

RSPO – 3RD ANNUAL SURVEILLANCE ASSESSMENT

FELDA Global Ventures Plantation (M) Sdn. Bhd
Head Office: FGVP Sdn Bhd, Tingkat 8, Balai FELDA, Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.
Certification Unit: Waha Palm Oil Mill Kota Tinggi, 81907 Johor, Malaysia.

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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 Venture Sdn Bhd		
Head Office Address	PSQM Department, Tingkat 8, Balai Felda, Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.		
Mill Address	KKS Waha, Kota Tinggi, 81907 Johor, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mr. Anthonius P. Sani (Head Office)		
Website	www.feldaglobal.com	E-mail	anthonius.s@feldaglobal.com
Telephone	603-28590000	Facsimile	603-28591999

2. RSPO Certification Information			
Certificate Number	SPO 615542	Certificate Date	31 May 2012
Scope of Certification	Mill: Waha Palm Oil Mill Supply Base: Aping Timur, Aping Barat, Simpang Waha, Bukit Easter and Bukit Waha.		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MY-AR 3814	ISO 9001:2008	SIRIM QAS International	01 October 2017
MY-ER 0347	ISO 14001:2004	SIRIM QAS International	01 October 2017
MY-SR 0203	ISO 18001:2007	SIRIM QAS International	01 October 2017

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Waha Palm Oil Mill	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 4' 31" E	1 ⁰ 47' 37" N
Aping Timur	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 0' 29" E	1 ⁰ 48' 29" N
Aping Barat	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 5' 36" E	1 ⁰ 42' 21" N
Simpang Waha	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 5' 36" E	1 ⁰ 42' 21" N
Bukit Easter	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 3' 51" E	1 ⁰ 46' 18" N
Bukit Waha	Kota Tinggi, 81907 Johor, Malaysia.	104 ⁰ 3' 21" E	1 ⁰ 44' 42" N

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4. Description of Supply Base

Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	Infrastructure & Other (ha)	Total Hectarage (ha)	% of Planted
Aping Timur	2,104.67	598.84	2,703.51	162.69	2,866.20	94 %
Aping Barat	1,237.04	504.03	1,741.07	136.40	1,877.47	93 %
Simpang Waha	1,402.56	40.44	1,443.00	146.80	1,589.80	91 %
Bukit Easter	1,677.74	3.43	1,681.17	162.00	1,843.17	91 %
Bukit Waha	1,141.47	1,113.93	2,255.40	76.28	2331.68	97 %
TOTAL	7,563.48	2,260.67	9,824.15	684.17	10,508.32	93%

5. Plantings & Cycle

Estate	Age (Years) & Hectare (Planted area)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (May 2014 – April 2015)	Actual (May 2014 – April 2015)	Forecast (May 2015 – April 2016)
Aping Timur	598.84	60.12	2,044.55	0	0	43,800	36,850	40,862
Aping Barat	504.03	0	1,237.04	0	0	22,100	24,517	24,548
Simpang Waha	40.44	0	1,402.56	0	0	32,700	31,079	33,000
Bukit Easter	3.43	1,677.74	0	0	0	11,400	10,250	22,500
Bukit Waha	1,113.93	1,141.47	0	0	0	32,800	19,154	21,560
TOTAL	2,260.67	2,879.33	4,684.15	0	0	142,800	121,850	142,470

6. Certified Tonnage

Mill	Estimated (May 2014 – April 2015)			Actual (May 2014 – April 2015)			Forecast (May 2015 – April 2016)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Waha POM (Processing Capacity: 45mt/hr)	142,800	31,416	8,211	121,850	27,318	7,030	142,470	31,386	7,721

Section 2 Assessment Process

Certification Body:

PT BSI Group Indonesia
 (Accreditation Certificate No. RSPO- ACC- 019)
 Menara Bidakara 2, 17th Floor, Unit 5,
 Jalan Jend. Gatot, Subroto Kav 71-73,
 Komplek Bidakara, Pancoran,
 Jakarta Selatan 12870, Indonesia.
 Tel +62 8379 3174 Fax +62 8379 3287
 Email: Senniah.appalasamy@bsigroup.com
www.bsigroup.com

Assessment Methodology, Programme and Site Visits

The on-site ASA3 was conducted from 10 - 13 March 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 supply (refer to assessment plan Appendix C). 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 2013 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 last annual surveillance audit which was closed during the last assessment was followed up to ensure it is remaining closed and corrective action plans implemented effectively. The assessment findings report is 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 Certification Reviewer prior to certification decision.

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	Year 4	Year 5
Waha Palm Oil Mill	√	√	√	√	√
Aping Timur			√		√
Aping Barat	√	√			
Simpang Waha		√		√	
Bukit Easter			√		√
Bukit Waha	√			√	

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Revision 1 (Sept/2014)****Tentative Date of Next Visit:** February 29, 2016**Total No. of Mandays:** 13.5 Man-days**BSI Assessment Team:****Muhammad Haris B. Abdullah – Team Leader**

He graduated from the Open University Malaysia with a Bachelor of Business Administration (Hons) Majored in Human Resource Development and completed his Master's Degree in Business Administration from the University Utara Malaysia in January 2014. 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 Lead Auditor Training, OHSAS 18001 Lead Auditor Training Course 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.

Senniah Appalasamy - Lead Member

He holds degree in Resource Economics from Agriculture University, Malaysia. He has vast experience in Plantation crop management covering oil palm plantation, rubber, cocoa and pepper for more than 10 years. He is also experience in manufacturing sector as a quality controller and production management. He is involved in RSPO implementation and assessment since 2008 as a team member and subsequently as a lead auditor with RSPO approved certification body covering assessment with RSPO P&C, RSPO SCCS, RSPO NPP and RSPO Group Certification in Malaysia, Indonesia and Thailand. He has completed ISO 9001:2008, RSPO SCCS awareness training, RSPO Lead Auditor Training Course, RSPO SCCS Lead Auditor Training Course, RSPO – RED Lead Auditor Training Course, International Sustainable Carbon Certification (ISCC) Lead Auditor training, Sustainability Report Assurance (SRA) Assessor Training, ISO 14001 Lead Auditor Training Course and OHSAS 18001 Lead Auditor Training Course. Besides RSPO, he is also qualified as ISCC lead auditor and SRA Lead Assessor. He have experience in other standards i.e. Global Gap Option 1 and 2 (Fruit, vegetable and aquaculture) and GMP B+ as team member. He was the team leader during this assessment. He assessed Mill and Estate best practices, supply chain, OSH, Legal, Environment, Social issues, stakeholder interview etc. He is able to speak and understand Bahasa Malaysia, English, Tamil, Telugu dialect and Bahasa Indonesia.

Kelvin Lim Kok Wei – Team Member

Kelvin Lim Kok Wei is a fulltime employee with BSI Services Malaysia. He graduated from University Tunku Abdul Rahman, Malaysia. He attended internal RSPO training in May 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training in February 2014 and MSPO training on 14 March 2014. Currently he is an ISO 9001:2008 and Medical Devise auditor with BSI. He has involved in MSPO audits since May 2014 covering legal and social aspects. Recently he is involved as Social Auditor during the RSPO Assessment to assess the social aspects and legal issues.

