
4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	<u>Mill:</u> BSPOM implemented outgoing water monitoring, for the drain outlet from the mill established as per procedure FPI/L2/QOHSE – 1.0 (C). Sampled analysis report done by Makmal Analisa Bukit Goh, Fel-da Plantation Industries Sdn. Bhd. for water sample certificate of analysis no.: 3492/2015, lab sample no. 11(M3/2015) dated 24/11/2015 for sample taken on 16/11/2015 sighted available. Analysis was done against Acceptable Conditions For Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, TSS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested.	Complied
4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	BSPOM monitored its water consumption on monthly basis for the source of water supply for its mill process usage. The mill has a specific target of water consumption at 1.00m ³ /mt FFB processed. Average water consumed for the period from Jan to November 2015 was at 1.43m ³ /mt FFB processed. It shown that the mill was not able to meet its target since the water also use for domestic supply.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	FELDA has developed and implemented IPM Plan which includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as Turnera subulata and Casia are grown in the estates. Records of planting of new areas and maintenance of existing areas of beneficial plants and location maps are available. Records of rat baiting and barn owl census are available. No reported infestation by other pests (bagworms and rhinoceros beetle).	Complied
4.5.2 Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training records for staff on IPM implementation were available and verified to be satisfactory during on-site assessment.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment		

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Complied
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	Complied
4.6.4	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, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Complied
4.6.5	Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Complied
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:		
4.7.1	<u>Mill & Estates</u> A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p><u>Mill & Estates</u></p> <p>Risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRADC analysis. For Mill sighted HIRADC analysis for Workshop, Loading Ramp/Hopper, Sterilizer, Boiler and Biogas Plant. Whereas for Estates sighted HIRADC for Loading, Transportation to Platform, fruit harvesting and spraying.</p> <p>Procedures and control measures were implemented to mitigate the risks. Assessment of noise levels in the POM was conducted by DOSH on 20 September 2014 which had identified the work areas with high noise levels i.e. boiler station, engine room and sterilization units were above 85 dB. Mill management have taken steps to reduce the noise levels by more frequent lubrication of machinery, reducing the exposure time to high noise and mandatory use of ear plugs and ear muffers. Annual audiometric tests for mill staff and workers for year 2015 is still in progress and the management is stage of sourcing quotation and planned to conduct the annual audiometric test by end of Dec-2015. The workers checked did not suffer from significant hearing disabilities. The employees exposed to high noise levels were interviewed. The workers are aware of the danger of hearing loss due to prolonged exposure to high noise levels. The workers are also aware of the complaints process and mechanism available. "Permit to work" system was applied at the POM.</p> <p>Implementation of the Oxygen Acetylene Usage Safe Work Procedure, Doc. No. FPI-PK-089 was not fully implemented i.e. on clause 6.1.5 referring to the installation of flashback arrester requirement. During the mill visit, it was found that flashback arrester was not fixed on each hose of the Oxygen Acetylene Tank as per the Safe Work Procedure requirement.</p> <p>Major nonconformity was raised.</p>	<p>Major Nonconformity</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p><u>Mill & Estates</u></p> <p>Training programme planned for year 2015 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters - pesticides operators - manurers <p>Training also provided on use of fire extinguishers and fire drill, awareness and understanding of MSDS/CSDS and first aid. Employees interviewed at POM confirmed to be provided with safety training relating to their work at least once a year by the qualified Safety & Health Officer and training records are available. Evaluation carried out on each training programme to determine its effectiveness. The training content was revised periodically for improvement. The safety and health training on exposure to noise levels conducted by the qualified Safety & Health Officer complied with the requirements of the Factories and Machinery (Noise Exposure) Regulations. All staff and mill employees attended the training as indicated in the records maintained. The content of the training include the said provisions of the regulations, purpose and explanation of audiometric test, proper usage of ear plugs and ear mufflers, and consequence of hearing loss. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear mufflers, etc.) displayed at appropriate work areas for the protection of safety and health.</p>	<p>Complied</p>
<p>4.7.4 The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p><u>Mill & Estates</u></p> <p>The responsible persons are the Mill Manager, Assistant Managers and the Head of the respective operating units. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to be satisfactory.</p> <p>E.g. sighted POM S&H Meeting dated 7/8/15 & 20/5/15, Felda Bukit Sagu 06 dated 17/9/15 & 15/6/15 and Felda Bukit Sagu 07 dated 29/9/15 & 24/7/15.</p>	<p>Complied</p>
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p><u>Mill & Estate</u></p> <p>Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors. Workers trained in First Aid were present in the mill and field operations. Records on all accidents had been verified to be maintained satisfactorily. Quarterly review on accident cases had been carried out during quarterly meeting of Environment, Safety & Health (ESH).</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.6 All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p><u>Mill</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO. No foreign workers in the Mill.</p> <p><u>Felda Bukit Sagu 06</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with Pentadbiran SPPA Sdn. Bhd. Seen Policy Certificate No. W5008731.</p> <p><u>Felda Bukit Sagu 07</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with Pentadbiran SPPA Sdn. Bhd. Seen Policy Certificate No. W5011500.</p>	<p>Complied</p>
<p>4.7.7 Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p><u>Mill & Estates</u> Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory.</p> <p>Sighted accident report dated 1/9/15 for mill worker and accident report dated 8/9/15 for Felda Sagu 07 estate worker. Appropriate accident investigation reports & JKPP 6 letters been submitted accordingly.</p> <p>So far no accidents occurred at Felda Bukit Sagu 06 Estate, as to date for year 2015. DOSH visits at the mill and estates been recorded in the DOSH log book and noted comments highlighted by DOSH has been taken action accordingly by the organization.</p>	<p>Complied</p>
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>		
<p>4.8.1 A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -</p>	<p><u>Mill & Estates</u> Formal training problem for the year 2015 available and implemented. Regular assessment of training conducted to ensure understanding among the employees. Trainings conducted include a formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System. The various trainings conducted and the training records maintained to be acceptable.</p>	<p>Complied</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
4.8.2 Records of training for each employee shall be maintained. - Minor compliance -	Training records available. Some of the samples: <u>Mill:</u> 1. First Aid Training dated 13-14/3/14 2. Safety Campaign dated 14/3/15 <u>Felda Bukit Sagu 06 Estate:</u> 1. Harvesting training dated: 4/3/15 2. Manuring training dated: 7/1/15 <u>Felda Bukit Sagu 07 Estate:</u> 1. Pesticide Handling training dated: 9/6/15 2. PPE training dated: 6/8/15 Assistant Mill Manager has attended a training course for Certified Environmental Professional in the Treatment of Palm Oil Mills Effluent (Pond Processes)(CePPOME) on 7 – 9/9/2015.	Complied

Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion 5.1:

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

5.1.1 An environmental impact assessment (EIA) shall be documented. - Major compliance -	<u>Mill:</u> BSPOM has a documented Environmental Aspect and Impact Identification (EAI) which was updated on 15/10/2014 (ref. no.: FPI/L4/QOHSE-1.7 Rev. 0). The EAI developed based on its established Standard Operating Procedure on Environmental Aspects/Impacts Evaluation ref. no.: FPI/L2/QOHSE-1.0; Issue no. 2; Rev. 4; dated 15/9/2014. Significant aspect identified and impact evaluated for the mill operations was tabulated in the Significant Aspect and Impact register updated on 15/10/2014 (ref. no.: FPI/L4/QOHSE-1.8 Rev. 0) divided into mill operation stations. STPOM has covered all its operation in identifying the environmental aspect and evaluating the environmental impact. Latest update of the EAI has included the operation of compost plant and effluent treatment polishing plant. <u>Bukit Sagu 6 & 7:</u> Aspect identification and impact evaluation has been documented based on the established guideline; ML 1A/L3-GP04(0) dated March 2012. Bukit Sagu 6 & 7 have consistently documented EIA as Pengenalpastian Aspek Dan Penilaian Impek Alam Sekitar Melalui Aktiviti Perladagangan, Bahan Buangan Dan Pencemaran, doc. Type: RSPO 2010 (Kriteria 5.1/5.3/5/6; doc. No.: 1/2014 dated 10/2/2014– Environment Aspect and Impact Identification for various activities- security work, compound, field, harvesting and collection, main entrance, pest and disease control, petrol and diesel, power station, replanting, road, schedule waste store, workshop was tabulated form no.: P5/C5.1/I5.1.1 dated 16/1/2015.	Complied
--	--	----------

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p><u>Mill:</u></p> <p>There were no major changes to the identified impacts since the establishment of the documents above. Impacts such as smoke emissions, noise levels, POME and EFB management were verified at the mill.</p> <p><u>Estate:</u></p> <p>HCV and other environmentally sensitive areas were documented and inspected on site. Signage on buffer and signage on the prohibited activities along all the buffer zones were found to be sufficiently placed for the operating units estates visited i.e. Bukit Sagu 6 & 7.</p>	<p>Complied</p>
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling</p> <p>Among the mill environmental monitoring records available are sighted as following:</p> <ul style="list-style-type: none"> • Final discharge analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for water sample certificate of analysis no.: 2979/2015, lab sample no. 37/15 dated 5/10/2015 for sample taken on 29/9/2015 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, TSS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested. • Boiler stack sampling records: Stack Emission Monitoring Report by Triple A EHS Solution Sdn. Bhd. (Report ref. # Stack Emission Sampling Report – KS Bukit Sagu 1st Bi-Year 2015; sampling dated 4/6/2015) for Stack Flue Gas Boiler no. 1 & no. 2. Result shown the stack emissions are within limit at 0.2841 g/Nm³ and 0.3165 g/Nm³ respectively, corrected to 12% CO₂. <p>Online scheduled waste inventory & consignment not available as only manual inventory updated as of 31/10/2015 where the quantity and storage period for SW 410 were within allowable limit. Latest Scheduled Waste disposal was done on 27/1/2015, consignment # HC002887 for SW305 & SW306 by Hiap Huat Chemicals Sdn. Bhd. No any disposal was done for SW 410 since its generation on 6/1/2015 as well as other SW categories which has exceed the allowed storage period limit of 6 months. Major nonconformity was raised against criterion 2.1.1.</p>	<p>Complied</p>
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV assessment was conducted in collaboration with the University Sains Malaysia undergraduates and internal staff of Bukit Sagu Complex JCC. The assessment was carried out an assessment of the presence of HCVs within and adjacent to the plantations area within Bukit Sagu Complex. There is no neither HCV area nor biodiversity areas within the landholding.	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Regular patrols within the operating unit estates were carried out and findings recorded by the respective estate executives to monitor the conservation/buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signages that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities such as the State Wildlife department. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	On-going monitoring of the management plan on the status of any RTE species at the plantation areas was done. Reports are collated and reviewed by the regional General Manager and HQ Sustainability team for the operating units situated within the region. The updated reports available indicated that there have been no sightings of any RTE species at the operating units.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	It is verified that there has been no instance of HCV set aside that conflicts with the rights of local communities at the estates visited. Thus negotiated agreement of such nature is not applicable.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>Waste sources have been identified accordingly by both the mill and estates based on the RSPO Manual on Identification and Management of Waste; doc. no.: ML 1A/L2-P08(0); dated March 2012</p> <p>Visits made to Mill together with Bukit Sagu 6 and Bukit Sagu 7 estates showed that all waste products and sources of pollution were identified and documented. The documentation and identification of all the waste products such as scheduled waste, domestic waste and recyclable waste such as metal, plastic, mill waste and polluting materials e.g. EFB, POME, Stack emissions and Boiler ashes were maintained and monitored at the Mill. BSPOM tabulated its identified properly in RSPO L1/K5.3/5.3.1. Scheduled Waste identified included spent hydraulic oil (SW 305), spent lubricant oil (SW 306), used chemical containers / drums (SW 409), used filters SW 410) and used batteries (SW 102). Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.</p>	<p>Complied</p>
<p>5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p><u>Bukit Sagu Mill:</u></p> <p>Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor appointed including Hiap Huat Chemicals Sdn. Bhd.</p> <p><u>Bukit Sagu 6 & 7 estates:</u></p> <p>All chemical containers are disposed as per the company procedures. Most of the agrochemical containers are recycled for pre-mixing agrochemicals. Recycling is only for the same purpose.</p>	<p>Complied</p>
<p>5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>Action plan to reduce impact through 3R (Reduce, Reuse and Recycle, depending of type of waste has been established Doc. type: RSPO 2010-Kriteria 5.1/5.3/5/6; doc. no.: 1/2010; dated 21/1/2011.</p> <p>Record shown a contractor has been appointed to carry out the domestic waste collection twice a week. The company has continued managing scheduled waste stores at the mill and each of the estates. Agrochemical containers are triple rinsed and punctured to avoid any misuse.</p>	<p>Complied</p>

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

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
5.4.1 A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Mill: Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Based on record of monitoring of renewable energy usage for financial year period of Jan to Dec 2014 and Jan to Oct 2015, the following were derived where total average fibre (14.60%), shell (4.91%), empty bunch (30.00%) and decanter cake (3.50%) generated from FFB processed. Average monthly fossil fuel (diesel) consumed by the mill for period from Jan to Oct 2015 was 1.06liter/mt FFB processed. For estates, average diesel consumed was 1.57liter/FFB produced.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
5.5.1 There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	FELDA's Group policy of Zero open burning was enforced since July 2011 including any land preparation or replanting activities.	Complied
5.5.2 Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the 'zero burning' policy for replanting at the estates. During the audit, there were no replanting activities carried out in the Bukit Sagu complex. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The operating units had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 100mg/l. Boiler stack sampling records: Stack Emission Monitoring Report by Triple A EHS Solution Sdn. Bhd. (Report ref. # Stack Emission Sampling Report – KS Bukit Sagu 1 st Bi-Year 2015; sampling dated 4/6/2015) for Stack Flue Gas Boiler no. 1 & no. 2. Result shown the stack emissions are within limit at 0.2841 g/Nm ³ and 0.3165 g/Nm ³ respectively, corrected to 12% CO ₂ .	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel/fuel and fertilizer. Their usage have been recorded and documented at each of the operating units. The plan to reduce or minimise the GHG emission is in progress. This will be followed up during the next surveillance assessment.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples from mill were sent to Makmal Analisa Bukit Goh while from estates sent to Pusat Penyelidikan Tun Razak (PPTR) FASSB Sungai Tekam for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Monthly reporting to DOE was also done and record documented. Smoke emission quality test at the mill was done every 6 month in accordance to the Environmental Quality Regulation. The test was conducted by the external consultant approved by Department of Environment. The latest test result dated 12/10/2015 shows that all parameters were complied with the standard requirements. FELDA has used the Palm GHG v1.0 and now revising the date using Palm GHG v2.0 to submit to RSPO upon completion.	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Aspects of plantation and mill management related to social issues identified through Social Impact Assessment. Annual review is conducted through stakeholder meetings and communication with stakeholders. It is noted that all the operating units maintain good relationship with internal and external stakeholders such as employees, contractors, surrounding communities and regulatory bodies. Improvement on social obligation includes improvement of the housing and facilities for the employees and contribution to the surrounding community development.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included government bodies, group associated stakeholders, neighbouring estates and small holders, management staff and workers including representative of migrant workers such as Indonesians, Contractors/suppliers and government clinic staff.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The social documents had plans for avoidance or mitigation of negative impacts, such as continue monitoring the level of smoke release from the mill, lack of suitable work opportunities for Felda second generation, etc. The plans also promoting the positive ones such as targeting higher education achievement of school children, organising mobile banking at the settlement with Bank Rakyat. The management of estate and mill has monitored the impacts identified, developed in consultation with the affected parties, especially Felda settlers. Sighted records of appointed teams headed by estate managers assisted by assistant managers. The roles and responsibilities of these appointed officials were defined.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Bukit Sagu operating units have planned to review the SIA plans every year for follow-up and updating to current practices. The social documents had plans for avoidance or mitigation of negative impacts, such as continue monitoring the level of smoke release from the mill, lack of suitable work opportunities for Felda second generation, etc. The plans also promoting the positive ones such as targeting higher education achievement of school children. The management of estate and mill has monitored the impacts identified, developed in consultation with the affected parties, especially communities within the complex, e.g. Felda settlers, government managed institutions such as schools and clinics.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	Positive impacts such as increased work opportunities, increased income and improved living standards are identified.	Complied
Criterion 6.2:			
There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Policy on industrial relations "Polisi Komunikasi" dated 1 June 2014 signed by Director of FELDA for internal and external communication and consultation is available. In all estates audited, where are actually the Felda Scheme Smallholders, at least three different meetings conducted between the Felda management office and the Scheme Smallholders conducted every month. Among available channels of communications between the management and affected or interested parties are, the Joint Consultative Committee [JCC], gathering with Felda Scheme Smallholders, "Jawatankuasa Kemajuan Rancangan (JKKR)", Gerakan Persatuan Wanita (GPW), etc. All of these meetings are conducted monthly. Other than meetings and gatherings, affected parties also have access to workplace inspections, suggestion boxes, housing maintenance request forms to raise their concerns.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Estate managers are the nominated persons responsible for communication with the stakeholders. The organization has a list of stakeholders including local authorities, government departments, suppliers and contractors.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	List of stakeholders are sighted and properly filed. Copies of these stakeholders' lists were also submitted to the auditors prior to the site audit. Internal stakeholders may raise their concerns through different communication channels as mentioned in 6.2.1. External stakeholders may specifically raise their concerns through suggestion boxes and complaint form, i.e. "Rekod Pertanyaan Dan Maklumbalas" provided by each operating units. There are also records sighted where external stakeholders communicated with the mill and estates with some specific requests, e.g. donations. All these requests were responded and maintained properly.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.		
6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	FELDA has an established and documented system for dealing with complaints and grievances and it was implemented through manual "Manual Lestari 1A [ML-1A/L2-PR4 (0)]". Record shows that 'Complaints and Grievances Book' in all estates visited are still active in recording complaints/requests made by employees and Scheme Smallholders. Over the past 12 months, entries made were mainly on minor repairs needed to the housing facilities and access road which were verified to be attended to in a timely manner.	Complied
6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	Complaints and grievances are handled by respective responsible persons. Outcomes from the actions taken are recorded in different manners, e.g. meeting minutes and payment vouchers to contractors after completion the jobs. Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through Minutes or in Complaints Log.	Complied
Criterion 6.4: 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.		
6.4.1 A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance –	No cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.	Complied
6.4.2 A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance –	The FELDA Scheme Smallholders and plantation operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.	Complied