Accompanying Persons: - Nil -

Section 3 Assessment Findings

3.1 Details of audit results are provided in the following Appendix (RSPO P&C 2013 Checklist):

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 -	The Palm oil Mill and supply base estates have maintained the record of request and responses in the '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 Head office, Settlers and government departments.	Comply
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. Internally information on RSPO implementation was requested on 15 May 2014 and was attended on the same day. Recorded on form RSPO-P1/C1.1/1.1.1(2).	Comply
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.			

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Criterion / Indicator		Assessment Findings	Compliance
1.2.1	<p>Publicly available documents shall include, but are not necessary limited to:</p> <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). <p>- Major compliance –</p>	<p>There is a list of publicly available documents that is approved by manager and can be produced upon request, includes the following as an example:</p> <ol style="list-style-type: none"> (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 	Comply
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
1.3.1	<p>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.</p> <p>-Minor compliance</p>	<p>Felda has established policy on code of ethical conduct and integrity since 10/02/2007 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.</p>	Comply
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	Compliance with relevant legal requirement complied. Mill: Authorised Entrant & Standby Person for confined space (No: FPISB-AESP-00124[JKKP-HIE 127/171-7(P37)] (Identity No. 33-5373) 12/06/2014- 12/06/16) MPOB license No: 500171704000 valid till 31/03/16 DOE License No: 002159 which valid till 30/06/15 Energy Commission License: 1628 valid till 3/11/2015 Certificate of Fitness for the equipment and machinery which JKKP issued comply to requirement:- Air Compressor- Permit No: PMT-JH 92653 valid till 21/08/15. Overhead Crane- Permit No: PMA-JH 59433 valid till 21/08/15. Sterilizer (PMT 93560)- Permit No: PMT-JH 92642 valid till 21/08/15. Aping Timur: MPOB license No: 500950502000 valid till 31/03/15 Land title available (refer to 2.2.1 Bukit Easter: MPOB license No: 5000855002000 which valid till 31/03/15	Comply
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	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.	Comply
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 and through the RSPO internal audit conducted on 26 February 2016.	Comply
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	The company have a system to tract any changes in the applicable law. The head office legal department is in charge to update any changes in the law	Comply
<p>Criterion 2.2:</p> <p>The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Mill: The land of the mill was lease from the FELDA with a total area of 39 ha The mill has communication letters with the Kota Tinggi Land Department to obtain the original copy of the land title. Aping Timur: Land title: 751 Lot 2774 for agriculture use. Lease land for 99 years expiry on 9 October 2100. All the scheme smallholders have individual land ownership. Land management is by Felda and Felda Techno Plant. All the copies available at management office. Bukit Easter: Land title: 1622 Lot 1779 for agriculture use, oil palm and other crop. Lease land for 99 years expiry on 25 September 2106. All the scheme smallholders have individual land ownership. Land management is by Felda and Felda Techno Plant. All the copies available at management office.	Comply
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Field inspection of a sample of the boundary stones and boundary marking along the Division (Peringkat) 5 and KEJORA confirmed legal boundaries clearly demarcated and visibly maintained.	Comply
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 Felda 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 Felda 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 Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
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

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Criterion / Indicator	Assessment Findings	Compliance	
<p>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.</p>			
<p>2.3.1</p>	<p>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)..</p> <p>- Major compliance -</p>	<p>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.</p>	<p>Not Applicable</p>
<p>2.3.2</p>	<p>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:</p> <p>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;</p> <p>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;</p> <p>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.</p> <p>- Minor compliance -</p>	<p>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.</p>	<p>Not Applicable</p>
<p>2.3.3</p>	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>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.</p>	<p>Not Applicable</p>
<p>2.3.4</p>	<p>Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	<p>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.</p>	<p>Not Applicable</p>
<p>Principle 3: Commitment to long-term economic and financial viability</p>			

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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 and operating expenditure programme. Waha Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year. The annual target for OER set at 22.04%. At the time of audit the mill achieved to-date OER of 22% until the month of March 2015. Management plan projected for five years (2015 – 2019) documented and includes scheme smallholders Felda plantations and scheme has annual budget and five projections. The management plan contains review on quality of planting materials, FFB projection and yield trends, and cost of production, forecast prices and financial indicators.	Comply
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 -	The Estates have no replanting programmed for next 5 year. The oldest palm is 11 years old. Last replanting was on 2010. Next replanting due in 2028. Replanting Review Form RSPO-P3/C3.1/3.1.2 verified.	Comply
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 -	Waha Mill and estates operates in accordance with the FELDA management systems and standard operating procedures. Estate Manual: "Manual Ladang sawit Lestari" Edisi II 2012.	Comply
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. Recent Mill advisor visit: 10-11/2/15 Bukit Easter GM visit: 20/1/2015	Comply
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 26/2/15 by sustainability department executive who covered all the scope and requirement of RSPO for the palm oil mill. The management has responded to all the non-compliance raised during the internal audit.	Comply
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Waha mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	Comply

Criterion / Indicator	Assessment Findings	Compliance
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 -	Estate field standards are documented for all stages and management is by SOP's (Manual available are, "Manual Ladang Sawit Lestari, 2007" and "Manual Pengurusan Rancangan, 2010") revised on June 2012 which are readily available in all areas. The implementation of SOPs is checked during daily inspection by staff as well as by internal audits. Agronomist visits the estates prior to the fertilizer recommendation. Last visit to the Bukit Aping Timur and Bukit Easter estates were on 21 & 22/5/14 respectively.	Comply
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.	Comply
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The FELDA Agriculture Services Sdn. Bhd 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. Last soil and foliar sampling was done on 7/3/2014 (Ref. No.: FR20150260)	Comply
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.	Comply
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. The soils are mainly Renggam and Bugor series.	Comply
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 will be implemented during replanting.	Comply
4.3.3 A road maintenance programme shall be in place. - Minor compliance -	Estate has implemented annual road maintenance programme. Example of programme checked at Bukit Aping Timur and Bukit Easter estates shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface.	Comply
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.	Comply