RSP0 Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance –	No cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Only local workers are hired at the POM and in all the estates offices. Estates hired both local and foreign workers. Documentation and conditions of pay for the local and foreign workers at the estates offices are available for verification. The payment slips for foreign workers at the estates sighted are easy to understand and this fact was further verified with migrant workers. Payments are made latest by 7th of each month and consistent with Minimum Wage Order 2012. Holidays entitlements as required by the laws are satisfactorily fulfilled, e.g. annual leaves, public holidays, and maternity leave.	Complied
6.5.2	Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -	Offer letters and signed "Pengakuan Penerimaan Syarat - syarat Perkhidmatan Petugas Syarikat Kumpulan Felda & Kod Etika dan Tatalaku Petugas Syarikat Kumpulan Felda yang berkuatkuasa Mulai 1 Januari 2010" for local workers are sighted. Documented employment contract, i.e. "Surat Perjanjian Pekerjaan diantara Felda Global Ventures Plantations (M) Sdn. Bhd. (974143 – H) dengan Pekerja Asing Indonesia" for foreign workers hired were sighted during the audit. The document covers all issue such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, and reasons for dismissal, period of notice made available in Bahasa Malaysia which is understood by the workers.	Complied
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	Housing is provided for free to the workers. Free medical treatment for workers are available at government Clinic and company panel clinics which is located in Kuantan. Mill provides dedicated van for transport to clinic. Government schools are within close proximity of the Estate and Mill. Electricity and water are available from government supply.	Complied
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Food for the Felda staff, Scheme Smallholder and foreign workers provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the Scheme Smallholders through JKKR.	Complied
Criterion 6.6: The employer 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.			

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -	The published statements of policy "Polisi Hak Kebebasan Bersuara and Menganggotai Kesatuan", dated 1 June 2014 signed Director of FELDA recognises the employee's freedom of association, was found to be available and widely displayed in all notice boards of the operating units. This policy is available in Bahasa Malaysia which can be understood by majority of the workers. All non-executive Felda staff is members of Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn. Bhd. and all executives' staff are members of Kesatuan Kakitangan Kanan Felda (PKKF).	Complied
6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Local and foreign workers together with staff are represented in Joint Consultative Committee (JCC). Members are elected from representatives of every division. Regular meetings are held every three months. The JCC representatives were elected to represent each workers category such as sprayers, fertiliser applicators, sprayers, mandor, and harvesters. At Bukit Sagu 6, foreign workers are represented in Employee Consultative Committee (ECC). Last meeting was done on 20/11/15 attended by 16 members.	Complied
Criterion 6.7: Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	FELDA has a policy of not employing child labour i.e. persons below 18 years old in accordance with Employment Act 265 as evidenced in "Polisi Pekerja Kanak-Kanak", dated 1 June 2014 signed by Director of FELDA. This policy is displayed at strategic public places. At time of hire age is checked by examination of ID card for local persons. Check of Passports of foreign workers is carried out prior to hire. Children and under-age workers were not observed at any of the Mill or Estate operational areas during the field visit.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	The operating units have a publicly displayed documented policy on equal opportunities, i.e. "Polisi Kesetaraan Peluang", dated 1 June 2014 signed by Director of FELDA. The policy stressed on non-discrimination based on race, caste, nationality, religion, gender, sexual orientation, disability/handicap, and union/political affiliations. However, positive discrimination for the benefit of certain society groups may be allowed after consultation.	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Foreign workers employed by FELDA adopted the "Polisi Pengambilan Pekerja Asing", dated 1 June 2014 signed by Director of FELDA. The employment of foreign workers was implemented without affecting the opportunities for local communities. Interviews with foreign workers revealed satisfaction with the estates for job opportunities and they enjoy all common welfare amenities like free housing, free water and electricity supplies and medical care. They are aware that their grievances can be raised through various channels, especially the regular roll call meetings they are attending every morning.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance –	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	A documented policy to prevent sexual harassment and violence "Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi" dated 1 June 2014 signed by Director of FELDA. Gender committees or equivalent are formed, i.e. Kelab Keluarga Dayabudi (KKD) in the POM and estates. All these committees are aware of the policy and its complaints procedures and planned has been developed to explain sexual harassment to the communities within the operating units.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	A documented policy to prevent sexual harassment and violence including reproductive rights " Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi" dated 1 June 2014 signed by Director of FELDA. All committees mentioned above, i.e. KKD are aware of the policy and its complaints procedures. This policy and procedures have been communicated to all level workforce and the settlers through various activities as mentioned above. Local female staff is fully aware that they are entitled for two months paid maternity leave.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance –	Complaint and grievance procedures "Polisi Pemberian Maklumat (whistle blowing)" dated 1 August 2006 [Bil. (10)FH/02/20] signed by Human Resource Director of FELDA are available to manage grievances and complaints from internal and external stakeholders. Management and gender committee representatives confirmed that there has been no report of sexual harassment in the operating units so far. For example, Latest Gender committee (KKD - "Kelab Keluarga Dayabudi") meeting was conducted on the 27 October 2015 together with Mill and estate attended by 12 members. Social activities and committee fund raising are the issues discussed. No sexual harassment issues were reported.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance –	Onsite audit verified that the current and past prices paid for FFB pricing were displayed at the Mill and Estate offices.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Pricing mechanism for FFB is fair and transparent. Price of FFB was set based on MPOB approved price. FFB was also graded by licensed graders based on MPOB specification.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator		Assessment Findings	Compliance
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Stakeholder interviews conducted during this assessment with suppliers, contractors, and relevant parties including local and foreign workers confirmed that understand the contractual agreements (such as terms and payment) they enter into with the operating units. They also consider the business transactions as fair and transparent.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Agreed payments are made promptly within the 30 day of the following month. Through interviews made, there is no evidence to suggest of any unfair business practices with the local businesses.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	All operating units contribute to local development through consultation and communication with the localised head of village called "Ketua JKRR".	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	The Technoplant Manager and Scheme Manager ensure that there are sufficient resources allocated to improve smallholder productivity through on-the-field supervision, training and monthly meeting.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The special policy on recruitment of foreign workers "Polisi Pengambilan Pekerja Asing" and equal opportunities "Polisi Kesetaraan Peluang" are established and the implementations are verified to be satisfactory. Review on employment contracts of foreign workers also confirmed that the policies, including minimum wages have also been duly implemented.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Human Rights Policy "POLISI HAK ASASI MANUSIA" dated 1 June 2014 signed by Director of FELDA has been documented and communicated to all levels of the workforce and operations.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Indicator refers to foreign workers in Sabah and Sarawak. Not applicable for Peninsular Malaysia.	Complied

RSPO Public Summary Report
Revision 1 (Sept/2014)

Criterion / Indicator	Assessment Findings	Compliance
<p>Principle 7: Responsible development of new plantings Bukit Sagu Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this second surveillance assessment. Immature area are replanted area.</p>		
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>		
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>		
<p>8.1.1</p>	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>FELDA Bukit Sagu operating units have identified and implemented the following Continual Improvement Plans in the mill and estates for the year 2015 as required.</p> <p>The plans include:</p> <ul style="list-style-type: none"> • Reduce the usage of pesticides • Increase planting of beneficial plants (Turnera subulata, Cassia cobanensis and Antigonon leptopus) along the roads including those passing through scheme smallholders' plots. • Arrange fronds in L-shape on flat land including scheme smallholders' plots. • Repair and repainting of workers' houses/quarters. • Maintaining of zero accident rate. • Allocation for educational budget to schools in the vicinity of the operating units as incentives for high achievers. • Installation of lightning arrester at the shades build at the fields for workers safety. • Reduce the delivery time of FFB to Mill.
		<p>Complied</p>

Appendix B: Felda Global Ventures Plantation Sdn. Bhd. Time Bound Plan

No	Mill complexes to be audited in the respective year								
	2009	2010	2011	2012	2013	2014	2015	2016	2017
1	K.Gelanggi (Recertification Completed)	Jengka 21	Adela	Belitong	F. Harapan	Embara Budi	Palong Timor	Aring A	Sampadi
2	L. Utara 6 (Recertification Completed)	Jengka 3	Lok Heng	Bukit Besar	Baiduri Ayu	L. Kemudi	Serting Hilir	Cini 3	Pontian
3		Jengka 8	Semencu	Kahang		Kalabakan	Maokil	Ciku	Air Tawar
4		L. Utara 4	Waha	Kulai		Umas	Tenggaroh	Kemahang	
5		Jengka 18	B. Kepayang	Nitar		Neram	T.Timor	Tersang	
6		Padang Piol	Bukit Mendi	Penggeli		Pancing	Kechau A	Cini 2	
7			Kemasul	Lepar Hilir		Besout	Kechau B		
8			Tementi	Bukit Sagu		Trolak	Keratong 9		
9			Triang			Keratong 2			
10						Keratong 3			
11						Sg Tenggi			
12						Krau			
13						Mempaga			
14						Serting			
15						Pasoh			
16						Selancar 2A			
17						Selancar 2B			
18						Chalok			
19						J. Barat			
20						J. Baru			
21						Kertih			
22						Selendang			
23						Kembara Sakti			