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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.	Comply
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 -	Documented water management plan verified to be in place for the palm oil mill and estates. Water samples were taken on monthly intervals at the final discharge point of the palm oil mill effluent pond. FAS monitor the river water quality for the whole Waha complex. Last analysis report dated 8/4/14 for "Sungai Bahan" river shows all parameters were within the limits.	Comply
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 -	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 no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.	Comply
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 -	Waha Palm Oil Mill monitors water quality of Sungai Bahan upstream and downstream to identify any adverse effect from the mill activities. The laboratory analysis results indicate no significant difference in quality between upstream and downstream locations. Latest effluent final discharge analysis lab report: No.: MAP185/15.	Comply
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water usage in the mill averaged at 1.05 m ³ /tonne FFB. It is verified that the level of water usage is within the industry norm.	Comply
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 -	IPM Plan includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as <i>Turnera subulata</i> 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).	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>Training records for staff on IPM implementation were available and verified to be satisfactory during on-site assessment. Training also conducted by FELDA/FTP for all smallholders.</p> <p>Sample IPM training: Bagworm census and beneficial plant training dated 28/2/15 for 10 workers.</p>	Comply
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>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.</p> <p>- Major compliance -</p>	<p>Manual Lestari 1A – Doc. No. ML-1A/L3-GP 1 (0) dated Mar 2012 Guidance Procedure for written justification in the use of agrochemicals was reviewed and found acceptable. The operating units have an Approved List of Pesticides registered under the Pesticide Board of Malaysia. The types of chemicals used are as follows:</p> <p>(1) Glyphosate isopropyl amine (41% a.i.) - Ecomax (2) Metsulfuron methyl (20% a.i.) – Juru 20F (3) Paraquat dichloride (13% a.i.) - Action (4) Triclopyr butoxy ethyl ester (32.1% a.i.) - Garlon (5) Glufosinate ammonium (13.5% a.i.) – Basta 15</p>	Comply
4.6.2	<p>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.</p> <p>- Major compliance -</p>	<p>Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by FTP for the Smallholders for a minimum of 5 years (2009 to 2014).</p>	Comply
4.6.3	<p>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.</p> <p>- Major compliance -</p>	<p>It is the policy to minimize the use of pesticides in accordance with IPM plan. No prophylactic use of pesticides had been carried out at the estates for the period concerned. The pesticide reduction program is monitored on usage per hectare basis. Overall, it has shown a slight decline.</p>	Comply
4.6.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Paraquat is still being used in the operating units. However, it is the policy of the FELDA Group to reduce the use of Paraquat gradually and achieve zero usage. The usage was limited to young palm fields. Records on the usage of Paraquat over 5 years were examined and it was found that there has been a decline in the amount used. There were no other Class 1A or 1B was in use or kept by the visited estates.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.6.5	<p>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).</p> <p>- Major compliance -</p>	<p>All pesticide operators (including the contractor's workers and smallholders) have attended training on the safe handling and application of pesticides in compliance with Regulation 22 of the Pesticides Act 1974. The appropriate safety and application equipment (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves and overalls) had been provided and used by the pesticides operators. All precautions attached to the pesticides (MSDS) had been observed, applied and understood by the workers. The training programme and records had been verified to be satisfactory. The training include spraying technique, precautions and symptoms of symptoms of toxic reactions such as skin disorders, rashes, mouth and throat pain, breathing difficulties or nail problems. The operating units have adequate facilities for mixing of pesticides and cleaning up after work. There are suitable storage areas for PPE.</p>	Comply
4.6.6	<p>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).</p> <p>- Major compliance -</p>	<p>Storage of pesticides found to be kept under lock and key and its use in accordance with the Occupational Safety and Health Laws and Regulation 9 of the Pesticides Act 1974. Emergency shower and eye wash are available near the pesticides store in case of accidents. Used chemical containers were disposed by DOE licensed waste contractor. Material Safety Data Sheets (MSDS) are available in the store. The MSDS are in English and Bahasa Malaysia (understood by the workers). First Aid Kit was issued to all Mandores and Supervisors as per requirements of the 4th Schedule of the Regulations.</p>	Comply
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The pesticide operators found to understand the use of the right nozzle, spray drift, spray quality and run-off.</p>	Comply
4.6.8	<p>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.</p> <p>- Major compliance -</p>	<p>It is the policy of the company not to carry out any aerial application of pesticides. This policy has been followed by the operating units.</p>	Comply
4.6.9	<p>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).</p> <p>- Minor compliance -</p>	<p>The Annual Training Plan includes training on pesticides handling. All new pesticides operators were trained before being assigned to work with pesticides. In addition, based upon training needs, the existing pesticide operators (including the contractor's workers and smallholders) attended continual training to enhance their knowledge and skills on pesticides handling. Information and safety precautions on the pesticides displayed on the notice board and next to the pesticides in the store.</p>	Comply
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance -</p>	<p>Scheduled waste of palm oil mill had been disposed of through a DOE licensed scheduled waste contractor. Records of scheduled waste collection at the mill verified to be satisfactory. Empty pesticide containers are triple rinsed and pierced for disposal as scheduled waste.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Mill: Latest medical surveillance: By Medini Occupational Health Services (OHD: HQ/11/DOC/00/235) dated 7/12/14 for 7 workers. However, at Bukit Aping Timur and Bukit Easter, Document review found that sprayers and store clerk was not send for annual medical surveillance. Last medical surveillance was done on April 2013 at Klinik Dhillon Kota Tinggi which is more than 12 months. Major non-conformity was raised.	Major non-compliance
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Pesticide handlers and sprayers in the estates were noted to be men only. It was verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator.	Comply
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	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 -	OSH Policy found to be clearly displayed at POM and in the estates office. Adequate posters, regulations, newsletters were prominently displayed on notice boards. Interviewed workers demonstrated awareness towards occupational safety and health. Occupational Safety and Health (OSH) Plan in compliance with OSH Act and Factory Machinery Act had been documented and implemented. The Safety & Health Officer is in charge of safety and health planning, operation & coordination. Mill/Assistant Mill Managers and Estate Managers / Assistant Estate Managers are also directly involved.	Comply

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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>Risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRARDC analysis which included noise exposure, chemical and pesticides exposure, accident and fire outbreak. Procedures and control measures were implemented to mitigate the risks. Assessment of noise levels in the POM was conducted by Industrial Safety management Services on 19 November 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 mufflers. Annual audiometric tests/ reports conducted for all mill staff and workers were available and maintained. 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. Staff and workers have been trained and certified by NIOSH for gas entry and stand-by involving work in confined space. It was verified that the mill and estates have provided the appropriate PPE (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves, ear plugs, ear mufflers) and the associated training to address safety and health issues. The audit for determining compliance with the minimum standards had been annually conducted on all types of PPE used by the Safety and Health Officer and team for the operating units.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.7.3	<p>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>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 - fertilizer applicators <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 muffers, 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 muffers, etc.) displayed at appropriate work areas for the protection of safety and health.</p>	Comply
4.7.4	<p>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>The responsible persons are the Assistant Managers 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. Latest OSH meeting: Mill: 17/1/2015 attended by 14 people. Bukit Aping Timur: 27/11/2015 attended by 10 people. However at Bukit Easter, quarterly OSH meeting not conducted as per OSH plan. Document review on OSH file found that there was no OSH meeting conducted since 7/5/2014.</p> <p>Major non-conformity was raised.</p>	Major non-Compliance

Criterion / Indicator		Assessment Findings	Compliance
4.7.5	<p>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>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>	Comply
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance.</p> <p>- Minor compliance -</p>	<p>Medical care had been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with AXA Insurance (Policy Number: LWX/93105357/26/02/MRW valid till 13/4/016)</p>	Comply
4.7.7	<p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics</p> <p>- Minor compliance -</p>	<p>Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory.</p>	Comply
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>			
4.8.1	<p>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.</p> <p>- Major compliance -</p>	<p>Formal training programme 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>	Comply
4.8.2	<p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Records of training for each employee are available in Mill and estates. Some of the samples checked;</p> <ol style="list-style-type: none"> 1. Safety Training dated 1/1/2015. 2. Fire Drill dated: 24-18/11/2014. 3. FFB grading training dated: 18/3/2014 by MPOB. 4. Safety training for contractors dated 24/1/15. 5. First Aid Training dated: 12/2/2015 6. PPE training dated: 11/1/2015 7. Harvesting training dated: 10/1/2015 8. Trunk Injection training dated: 22/12/2014 9. SOP re-fresher training for foreign workers by FELDA Human resources (foreign workers management division) dated: 10/2/15 	Comply
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>			