RSPO Public Summary Report
Revision 1 (Sept/2014)

24						M. Puspita			
25						N. Permata			
26						H. Badai			
Total	2	6	9	8	2	26	8	6	3
Audited		Certified							

New Planting Procedure (NPP) for newly acquired plantations.

Malaysia:

Proposed New Acquisition	Date of proposal	Hectarage (Ha)	SEIA & HCV	New Planting Procedure (NPP)	Updated Status – Dec. 2015
Asian Plantation Limited (APL)	07 Nov 2014	24,000.00	HCV and SIA conducted.	NPP completed	Posted on the RSPO website on 23/12/15

Indonesia:

Proposed New Acquisition	Date of Proposal	Hectarage	SEIA & HCV	New Planting Procedure (NPP)	Updated Status – Dec. 2015
PT Citra Niaga Perkasa, Kalimantan	Jun 2012	14,385.00	SEIA: Completed HCV: Completed	NPP Completed	Nursery and Planting Development (800 ha planted as October 2015)
PT Temila Agro Abadi, Kalimantan	Dec 2012	8,193.00	SEIA: Completed HCV: conducted	NPP completed	738 ha planted as at September 2015.

RSPO Public Summary Report
Revision 1 (Sept/2014)

Appendix C: FELDA – Bukit Sagu Palm Oil Mill Certification Unit RSPO Certificate Details

Felda Global Venture Plantation (M) Sdn. Bhd.
 Bukit Sagu Palm Oil Mill
 Peti Surat 69,
 25200 Kuantan, Pahang,
 Malaysia.
www.feldaglobal.com
 FELDA RSPO Membership No: 1-0013-04-000-00

BSI RSPO Certificate №: SPO 593394
 Certificate Issued Date: 12 February 2014
 Date of Expiry: 11 February 2019
 Applicable Standards: RSPO P&C MYNI 2014; RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; RSPO Supply Chain Certification System November 2014; RSPO Supply Chain Certification Standard November 2014 CPO Mills - Module – E: Mass Balance.

Bukit Sagu Palm Oil Mill and Supply Base	
Location Address	Bukit Sagu Palm Oil Mill, Peti Surat 69, 25200 Kuantan, Pahang.
Mill Capacity	60Mt/hr
GPS Location	Longitude: 103.1487 E Latitude: 3.9669 N
CPO Tonnage Total	32,571mt
PK Tonnage Total	8,739mt
CPO Claimed for Certification	32,571mt
PK Claimed for Certification	8,739mt
Own estates FFB Tonnage	120,367mt
Scheme Smallholder FFB Tonnage	38,517mt
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)	-

Estate	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Bukit Sagu 1	791.05	871.86	174.98	1,837.89	10,100
Bukit Sagu 2/3	1,471.88	-	189.88	1,661.76	28,417
Bukit Sagu 4	2,399.52	619.82	184.64	3,203.98	26,000
Bukit Sagu 6	1,265.40	276.58	218.67	1,760.65	33,718
Bukit sagu 7	2,185.30	-	268.59	2,453.89	24,599
Bukit Sagu 8	1,802.49	-	208.86	2,011.35	36,050
TOTAL	9,915.64	1,768.26	1,245.62	12,929.52	158,884

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Ragu	Hafri
Monday 30/11/2015	PM	Audit Team travelling to the site.	√	√	√
Tuesday 1/12/2015 Bukit Sagu Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√
	09.00 – 12.00	Bukit Sagu Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Bukit Sagu Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 2/12/2015	08.30 – 12.00	Bukit Sagu 6 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.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Bukit Sagu 6 Document review P1 – P8: (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).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√
Thursday 3/12/2015	8.30 – 12.00	Bukit Sagu 7 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.	√	√	√

RSP0 Public Summary Report
Revision 1 (Sept/2014)

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Ragu	Hafri
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Bukit Sagu 7 Document review P1 – P8: (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).	√	√	√
	16.30 - 17.00	Preparation for closing meeting	√	√	√
	17.00 – 17.30	Closing Meeting	√	√	√
Friday 4/12/2015	AM	Audit Team travelling to KL.	√	√	√

Appendix E: Stakeholders Contacted

<u>Internal Stakeholders</u>	<u>External Stakeholders</u>
Managers and Assistants Male Mill Staff/Workers Female Mill Staff/Workers Foreign Worker Male and Female Estate workers Joint Consultative Committee Gender Committee Secretary	Head of the Village Mosque Committee
<u>Government Departments</u> School Clinic	Harvesting Contractor General Supplier

Appendix F: CPO Mill Supply Chain Assessment Report (Module E-CPO Mills: Mass Balance)

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>The Bukit Sagu Palm Oil Mill receives and process both certified and non-certified 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>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Bukit Sagu Palm Oil Mill has procedures for the incoming FFB, processing and outgoing Crude Palm Oil and Palm Kernel for the traceability with Mass Balance model covering certified and non-certified FFB received.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Bukit Sagu Palm Oil Mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.</p>
E.4 Purchasing and goods in	
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.</p>

RSPO Public Summary Report
Revision 1 (Sept/2014)

E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis. (b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Computerized system in place. Records verified by internal and external audit. Computerized system (MPR - Mill Performance Report) in place with the delivery deducted accordingly. The Mill aware that only positive stock can be delivered. No short selling.
E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities.

Actual Tonnage Certified Palm Production - January 2015 - December 2015 (ASA1)

MILL	CAPACITY & Supply Chain Model	CPO	PK
Bukit Sagu Palm Oil Mill	60 mt/hr Mass Balance (MB)	33,377	8,629

Actual Sales of Certified Palm Products - January 2015 - December 2015 (ASA1)

	CPO (Certified)	PK (Certified)	Remarks
TOTAL	300* 32,443**	4,892.94*	*CPO & PK: Physical sales through eTrace at the time of audit. **CPO: Green Palm Certificate allocated.

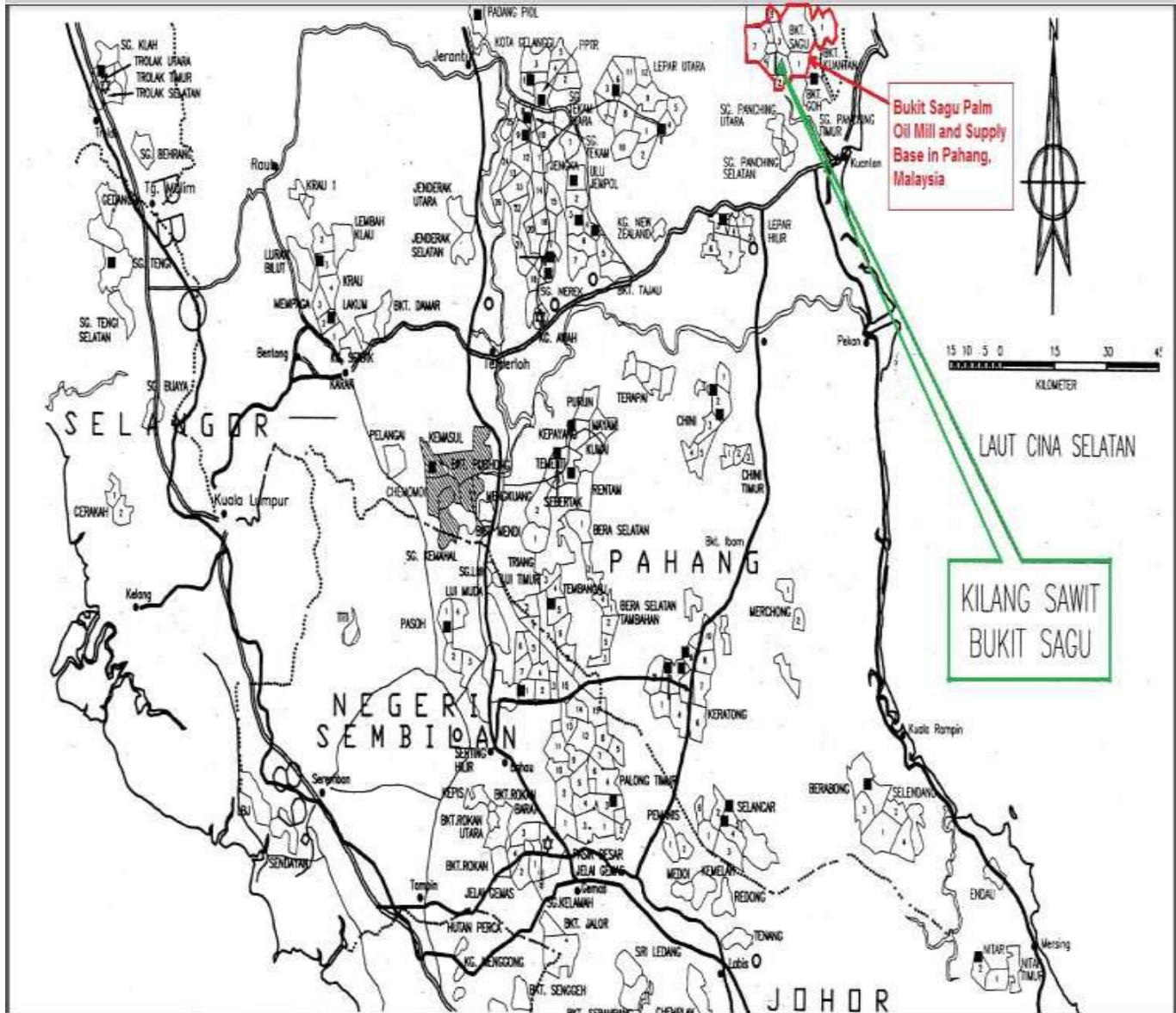
RSPO Public Summary Report
Revision 1 (Sept/2014)

Actual Tonnage Certified FFB Received Monthly - January 2015 - December 2015 (ASA1)