Criterion / Indicator	Assessment Findings	Compliance	
<p>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.</p>			
<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Waha Mill and Estates carried out the annual review of environmental impacts in term of Environmental Impact Assessment management Action Plans and Continuous Improvement Plans. The last review was conducted in February 2015 with no changes due to any changes in the operation.</p>	<p>Comply</p>
<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. - Minor compliance -</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 Waha Mill. 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 Aping Timur and Bukit Easter.</p>	<p>Comply</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. - Minor compliance -</p>	<p>The monitoring of the documented environmental improvement plans is on-going. Implementation and monitoring of the documented environmental improvement plans will be reviewed on an annual basis scheduled at the 1st quarter of the following year. The review will take into consideration the mitigation of negative impacts and promotion of positive ones such as the proper demarcation of buffer zone, clearing of overgrown natural vegetation and debris along the streams.</p>	<p>Comply</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 operations managed to best ensure that they are maintained and/or enhanced.</p>			
<p>5.2.1</p>	<p>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 -</p>	<p>HCV assessment was conducted by the FELDA Sustainability Department HQ and documented in a report dated July 2011. The assessment was done in collaboration and meetings with other agencies such as Jabatan Perhutanan, Jabatan Perhilitan, Jabatan Alam Sekitar, FELDA Officer, Peneroka and also the local communities. There was no HCV area identified in these operating units. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Although no HCVs identified, conservation areas/environmentally sensitive areas i.e. forest reserve boundary had been identified and being monitored.</p>	<p>Comply</p>

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Criterion / Indicator		Assessment Findings	Compliance
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 found to have been satisfactorily maintained.	Comply
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 at the Kota Tinggi district. 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.	Comply
5.2.4	Where a management plan has been created there shall be on-going monitoring: <ul style="list-style-type: none">• 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 -	Management plans were established and monitoring outcomes were reviewed by the Estate managers. There are no HCV or reported RTE at the Bukit Aping Timur and Bukit Easter estates, as reported in the PSQM HQ Report. Verification were also made during on-site assessment and found to be satisfactory. The overall management plan on the status of HCV/RTE of the Waha complex is collated reviewed and monitored by the HQ sustainability team and is on-going.	Comply
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 Waha complex. Therefore, negotiated agreement of such nature is not applicable.	Comply
Criterion 5.3:			
Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	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. 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.	Comply

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5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Stores for scheduled waste were inspected at Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill also has a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor. Last disposal was done on 4/2/2015 through 5E Resources Sdn. Bhd (Consignment Note No.: 5E 1502086).	Comply
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	The waste management and disposal plan were in place at both the POM and estates. Segregation of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the mill and estates visited. Proper storage areas were identified for the storage of the recyclable wastes at the estates and mill. However, at Bukit Aping Timur, visit to the store and interview with store clerk found that the empty agrochemical containers were sending to contractor (Koperasi) without triple rinse and punctured; disposal record was not available. This issue was raised as a Minor non-conformity during the last assessment and upgraded as Major non-conformity as per RSPO Certification system.	Major non-compliance
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
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 -	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. Apart from use of diesel for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available. At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the operating units for better control and comparison of trends.	Comply
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.			

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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 -	The Group policy of 'Zero open burning' is enforced since July 2011. The operating units had adhered the policy of 'Zero open burning' for any replanting, if any, at the estates. Field inspections made at estates showed no evidence of open burning.	Comply
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. 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.	Comply
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 Ringelmann Smoke Chart. POME treatment, monitoring and final discharge is monitored, maintained and adhered to DOE regulations i.e BOD below 100mg/l.	Comply
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.	Comply

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Criterion / Indicator		Assessment Findings	Compliance
5.6.3	<p>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.</p> <p>- Minor compliance -</p>	<p>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 were sent to FELDA Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Latest effluent final discharge analysis lab report: No.:MAP185/15. 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 (Spectrum Laboratories (Johore) Sdn. Bhd. The latest test result dated 21/11/2014 (Ref. No.: ETD/ILCOSB/SE/2014/11950) shows that all parameters were complied with the standard requirements.</p>	Comply
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers</p>			
<p>Criterion 6.1:</p> <p>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.</p>			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>Social Impact Assessment (SIA) was conducted on September 2014 by sustainability department. Meeting with government representative such as forestry department, MOH, Police, DOE, Welfare department which conducted on the 15/1/15. SIA action plan has been prepared by assistant manager on 6/3/14 following by the survey conducted on the 3/2/14 that involved workers, contractors, villager representatives, school teachers, police clinic and the settlers.</p> <p>Aping timur estate SIA action plan was made available which updated on the 10/3/15. The issued raised such as stray dog in the villages area, drainage system in the housing of the scheme holders with the plan of mitigation has been documented and to be followed up by the SDA in Aping Timur estate with the monitoring of the Felda estate manager.</p> <p>Bukit Easter estate SIA action plan was made available and updated on the 2/1/15. The issued raised such as damaged drain in the scheme smallholders housing area was delayed due to insufficient budget, loan allocation for scheme smallholder for hosing renovation was few issues being highlighted in the plan and to be followed up by the social officer in the estate office with the monitoring by the estate manager.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	he participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Surveys have been conducted with the related stakeholders on the social issues. Apart from surveys, meeting such as worker union, GPW, KDK, and JCC meeting was used as the medium to identified social issues.	Comply
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 environmental impact to the surrounding by the mill operation and therefore a monitoring of smoke release and effluent from the mill will be conducted continuously. As for the estate site, stray dog in the villages area, etc. The plans also include continuous promoting the positive ones such as targeting higher education achievement of school children through soft loan or incentives, promoting further education opportunity by kolej yayasan Felda, etc. The management of estate and mill monitored the impacts identified, developed the mitigation plan in consultation with the affected parties, especially Felda Settlers and their family members.	Comply
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 -	The Certification Units have planned to review the plans above every year for follow-up and updating to current practices. The review is to include the participation of affected parties especially the internal stakeholders (e.g. FELDA Settlers and workers). However, the mitigation plans prepared by the POM and the estates visited are their first mitigation plans.	Comply
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.	Comply
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 communication, i.e. "Polisi Komunikasi" dated 1 June 2014 signed by Managing Director Felda, for internal and external communication and consultation is available. The policy was implemented through Manual Lestari 1A [ML-1A/L2-PR3(0)] for the consultation and communication with all the interested parties. In all site visited, 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.	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p><u>Mill</u></p> <p>Mill Assistant Manager was the person nominated to responsible for communication and consultation between growers and/or millers, local communities and other affected or interested parties.</p> <p><u>Estate</u></p> <p>The person in charge for the social issues has been appointed which was the SDA/ social officer who was the employees of FELDA.</p>	Comply
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that effort are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p><u>Mill:</u></p> <p>JCC meeting was conducted on time to time basis with at least once a year. The last JCC meeting was conducted on the 23/2/2015 with the present of representative from the mill and Felda scheme representative. Total 21 persons were attended. No major issues were found with only preventive measure of certain issues from the meeting to be implemented and to be verified on the next meeting. The stakeholder list has been updated on the 3/3/15 that include FFB suppliers, Contractor, school representatives, government agencies, settlers representative and etc. was include in the list.</p> <p>Aping timur Estate:</p> <p>JKKK (Jawantankuasa kemajuan and keselamatan kampong) meeting was last conducted on the 12/2/15 which involved all the representatives from the settlers with the Felda management. No negative issues being raised and discussion on the improvement for the villages community has been raised and been response to the representative has been done. Total of 32 persons has been present in the meeting. GPW was conducted on monthly basis for social aspect in the community such as socio- economy, education, public health and religion. There was no negative being raised on the meeting. The last meeting conducted 4/2/15 which attended by 27 representatives with the present of Felda estate manager.</p> <p>Bkt Easter estate:</p> <p>The GPW was last conducted on 27/12/14 which attended by 18 persons. No issued being raised as only social activity was discussed. JKKR meeting was conducted on the 26/1/15 with attendance of 25 persons. Issues related on the field activity such as estate road and control of wild palm and grasses was taken note by the FTP which include in the 2015 plan such as repairing estate road for 20km, spraying activity to be done 4 times per year and repairing the</p>	Comply
<p>Criterion 6.3:</p> <p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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. complaints logbook, meeting minutes and invoice from contractors after completion the jobs. Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through meeting minutes or in Complaints Logbook. Sampled complaint from workers at Aping Timur estate regarding burst water pipe dated 25/8/14. Action was taken immediately to remedy the situation and verified by the assistant manager. Sampled complaint from bukit Easter estate regarding road and drainage system was too narrow in the block 1 for passage of vechile. The upgrading was in the progress and verified on site.	Comply
<p>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.</p>			
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 -	Verified on site that were no cases requiring any negotiation or compensation pertaining to these criteria.	Comply
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.	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.4.3	<p>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.</p> <p>- Major compliance -</p>	<p>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.</p>	Comply
<p>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.</p>			
6.5.1	<p>Documentation of pay and conditions shall be available.</p> <p>- Major compliance -</p>	<p>Only local workers are hired at the Felda Waha POM and in all the estates office staffs. However, FTP providing agricultural services to the Scheme Smallholders hired both local and foreign workers. Documentation and conditions of pay for foreign workers at the FTP and for local workers at the estates offices are available for verification. Employment agreement with foreign workers, who are mainly from Indonesia, Bangladesh, Nepal and India, stated all statutory fringe benefits and eligible incentives, e.g. working hours, overtime, leave and medical benefits, maternity leave for women, insurance coverage, deductions, resignation notice period, company rules.</p> <p>The payment slips was the documented evidence for all the local and foreign workers that recorded the detail of the payment. Payments are made latest by 7th of each month and consistent with Minimum Wage Order 2012 as well as collective agreement of Kesatuan pekerja-pekerja Felda Palm Industries Sdn Bhd, Kesatuan pekerja-pekerja Felda and Surat Perjanjian kontrak pekerjaan tenaga pekerja.asing. Records of payment for the foreign workers has been verified which above the minimum wage order 2012 such as workers; Employee# TN09413326, employee# IO94120384, employee# I177110090, employee# FI09413346 and etc. The deduction of the electric and water after the allowable limits was sighted and the condition of deduction has been stated in the Surat Perjanjian kontrak pekerjaan tenaga pekerja asing which was agreed and signed by the workers. It was sighted the AIPS deduction which was the incentive of workers performance on every month as a saving which will be returned to workers by end every years.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.5.2	<p>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.</p> <p>- Major compliance -</p>	<p>Offer letters and signed "Pengakuan Penerimaan Syarat-syarat Perkhidmatan Petugas Syarikat Kumpulan Felde & Kod Etika dan Tatalaku Petugas Syarikat Kumpulan Felde yang berkuatkuasa Mulai 1 Januari 2010" for local workers are sighted.</p> <p>Documented employment contract, i.e. "Surat Perjanjian Pekerjaan diantara Felde Technoplant Sdn Bhd (700736-W – H) dengan Pekerja Asing Indonesia" for foreign Indonesian workers and employment contract for other foreign workers such as Nepal, India and Bangladesh that hired by FTP 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 Indonesian workers. While for foreign workers such as Nepal and India was sighted in bahasa Malaysia with their native language.</p>	Comply
6.5.3	<p>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.</p> <p>- Minor compliance –</p>	<p>Site visits to staff's homes and interviews with their dependents revealed their general satisfaction with their housing conditions and amenities.</p> <p>Site visits to FTP workers' quarters as well as the Scheme Smallholders housing revealed their general satisfaction with their housing conditions and amenities.</p> <p>Housing, electricity and water supply</p> <p>All Felde staff and Scheme Smallholders are provided with proper housing and sufficient pay-per-use 24-hour electricity and water supply. Foreign workers hired by FTP have been provided with the worker dormitory with 24 hours supplied of electricity and water supply with certain subsidies.</p> <p>Rubbish at Felde staff quarters and Scheme Smallholders are collected at least twice a week.</p> <p>FTP as the official agricultural service provider for Felde estates provides free workers dormitories and piped water supply, free electricity, medical benefits, insurance cover, and welfare amenities that in overall constitutes a decent living for the employees.</p> <p>Facilities</p> <p>Government pre-school education, primary and secondary was available in all the certification units for local children, includes children of Felde staff and Scheme Smallholders.</p> <p>Sundry shop, food stall, restaurants, market and other facilities to provide basic need to the society in the scheme smallholders and Felde workers was sighted.</p> <p>Government clinic was provided within the Felde Waha certification units. Medical allowance was provided for Felde and FTP staffs and their dependents. FTP foreign workers are entitled for RM200/year of medical allowance. Transport to and from the clinics are provided free on each of the operating units.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	<p>All the visited site was found access for food for the staffs and workers was available and easy accessible as sundry shop and food stalls was available within the housing area and effort was done by FelDa by introducing mini mart that run by FelDa to offer basic needs at reasonable price.</p>	Comply
<p>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.</p>			
6.6.1	<p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>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 Persatuan Kakitangan Kanan FELDA (PKKF).</p>	Comply
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>Mill- Worker union committee meeting has been conducted 3 times in year 2014 and the last was conducted on the 28/10/14 and no major issues raised by the workers during the meeting. There was suggestion of improvement being raised and will be followed up by the management. Total of 9 worker representative were present.</p> <p>Estate- Kesatuan pekerja-pekerja FELDA was formed as region level (Johor region) with representative from each of the estate for attending the meeting. The last meeting was conducted on the 18/9/2014. No issues was being raised with only additional request by the staffs which will be followed up by the next meeting after discussion with the management.</p>	Comply
<p>Criterion 6.7: Children are not employed or exploited.</p>			
6.7.1	<p>There shall be documentary evidence that minimum age requirements are met.</p> <p>- Major compliance -</p>	<p>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.</p>	Comply
<p>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.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	FELDA has 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.	Comply
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 -	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 FTP 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.	Comply
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.	Comply
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 Gerakan Persatuan Wanita (GPW) in the 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.	Comply
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 "Polisi Gangguan Seksual dan Keganasan" is available and publicly displayed, i.e. Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi" dated 1 June 2014 signed by Director of FELDA. All committees mentioned above, i.e. KKD and GPW 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.	Comply
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 -	On the johor region level, "Jawatakuasa Bertindak Wanita" has been formed and held latest meeting on 18 Sep. 2014. All committee members are aware of the policy and its complaints procedures. Local Female staffs have been informed related the complaint procedure related to the issues on this principle. Management confirmed that there has been no report of sexual harassment in the Certification Units so far.	Comply

Criterion / Indicator		Assessment Findings	Compliance
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.	Comply
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.	Comply
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.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Payment was paid on timely manner which has been verified in the payment voucher No.: 350592221 dated 11/2/15 for the payment of January activity.	Comply
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”.	Comply
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.	Comply
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.	Comply
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.	Comply

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Criterion / Indicator		Assessment Findings	Compliance
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 Kesenjangan 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.	Comply
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 special policy on recruitment of foreign workers "Polisi Pengambilan Pekerja Asing" and equal opportunities "Polisi Kesenjangan 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.	Comply
Principle 7: Responsible development of new plantings			
FELDA Waha operating unit has not carried any new plantings after November 2005. Therefore Principle 7 is not applicable during this assessment.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	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. As a minimum, these shall include, but are not necessarily be limited to: <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); • Optimising the yield of the supply base. - Major compliance -	Waha operating units have identified and implemented the following Continual Improvement Plans in the mill and estates: The plans include: <ul style="list-style-type: none"> • Reduce the usage of pesticides. No class 1 pesticides used. • Increase planting of beneficial plants (Turnera subulata, Cassia cobanensis and Antigonon leptopus) along the roads including those passing through scheme smallholders' plots. To-date 1,000 plants (tunera) planted. • Arrange fronds in L-shape on flat land including scheme smallholders' plots. • Reuse fertilizer bags; Return pesticide containers to suppliers; Sell off obsolete papers, steel. • Continuous repair and maintaining of workers' houses/quarters. • Maintaining of zero accident rate. Zero accident recorded at Aping Timur. • Allocation for educational budget to schools in the vicinity of the operating units as incentives for high achievers continues to be provided. Building houses for the second generation of Felda youths. • Reduce the delivery time of FFB to Mill. FFB delivered within 24 hours to mill. • Increase FFB quality and yield. Ripeness percentage above the target of 95%. 	Comply

3.2 Progress against Time Bound Plan

FELDA Time Bound Plan (TBP) is included as Appendix A. Felda is operating 72 palm oil mills and has a time bound Plan to certify all the palm oil mills and supply base by 2015/2016. 27 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 provided by FELDA 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. There was no any dispute was highlighted during the stakeholder consultation conducted during this assessment. Furthermore, FELDA has undertaken self-assessment to assess the requirement and compliance to the partial certification.

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. 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 A.

3.3 Details of findings

The nonconformities are listed below. The details of findings by criteria are listed in the above check list.

During this third annual surveillance assessment, there were three Major nonconformities were raised. Waha Palm Oil Mill and Supply Base Estates submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformities were reviewed by the BSI audit team and accepted.

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1166234M1	Requirements: 4.6.11: Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.	Major
	Evidence of Nonconformity: Bukit Aping Timur and Bukit Easter - Document review found that sprayers and store clerk was not send for annual medical surveillance. Last medical surveillance was done on April 2013 at Klinik Dhillon Kota Tinggi which is more than 12 months.	
	Statement of Nonconformity: Annual medical surveillance was not done for more than 12 months.	

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	<p>Close out Evidence: The management made arrangement with Klinik Dhillon for the medical surveillance. They have also appointed the administration clerk to follow up on all future medical surveillance. The store clerk and 9 sprayers were sent for medical surveillance on 16/03/2015. The medical surveillance report dated 23/03/2015 confirms the workers are fit to continue the work and no any health issues reported. The medical examination was done by OHD Doctor (DOSH Reg. N.: HQ/08/DOC/00/72). The major NC was closed on 08/05/2015.</p>	
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Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1166234M3	<p>Requirements: 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>Evidence of Nonconformity: Bukit Easter – Quarterly OSH meeting not conducted as per OSH plan. Document review on OSH file found that there was no OSH meeting conducted since 7/5/2014.</p> <p>Statement of Nonconformity: No regular OSH committee meeting was conducted.</p> <p>Close out Evidence: The Bukit Easter management unit has immediately arranged for the meeting. The OSH meeting was conducted on 17/03/2015. 11 members were attended the meeting and the meeting minutes was submitted to the audit team. The management also had identify that lack of OSH awareness among the committee members was the root cause and had plan to conduct OSH awareness training and campaign among the workers and OSH committee members. The major NC was closed on 08/05/2015.</p>	Major

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1166234M2	<p>Requirements: 5.3.3: A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. FELDA Manual MLSL (Ed.2) – Sec.4 (2.0) Paragraph 2.10.6:</p> <ul style="list-style-type: none"> i. Empty agrochemical containers need to be triple rinsed ii. Empty agrochemical containers need to be punctured and stored in recyclable waste store <p>Evidence of Nonconformity: Bukit Aping Timur - visit to the store, workers housing and interview with store clerk found:</p> <ol style="list-style-type: none"> 1. Empty agrochemical containers were sending to contractor (Koperasi) without disposal records, triple rinse and punctured. 2. Waste store was not available. 3. Empty agrochemical containers were found at workers housing. <p>This issue was raised as Minor nonconformity during the last assessment and not fully addressed. Therefore, it has been upgraded as Major non-conformity as per RSPO Annual Surveillance Assessment Procedure.</p>	Major

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	<p>Statement of Nonconformity: Waste management and disposal plan to avoid or reduce pollution was not effectively implemented.</p> <p>Close out Evidence: The Bukit Aping Timur management unit have identified that no proper storage area was the root cause. The management has allocated a designated area for the empty agrochemical containers. Empty agrochemicals found at the workers housing area were removed and stored at the designated storage area. Recording of inventory for incoming, outgoing, triple rinse and puncture or recycle for premix agrochemical containers has been implemented immediately. The major NC was closed on 08/05/2015.</p>	
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Positive Findings	
PF #	Description
1	The Waha management unit has maintained a very good relationship with the local community and other stakeholders.
2	The palm oil mill has achieved the target to reduce the diesel usage to below 0.90Ltrs/FFB Mt.

Issues raised by Stakeholders	
IS #	Description
1	<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>
2	<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>
3	<p>Issues Kindergarten teacher: It was re-confirmed that the management always support activities at the kindergarten. The relationship is good. No other issues.</p> <p>Management Responses Management assists wherever possible.</p> <p>Audit Team Findings No other issues.</p>
4	<p>Issues Settler's leaders: No any unresolved disputes were highlighted.</p> <p>Management Responses Management assists wherever possible.</p> <p>Audit Team Findings No other issues.</p>

3.3.1 Status of Nonconformities Previously Identified and Observations

Previous minor nonconformities were followed up for the effective implementation of the corrective action plans. The detail as follows:

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1059896N6	Requirements: 5.3.2: Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.	Minor
	Evidence of Nonconformity: Inventory record for empty agrochemical container was not available.	
	Statement of Nonconformity: During the visit and document review, it was found that the empty agrochemical containers were triple rinse and punctured, however the inventory record was not available. Also this was raised as an observation during the last assessment.	
	Action Taken: This issue was not fully addressed. Similar issue was found at Bukit Aping Timur estate. Therefore, it has been upgraded as Major non-conformity as per RSPO Annual Surveillance Assessment Procedure. The Minor non-conformity was upgraded to Major non-conformity. Ref: 1166234M2	

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1059896N3	Requirements: 5.5.3: No evidence of burning waste (including domestic waste).	Minor
	Evidence of Nonconformity: Burning of domestic waste found at workers housing.	
	Statement of Nonconformity: Simpang Waha Estate: Visit to the foreign workers housing on 26/5/2014 found evidence of burning domestic waste.	
	Action Taken: There was no evidence of burning waste found during the ASA3 assessment at the workers housing. Interview with workers during the ASA3 shows awareness of zero burning policy of the company. Signboards were placed at housing to create awareness and morning briefing is given. A memo from the management to all the workers dated 2/6/2014 was sighted. The minor non-conformity was closed on 10/3/2015.	

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Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1059896N4	Requirements: 6.1.3: A timetable with responsibilities for mitigation and monitoring is reviewed and updated as necessary.	Minor
	Evidence of Nonconformity: Timetable with responsibilities for social action plan is not available.	
	Statement of Nonconformity: Bukit Aping Barat Estate: SIA has been done on March 2013. However, timetable with responsibilities for mitigation and monitoring is not available.	
	Action Taken: Timetable with responsibility including timeframe and action taken has been updated on May 2014 using form ML-1A/L3-GP7 (0) as per FELDA Sustainability Manual. The minor non-conformity was closed on 10/3/2015.	

Observation	
OBS No.:	Description
1	(4.8.1): It is to be considered to follow up the progress of canteen food handler training which has been planned on 1 July 2014.
	Action taken: The food handler training has been conducted on 1/7/2014 as per plan.
2	Bukit Aping Barat and Simpang Waha estates: Minimum wages order 2012 was implemented since January 2013, it is to be considered the regulation included in the "Senarai Undang- undang dan keperluan yg berkaitan bagi pematuhan RSPO (Antarabangsa dan Malaysia)".
	Action taken: The list of legal register "Senarai Undang- undang dan keperluan yg berkaitan bagi pematuhan RSPO (Antarabangsa dan Malaysia)" has been updated on January 2015 by the Head Office legal department. The revised list includes all new applicable regulations such minimum retirement age act.

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Assessment Conclusion and Recommendation:	
Based on the findings during the assessment, Waha Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013, Malaysian National Interpretation (MY-NI 2010) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Waha 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: Felda Global Ventures	Company name: BSI Services (M) Sdn. Bhd
Title: Sustainability Manager	Title: RSPO Lead Auditor
Signature: 	Signature: 

Appendix A: FELDA Global Ventures Plantation Sdn. Bhd. Time Bound Plan

No. and Year	Palm Oil Mill and Supply Base Schedule						
	2009	2010	2011	2012	2013	2014	2015/2016
1	Kota Gelanggi 1	Jengka 21	Adela	Belitong	Palong Timur	Neram	Krau
2	Lepar Utara 6	Jengka 3	Lok Heng	Bukit Besar	Serting Hilir	Pancing	Tersang
3		Jengka 8	Semencu	Kahang	Maokil	Besout	Serting
4		Lepar Utara 4	Waha	Kulai	Tenggaroh	Trolak	Pasoh
5		Seroja (J 18)	B. Kepayang	Nitar	T.Timur	Keratong 2	Cini 2
6		Padang Piol	Bukit Mendi	Penggeli	Kechau A	Keratong 3	Cini 3
7		FELDA Segamat (Group Scheme)	Kemasul	Lepar Hilir	Kechau B	Sg. Tengi	Kemahang
8			Tementi	Bukit sagu	Fajar Harapan	Keratong 9	Chalok
9			Triang		Baiduri Ayu	Mempaga	Aring A
10						Embara. Budi	Aring B
11						Lancang. Kemudi	Kertih
12						Kalabakan	Selendang
13						Umas	Ciku
14						Kemudi. Sakti	Sampadi
15						Mercu Puspita	Pontian
16						Nilam Permata	Asia Plantation
17						Hamparan Badai	
18						Jerangan Barat	
19						Jerangan Baru	
20						Selancar 2A	
21						Selancar 2B	
Total	2	7	9	8	9	21	16
						<i>Grand Total</i>	<i>72</i>

Appendix B: FELDA – Waha Palm Oil Mill Certification Unit RSPO Certificate Details

Felda Global Venture Plantation (M) Sdn. Bhd.
 Waha Palm Oil Mill,
 Kota Tinggi,
 81907 Johor, MALAYSIA
www.feldaglobal.com
 FELDA RSPO Membership No: 1-0013-04-000-00

BSI RSPO Certificate No: SPO 615542
 Certificate Issued Date: 31 May 2012
 Date of Expiry: 30 May 2017
 Applicable Standards: RSPO Certification System June 2007 (revised March 2011); Annex 4: Procedures for Annual Surveillance; RSPO P&C 2013; RSPO P&C MY-NIWG 2010; RSPO Supply Chain Certification Standard November 2014 CPO Mills - Module – E: Mass Balance.

Waha Palm Oil Mill and Supply Base					
Location Address	Waha Palm Oil Mill, Kota Tinggi, 81907 Johor, Malaysia.				
GPS Location	Longitude: 104° 4' 31" E Latitude: 1° 47' 37" N				
CPO Tonnage Total	31,386				
PK Tonnage Total	7,721				
CPO Claimed for Certification	31,386				
PK Claimed for Certification	7,721				
Company Own estates FFB Tonnage	-				
Scheme Smallholder FFB Tonnage	142,470				
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Aping Timur	2,104.67	598.84	1,62.69	2,866.20	40,862
Aping Barat	1,237.04	504.03	1,36.40	1,877.47	24,548
Simpang Waha	1,402.56	40.44	146.80	1,589.80	33,000
Bukit Easter	1,677.74	3.43	162.00	1,843.17	22,500
Bukit Waha	1,141.47	1,113.93	76.28	2,331.68	21,560
TOTAL	7,563.48	2,260.67	684.17	10,508.32	142,470

Appendix C: Assessment Plan

AGENDA					
Date	Time	Subjects	Senniah	Kelvin	Muhd Haris
Monday 9/3/2015	AM	Audit Team travelling to the site.	√	-	√
	PM	External stakeholder meeting by BSI	√	-	√
Tuesday 10/3/2015	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	WaHa 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.	√	√	-
	10.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	WaHa 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 11/3/2015	08.30 – 12.00	FELDA Aping Timur: 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	FELDA Aping Timur: 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 12/3/2015	8.30 – 12.00	FELDA Bukit Easter: 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	FELDA Bukit Easter: 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 Meeting	√	√	√
Friday 13/3/2015	8.30 – 11.00	Document Review continues for any outstanding issues.	√	√	√
	11.00 – 12.00	Closing Meeting	√	√	√
	PM	Audit Team travelling to KL.	√	√	√

Appendix D: 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 Settlers committee Gabungan Persatuan Wanita (Female Association)
<u>Government Departments</u> School Labour Department Department of Environment Clinic	Electrical Contractor General Supplier

Appendix E: Waha Palm Oil Mill Supply Chain Assessment (Module E: Mass Balance)

Requirements	Compliance
E.1 Definition	
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.	The Waha 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.
E.2 Explanation	
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.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.
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).	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).
E.3 Documented procedures	
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: a) Complete and up to date procedures covering the implementation of all the elements in these requirements; 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.	Waha mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to verify the receiving documents to differentiate the certified and non-certified FFB received. The person in charge is the mill manager assisted by assistant mill manager and weighbridge clerk. The manager and Assistant attended RSPO SCCS Training conducted at Felda Training Centre (ALAF) on 19-20/6/2014. Both demonstrate awareness.
E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	Waha 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.
E.4 Purchasing and goods in	
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.
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	

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<p>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.</p> <p>(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.</p> <p>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.)</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. Computerized system in place. Records verified by internal and external audit.</p> <p>Computerized system in place with the delivery deducted accordingly.</p> <p>The Mill aware that only positive stock can be delivered. No short selling.</p>
<p>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</p>	<p>No outsourcing activities.</p>

Actual tonnage Certified Palm Production - 01 May 2014 – 30 April 2015

MILL	CAPACITY	CPO (mt)	PK (mt)
Waha Palm Oil Mill	45 mt/hr	27,318	7,030

Actual tonnage Sales of Certified Palm Products - 01 May 2014 – 30 April 2015

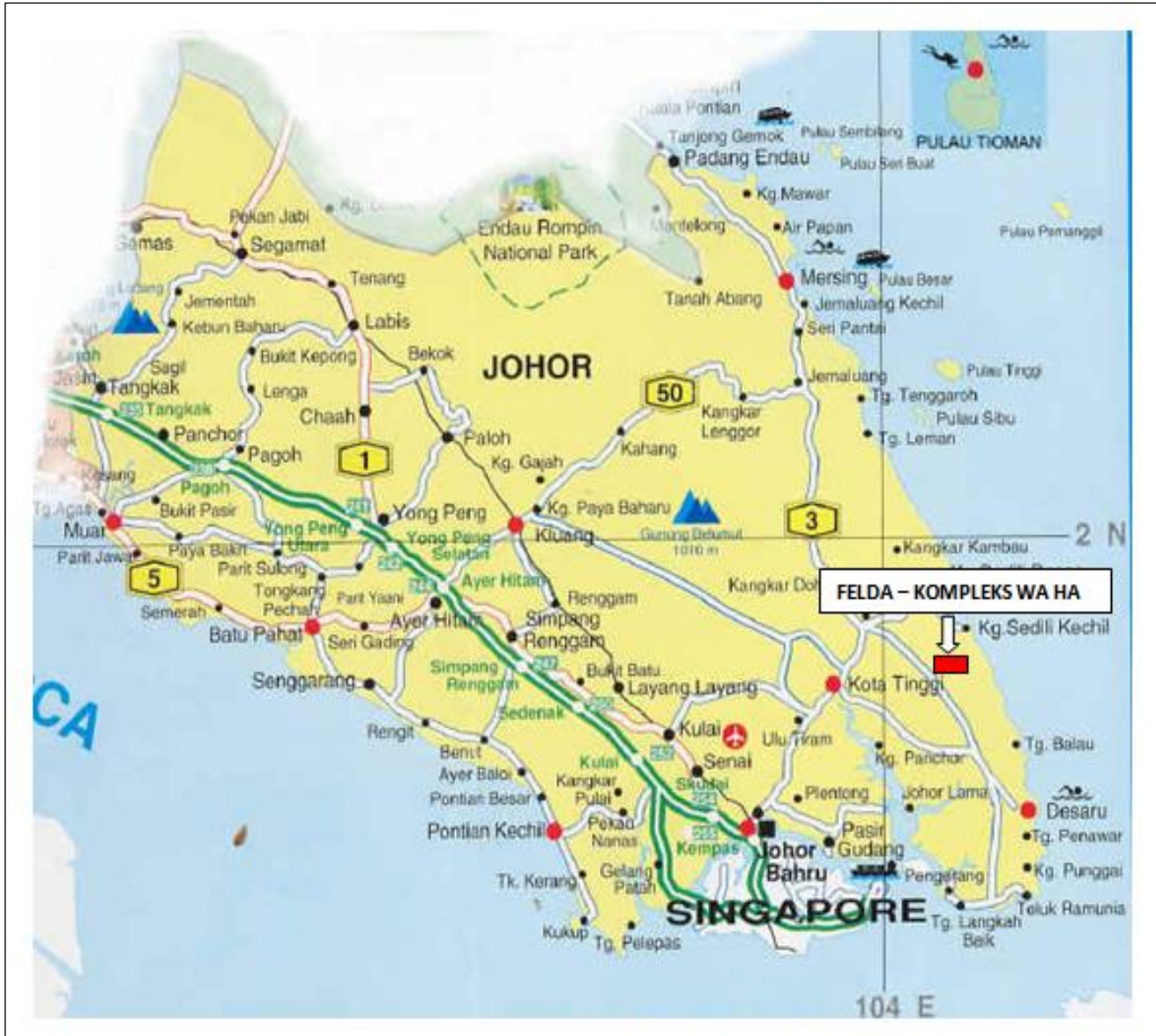
Mill	CPO (Certified)	Buyer	PK (Certified)	Buyer
Waha Palm Oil Mill	-	-	-	-

Note: No certified sales through RSPO IT system.

Actual tonnage Certified FFB Received Monthly - 01 May 2014 – 30 April 2015

Month	Aping Timur	Aping Barat	Simpang Waha	Bukit Easter	Bukit Waha	Total FFB/Month
May 2014	2,340	1,757	2,274	700	2,420	9,492
June 2014	2,582	1,631	2,486	823	2,702	10,224
July 2014	2,210	2,253	2,683	920	2,344	10,410
August 2014	2,712	2,374	2,768	983	2,660	11,497
September 2014	3,028	2,458	2,493	998	2,723	11,699
October 2014	2,897	2,356	2,553	913	2,659	11,378
November 2014	3,203	2,222	2,600	875	2,706	11,606
December 2014	2,393	1,510	2,578	752	2,454	9,686
January 2015	2,815	1,543	1,879	671	2,243	9,151
February 2015	2,436	1,623	1,933	764	2,031	8,787
March 2015	2,608	1,522	2,297	684	2,368	9,479
April 2015 (Estimated)	2,481	1,687	1,829	429	2,014	8,441
Total	31,705	22,936	28,374	9,513	29,323	121,850

Appendix F: Map of FELDA Waha Certification Unit in Johor, Malaysia.



Appendix G: Location of the Waha Palm Oil Mill and FFB Supply Base



Appendix H: List of Abbreviations Used

ASA3	Annual Surveillance Assessment 3
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact & Aspect
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FGV	FELDA Gloval Ventures
FTP	FELDA Technoplant Sdn. Bhd
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IPM	Integrated Pest Management
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
RSPOP&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