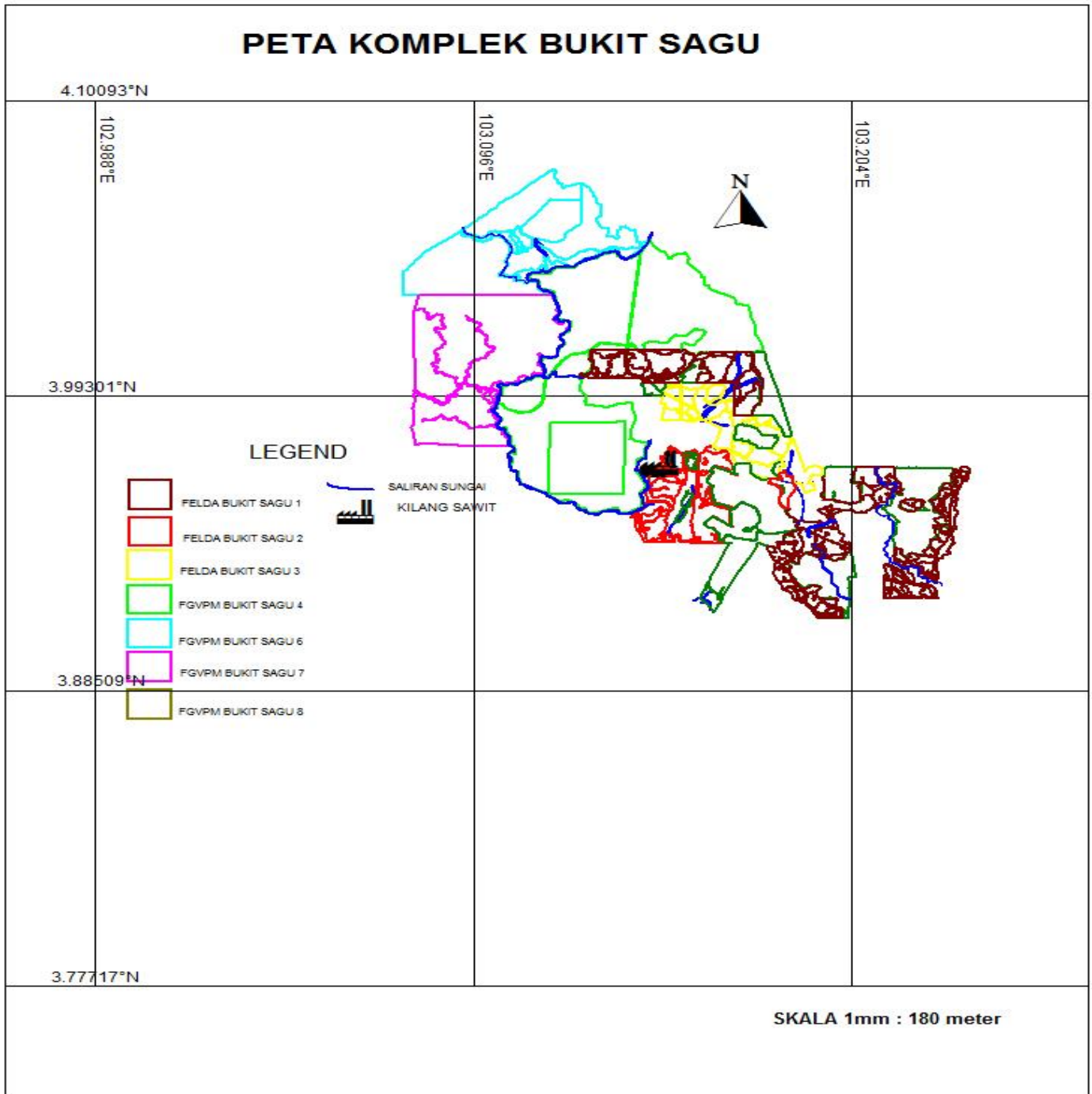
Records of Certified FFB Received (Tonnage) on Monthly Basis (Year 2015)							
Month	Supply Base						Total FFB/Month
	BS1	BS2/3	BS4	BS6	BS7	BS8	
January 2015	768	1,488	1,081	484	1,369	1,251	6,441
February 2015	731	1,811	1,470	683	1,431	1,208	7,334
March 2015	1,101	1,809	2,031	1,011	2,132	1,766	9,850
April 2015	1,798	2,216	2,550	1,603	2,633	2,615	13,415
May 2015	1,852	1,933	2,521	1,387	2,980	2,586	13,259
June 2015	1,552	2,048	2,013	1,183	2,454	2,734	11,984
July 2015	2,017	2,285	2,709	1,505	2,870	3,893	15,279
August 2015	2,621	2,066	3,258	1,638	3,054	4,541	17,178
September 2015	2,249	2,271	2,922	1,387	2,030	4,055	14,914
October 2015	2,434	2,218	2,750	1,309	2,211	4,173	15,095
November 2015	2,394	2,349	2,900	6,322	3,115	3,401	20,481
December 2015*	2,047	2,223	2,568	5,352	2,939	2,455	17,584
TOTAL	21,564	24,717	28,773	23,864	29,218	34,678	162,814

**FFB for the month of December 2015 is based on budget.*

Appendix G: Location Map of Bukit Sagu Palm Oil Mill and Supply Base in Pahang, Malaysia



Appendix H: Map of Bukit Sagu Operating Units



Appendix I: List of Abbreviations Used

ASA1	Annual Surveillance Assessment 1
ASA2	Annual Surveillance Assessment 2
BOD	Biological Oxygen Demand
BSPOM	Bukit Sagu Palm Oil Mill
BS6	Bukit Sagu 6 estate
BS7	Bukit Sagu 7 estate
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
MAPA	Malaysian Agriculture Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure