

**RSPO PRINCIPLE AND CRITERIA –
INITIAL ASSESSMENT (IAV)
Public Summary Report**

FGV Holdings Berhad
Client company address: Plantation Sustainability Department Level 20 (W), Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur Malaysia
Certification Unit: Belitong Palm Oil Mill and supply base Location of certification unit: FGV Palm Industries Sdn Bhd Kilang Kelapa Sawit Belitong 86000 Kluang, Johor Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0225-16-000-00	Membership Approval Date	27/12/2016
Parent Company Name	FGV Holdings Berhad		
Address	Plantation Sustainability Department, Level 20 (W), Wisma FGV, Jalan Raja Laut 50350 Kuala Lumpur, Malaysia		
Subsidiary	FGV Palm Industries Sdn Bhd Belitong Palm Oil Mill		
Address	Kilang Kelapa Sawit Belitong, KM 28, Jalan Kluang/Kota Tinggi 86000 Kluang, Johor, Malaysia		
Contact Name	Anthonius Sani		
Website	www.fgvholdings.com	E-mail	Norazam.ah@feldaglobal.com
Telephone	+603-2859 1995	Facsimile	+603-2859 1311

2. Certification Information			
Certificate Number	RSPO 693230	Date of First Certification	07/02/2019
		Certificate Start Date	07/02/2019
		Certificate Expiry Date	06/02/2024
Scope of Certification	Palm oil and Palm Kernel Production from Belitong Palm Oil Mill and Supply Base (Bukit Tongkat Estate & Ulu Belitong Estate) with supply chain module E – Mass balance		
Applicable Standards	RSPO P&C MYNI 2014 ; RSPO Supply Chain Certification Standard 2017		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ISO 9001	Quality management system	SIRIM QAS International Sdn Bhd	11/08/2019
ISO 14001	Environmental management system	SIRIM QAS International Sdn Bhd	14/09/2018
OHSAS 18001	Occupational Health and safety management system	SIRIM QAS International Sdn Bhd	23/02/2020

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Belitong Palm Oil Mill	Kilang Sawit Belitong, KM 28, Jalan Kluang/Kota Tinggi 86000 Kluang, Johor	1° 56' 18" N	103° 29' 55" E
FGVPM Bukit Tongkat B Estate	Ladang FGVPM Bukit Tongkat B, 86000 Kluang, Johor	1° 56' 29" N	103° 30' 14" E
FASSB Ulu Belitong Estate	Stesen FASSB Ulu Belitong, 86000 Kluang, Johor	1° 56' 22" N	103° 28' 39" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV + Conservation (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Tongkat Estate	1,070.66	0	171.86	1,242.52	86%
FASSB Ulu Belitong Estate	128.46	0	10.03	138.49	93%
Total (ha)	1,199.12	0	181.89	1,381.01	87%

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Tongkat B Estate	212.98	404.55	328.99	124.14	0	1,070.66	0
FASSB Ulu Belitong Estate	0	79.17	49.29	0	0	128.46	0
Total (ha)	212.98	483.72	378.28	124.14	0	1,199.12	0

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
FGVPM Bukit Tongkat B Estate	NA	NA	18,201
FASSB Ulu Belitong Estate	NA	NA	3,526

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Total	NA	NA	21,727
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8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
	N/A	Nil	N/A
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
FELDA/FTP Bukit Tongkat	N/A	N/A	16,600
FELDA/FTP Ulu Belitong			16,500
FELDA/FTP Ulu Punggeli			23,800
Felda Bukit Permai			10,500
FELDA / FTP Layang-Layang			6,800
Felda Air Hitam			4,200
Private FFB Suppliers			154,540
Total			232,940

10. Certified Tonnage			
Mill Capacity: 50 MT/hr SCC Model: MB	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
	FFB	FFB	FFB
	-	-	21,727.00
	CPO (OER:)	CPO (OER:)	CPO (OER: 19.60%)
	-	-	4,258.49
	PK (KER:)	PK (KER:)	PK (KER: 5.60%)
	-	-	1,216.71

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11. Actual Sold Volume (CPO) - May 17 – May 18					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)		-	-		

12. Actual Sold Volume (PK) - May 17 – May 18					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)		-	-	-	

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	n/a	
IS-CSPKO	n/a	
IS-CSPKE	n/a	

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Singapore, Jakarta, Bangkok and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 06-09/06/2018. 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 sampled estates (FGVPM Bukit Tongkat B and FASSB Ulu Belitong). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The major NC close out on-site assessment was conducted on 19/10/2018. The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on 04/05/2018. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on through BSI and RSPO website as per following link: https://www.bsigroup.com/globalassets/localfiles/en-my/rspo/Public%20Notification/2018/public-notification-for-initial-assessment_fgvpm-belitong-and-supply-base-english_v0.pdf

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment.
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based

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on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Section 3.5.

All the previous nonconformities are remains closed. The assessment findings for the annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Initial Certification)	Year 2 (ASA1)	Year 3 (ASA2)	Year 4 (ASA2-3)	Year 5 (ASA2-4)
Belitong Palm Oil Mill	√	√	√	√	√
FGVPM Bukit Tongkat B Estate	√	√	√	√	√
FASSB Ulu Belitong Estate	√	√	√	√	√

Tentative Date of Next Visit: June 24, 2019 – June 26, 2019

Total No. of Mandays: 10 mandays

2.2 BSI Assessment Team:

Team Member Name	Role	Qualification
Valence Shem	Lead Auditor	Holds a Bachelor Degree in Industrial Technology from University of Science Malaysia in 1998. He has 9 years working experience in oil palm plantation industry. He started management system auditing line since 2009 for various standards such as ISO 14001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. In this assessment, the focus element includes legal requirements, environmental management, conservation & biodiversity, GHG emissions and agriculture best practices. He is able to communicate in Bahasa Malaysia and English.
Mohamed Hidhir Zainal Abidin	Team member	Holds a Bachelor Degree in Chemical Engineering from National University of Malaysia in 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling. He has completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He started auditing since 2013 covering standards including ISO 9001, ISO 14001, OHSAS 18001, MSPO and RSPO. He had been involved in RSPO auditing since May 2012. In this assessment, the focus element includes occupational safety and health, legal requirements and mill best practices. He is able to communicate in Bahasa Malaysia and English.
Rahayu Zulkifli	Team member	Holds a Degree in LLB (Hon), she was a practicing lawyer before joining WWF-Malaysia and RSPO as a Dispute Settlement Facility Manager. She is now working as a freelance RSPO auditor. In this assessment, the focus element includes social aspects, legal requirements, employees welfare and stakeholders consultations. She is able to communicate in Bahasa Malaysia and English.

Accompanying Persons:

No.	Name	Role
1	Nicholas Cheong	BSI Observer

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

Date	Time	Subjects	(VS)	(MH)	(RZ)
Wednesday 06/06/2018 Belitong Palm Oil Mill	08:30 – 09:00	Opening Meeting <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan (including stakeholder’s consultation) 	√	√	√
	09:00 – 13:00	Belitong 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, meeting stakeholders, etc.	√	√	√
	10:00-13:00	Stakeholder consultations: Client to invite the relevant stakeholders for both mill and estates which consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.			√
	13:00-14:00	Lunch / Break			
	14:00 – 16:30	Belitong 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.	√	√	√
	16:30-17:00	Interim closing briefing	√	√	√
Thursday 07/06/2018 FGVPM Bukit Tongkat B Estate	08:30-13:00	FGVPM Bukit Tongkat B Estate Field visit covering boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, SEIA requirement workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area Schedule waste management, Landfill, etc.	√	√	√
	13:00-14:00	Break			
	14:00-16:30	FGVPM Bukit Tongkat B Estate 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.).	√	√	√

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Date	Time	Subjects	(VS)	(MH)	(RZ)
	16:30-17:00	Interim closing briefing	√	√	√
Friday, 08/06/2018	08:30-13:00	Ulu Belitong Estate Field visit covering boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, SEIA requirement workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area Schedule waste management, Landfill, etc.	√	√	√
	13:00-14:00	Break	√	√	√
	14:00-15:30	Ulu Belitong Estate 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.).	√	√	√
	15:30-16:30	Verify any outstanding issues & preparation for closing meeting	√	√	√
	16:30-17:00	Closing meeting (Part 1)	√	√	√
Saturday 09/06/2018	08:30-11:30	RSPO Supply Chain Site visit: Incoming of FFB and outgoing of SPO & PK – weighbridge, ramp, storage area, loading bays, etc. Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	√
	11:30-12:00	Preparation for closing meeting	√	√	√
	12:00-12:30	Closing meeting (Part 2)	√	√	√

Section 3: Assessment Findings

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

- FGVP(M) Sdn Bhd Time Bound Plan
- RSPO Supply Chain Certification Checklist June 2017
- RSPO P&C MY-NIWG 2014 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	The plan include all estates and mills under FGVH.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	The plan include all estates and mills under FGVH.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Challenge from the time bound plan is age of plantations and location.	Yes
Have there been any changes since the last audit? Are they justified?	There is no changes for this complex.	Yes
If there have been changes, what circumstances have occurred?	NA	N/A
Have there been any stakeholder comments?	Stakeholder comments are recorded in Stakeholder consultation report 2017.	Yes
Have there been any newly acquired subsidiaries?	There is no newly acquired subsidiaries.	Yes
If yes, have the newly acquisitions certified within a three-year timeframe?	NA	N/A
Have there been any isolated lapses in implementation of the plan?	There is no lapses in implementation of the plan.	Yes
Un-Certified Units or Holdings		

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<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Yes, there have positive assurance statement from internal certification unit.</p>	<p>Yes</p>
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>No replacement for primary forest or HCV area. There were 6 LUCA submitted to RSPO and all of them have been passed with no concept note or compensation plan required.</p>	<p>Yes</p>
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>There is no new plantings since January 1st 2010.</p>	<p>Yes</p>
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p>	<p>There is No land Conflict reported.</p>	<p>Yes</p>
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>There is No Labour disputes recorded.</p>	<p>Yes</p>
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>There is Non-compliance with the requirements of RSPO P&C criteria 2.1.</p> <p>1) FGVPM Bukit Tongkat B Estate, there is no approval on installation of electric fence at PM00H as per requirement under regulation 15 of Electricity Regulation 1994.</p> <p>2) Six manuring workers worked on 25 May 2018 (Friday – rest day) but was paid normal rate of pay instead of twice of the normal rate (ref.: Section 60(3)(d) Employment Act 1955).</p> <p>3) During the site visit at the mill’s EFB stock, observed during the site visit smoke coming from escaped EFB on conveyor and chute above the EFB incinerator. [ref.: Clause 11.1 of Jadual Pematuhan]</p> <p>4) Leachate from EFB stockyard was found to be flowing to the nearest monsoon drain (kernel store building) which eventually goes to the environment through “Takungan Alur Air Hujan No. 2”. [ref.: Clause 11.2 of Jadual Pematuhan]</p>	<p>Yes</p>

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Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, there have positive assurance statement from internal certification unit.	Yes
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3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification?	Not applicable for the certification unit. There is no smallholder scheme attached to the certification unit.	N/A

3.4 Details of findings

The nonconformity is listed below. The summary report of the assessment by criteria is listed in Appendix A.

During the Initial Assessment, there were eight (6) Major nonconformities and (6) six Minor nonconformities raised. The Belitong Palm Oil Mill Certification Unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for it effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M1	Clause & Category (Major/Minor)	Indicator 2.1.1 Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018
Statement of Nonconformity	Evidence of compliance for some of the legal requirements was not adequately demonstrated.		
Requirement Reference	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence	1) FGVPM Bukit Tongkat B Estate, there is no approval on installation of electric fence at PM00H as per requirement under regulation 15 of Electricity Regulation 1994. 2) Six manuring workers worked on 25 May 2018 (Friday – rest day) but was paid normal rate of pay instead of twice of the normal rate (ref.: Section 60(3)(d) Employment Act 1955).		

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	<p>3) During the site visit at the mill's EFB stock, observed during the site visit smoke coming from escaped EFB on conveyor and chute above the EFB incinerator. [ref.: Clause 11.1 of Jadual Pematuhan]</p> <p>4) Leachate from EFB stockyard was found to be flowing to the nearest monsoon drain (kernel store building) which eventually goes to the environment through "Takungan Alur Air Hujan No. 2". [ref.: Clause 11.2 of Jadual Pematuhan]</p>
<p>Corrections</p>	<ol style="list-style-type: none"> 1) The management shall know the need of law for installation of electric fence and shall get the approval for the action to be made before the work contract is approved. 2) All of the worker and staff shall acknowledge and obey the need of basic salary payment at the tariff which is already stated in the law and management need to reimbursed on next months salary. 3) The monitoring at workplace shall be made with more restrictions and they should lodge any potential issue of misconducting of rules to be taken immediate and appropriate action by the mill's management. 4) Provide a specific and appropriate space for storing EFB which will not cause any pollution towards the environment, which are leachate and EFB disposal for plantation reuse or which is approved by the Department of Environment.
<p>Root Cause Analysis</p>	<ol style="list-style-type: none"> 1) Electric fence installation contract is made within the cooperation/group which work contract is provided by Felda Technoplant Bukit Tongkat and the installation along the border of forest reserve from Felda Bukit Tongkat plantation to FGVPM Bukit tongkat plantation. Work contract cost is divided, likewise the management of FGVPM did not acknowledge about the installation approval form Energy Commission. 2) Plantation management failed to do a revision until a mistake is happened for the worker's salary payment who work on the rest day. 3) There are no surveillance and immediate action made to avoid any burning of EFB at the conveyor and chute incinerator caused by the extreme weather. 4) Lack of EFB reuse by the plantation and by the outsource supplier which cause EFB stockyard full and leachate pollution.
<p>Corrective Action</p>	<ol style="list-style-type: none"> 1) (a) Refer to Energy Commission office to obtain guidelines and helps for re-application permit of electric fence installation (b) Show application prove permit from Energy Commission and feedback regarding the application. 2) (a) Give explanation regarding Employment Act and worker's basic salary payment to all staff and plantation worker. (b) Copy of pay slip proof of payment to the employee involved. (c) Manager shall send warning letter to all intended staff to avoid any repeating situation 3) (a) Daily checklist of EFB surveillance to avoid any burning. (b) Appointment letter to respective staff to survey and to make any appropriate action needed to avoid burning of EFB 4) (a) Place EFB to the appropriate stockyard where leachate can be channelled into effluent pond (b) Discussion and sending notice with the plantation management of FGVPM and outsource supplier for reuse of EFB to reduce EFB quantity at mill (c) Get written approval from Department of Environment in term of using ash house for EFB burning
<p>Assessment Conclusion</p>	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Records of EC acknowledgement:

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	<ul style="list-style-type: none"> a. Alka System - EC Acknowledgement as Electrical Contractor b. Alka System - EC Approval as ESCO (including Electrical Fencing Installation/Maintenance) c. Alka System - FGV Vendor Registration <p>2) Workers interview & records of briefing and payslips:</p> <ul style="list-style-type: none"> a. Sample workers involved – FW 06010022, FW 06010020 & FW 06010025 b. Briefing of Employment Act and Pay & Conditions dated 1/8/2018 c. Warning letter to staff involved dated 4/6/2018 <p>3) Monitoring records & appointment letter:</p> <ul style="list-style-type: none"> a. Station safety checklist form; FPI-PK-029 dated July 2018 b. Appointment letter ref. (100) 4056/BLT/840A/27 dated 10/1/2018 <p>4) EFB clearing</p> <ul style="list-style-type: none"> a. SPK # 3301287738/1300955651 dated 1/5/2018 to Hamid Engineering & Enterprise to clear EFB on daily basis b. Letters to estate to collect EFB c. Written approval by DOE of incinerator use ref. AS(B)J 31/152/000/033 dated 30/10/2012 <p>Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.</p>
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M2	Clause & Category (Major/Minor)	Indicator 4.7.1 Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018
Statement of Nonconformity	Health and safety plan was not effectively monitored and implemented.		
Requirement Reference	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		
Objective Evidence	FGVPM Belitong POM: i) Monthly workplace inspection was carried out by ESH committee. Records of latest inspection did not include unsafe act/dangerous occurrence observed during site visit at: a) Marshalling/capstan line and loading ramp platform - Safety device/features malfunction - bobcat and shovel b) FFB Grader rest area - unsafe broken leg chair used. c) Boiler area - broken and self-modified chair used. ii) ESH Training programme		

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	<p>a) Hearing Conservation Programme (frequency once every 2 years as per Noise Exposure Regulation 1989)</p> <p>b) Chemical Safety Handling (frequency once every 2 years as per CHRA recommendation)</p>
Corrections	<p>1) Improve checklist by including several precise matter and immediate improvement action by the responsible officer</p> <p>2) Appoint one staff who is responsible in ensuring HSE Training programme is implemented according to the schedule and including for all training criteria and need</p>
Root Cause Analysis	<p>1) Record of daily workplace inspection provided is too general causing less restriction and less precision at several division where no monitoring is made</p> <p>a) Damage of revolving light and bobcat sensor from wiring problem</p> <p>b) Less care from worker during monitoring for the action made to chair's damage</p> <p>2) No worker is responsible in ensuring the planning made for ESH Training programme</p>
Corrective Action	<p>1) a) New monthly checklist record</p> <p>b) Monitor workplace by using new checklist and take effective measures</p> <p>c) Prove of picture for effective measure issued during audit, which is improvement including revolving light, bobcat sensor and shovel damage; replace damaged chair</p> <p>2) a) Worker's appointment letter who is responsible in ensuring HSE Training programme follow the schedule and holistically to all training need</p> <p>b) Copy of HSE Training programme for Belitong palm oil mill 2018</p> <p>c) Prove of Hearing Conservation Programme record and Chemical Safety Handling is implemented by inviting accredited consultant</p>
Assessment Conclusion	<p>Evidence verified:</p> <p>1) Records of monitoring and repair of damage:</p> <p>a. Station safety checklist form; FPI-PK-029 dated July 2018</p> <p>b. Verification of bobcat & shovel conditions as per videos</p> <p>2) Appointment letters and training records:</p> <p>a. Appointment letter ref. (91)4056/BLT/840//QOHSE as QOHSE MR 2 dated 1/7/2018</p> <p>b. Training schedule dated 5/1/2018</p> <p>c. Hearing conservation and chemical handling records dated 8/8/2018</p> <p>Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M3	Clause & Category (Major/Minor)	Indicator 1.2.1 Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018

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Statement of Nonconformity	The Land Title documents for Belitong Mill and Bukit Tongkah B Estate are not publicly available at the respective offices.
Requirement Reference	Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2);
Objective Evidence	a. Land title for the Belitong Mill is not kept at the Mill office. b. Nine land titles covering an area of 419.56 ha out of 1070.66 ha of Bukit Tongkat B Estate are missing.
Corrections	1. Management made a reference check file by completing ownership grant copy from Belitong palm oil mill and FGVM Bukit Tongkat plantation 2. Management made a reference check from Land Management Unit FGVH and Department Land Office to get latest information regarding application grant status of Belitong Palm Oil mill
Root Cause Analysis	No full checklist is made by new estate and mill manager for all ownership grant copy as reference in estate file archive
Corrective Action	1) Make reference to get ownership grant copy or any document related ownership status from Department Land Office or from Land Management Unit FGVH 2) Obtain all copies of land grant references concerning legal ownership or later information of the grant status for Belitong Palm Oil mill from Land Management Department, FGVH and Department Land Office.
Assessment Conclusion	Evidence verified: 1) Reference of FGV prospectus extracts on land with titles and without land titles 2) Records of titles and land lease agreements between Felda and FGV Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M4	Clause & Category (Major/Minor)	Indicator 6.5.2 Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018
Statement of Nonconformity	There is no contract of employment detailing payments and conditions of employment for sub-contract workers working at Bukit Tongkat B Estate.		
Requirement Reference	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.		
Objective Evidence	Four sub-contract workers employed by United Plantation Trading do not have any employment contracts. United Plantation Trading supplies FFB harvesters to carry out harvesting work on behalf of Bukit Tongkat B Estate's sub-contractor, to ARL Anjung Jaya.		

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Corrections	<ol style="list-style-type: none"> 1. Estate management shall communicating directly with the subcontractor to ensure compliance provide and give a copy of worker employment contract for office’s archive 2. Estate management shall instruct sub-contractor to register each of the new replace worker and give worker employment reference for estate management’s archive
Root Cause Analysis	<ol style="list-style-type: none"> 1. Estate management is less strict towards main contractor who is taking action on sub-contractor for not giving a copy of employment contract even though a notice is given 2. Sub-contractor worker which is not permanent and always changing complicate estate management in monitoring compliance towards the worker
Corrective Action	<ol style="list-style-type: none"> 1. Instruction letter to sub-contractor for registering and notice to estate management for each of the new worker made to ensure estate management monitoring 2. Copy of employment contract to all sub-contractor worker 3. Record of latest contractor and sub-contractor names’ registration
Assessment Conclusion	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Letter to ARL Anjung Jaya ref. (03)5300003540 dated 1/8/2018 2) Agreements of workers ID BC0711445, ID B2907684, AT389574 & B3621884 3) Statement of contractors workers at Bukit Tongkat B Estate <p>Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M5	Clause & Category (Major/Minor)	Indicator 6.12.1 Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018
Statement of Nonconformity	The right to terminate the employment contract by an employee was not clearly spelt out in the employment contract.		
Requirement Reference	There shall be evidence that no forms of forced or trafficked labour are used.		
Objective Evidence	Based on the contents of the Employment Contracts, the right of an employee to terminate the contract was not very clear. Should an employee choose to terminate the contract, he/she is required to pay the recruitment cost in pro-rate to the employer. (ref.: Employment contract 11 March 2013 between Felda Golden Ventures Plantations (Malaysia) Sdn Bhd with Hasim Sahari, and Indrawadi, and employment contract dated 21 December 2014 between Felda Golden Ventures Plantations (Malaysia) Sdn Bhd and Adri Adrian Atmaja).		
Corrections	Application for revision of employees’ Employment Contract by Labour Department FGVH especially regarding employees’ right in contract termination		
Root Cause Analysis	The existing contract of employment agreement uses by the plantation management was not reviewed for some of the matters relating to human rights		

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	issues. Only from the FGVP Labor Department will coordinate for review and use on all FGVP Plantation management.
Corrective Action	<ol style="list-style-type: none"> 1. Latest revision of employees' Employment Act by Legal Department FGVH for matter regarding contract termination right is done in detail. 2. Re-description of latest employee employment contract to all employee and matter regarding contract termination right
Assessment Conclusion	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Revised conditions of contract works for FW 2) FGV Group HR records of briefing on revised conditions dated 29/8/2018 <p>Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-M6	Clause & Category (Major/Minor)	SCCS E.5.1 c) Major
Date Issued	8/6/2018	Due Date	7/6/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	19/10/2018
Statement of Nonconformity	The implementation mechanism and recording of short sale is not adequately demonstrable.		
Requirement Reference	The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short.(i.e. product can be sold before it is in stock.)		
Objective Evidence	Based on explanation by Belitong POM on utilisation of material and product recording system through Mill Production Report (MPR System), dispatch of both certified CPO & PK from negative stock is not allowed by default. However, based on their RSPO SC procedure [ref.: FGVP MRSPO SCC, rev. 2, 1/12/2017 page 8], dispatch from negative stock is allowed and to be reconciled within 3 months.		
Corrections	Refer to MPR System Management Department for a clear validation regarding stock's record; the system does not allow sales in a stock of negatives. Give re-explanation to all related employees for a full understanding on MPR system in the matter of licensed CPO and PK store monitoring record.		
Root Cause Analysis	Mill management still not understand on the MRR system for product storage monitoring because it is not fully implemented especially for licensed CPO and PK stock delivery monitoring description in negative approved and re-balanced stock within period of 3 months are being recorded.		
Corrective Action	SCCS procedure awareness program and MPR system for licensed CPO and PK store monitoring to all related employees.		
Assessment Conclusion	<p>Evidence verified:</p> <ol style="list-style-type: none"> 1) Training on Monthly Production Report (MPR) and Supply Chain Certification Standard (SCCS) dated 16/8/2018 by FGV Logistic Department personnel to relevant mill employees 		

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	Verification found corrective actions were evidence to effective to address the issues. Hence, Major NC closed on 19/10/2018.
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-N1	Clause & Category (Major/Minor)	Indicator 4.1.3 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	
Statement of Nonconformity	Records of monitoring was not effectively maintained.		
Requirement Reference	Records of monitoring and any actions taken shall be maintained and available, as appropriate.		
Objective Evidence	There is one (1) buffalo used for evacuation of FFB from harvesting block. No records of periodic health monitoring by competent person/Veterinary Department as per procedure, Section 21, "Peraturan Keselamatan Bagi Pengangkutan BTS Secara Mekanisasi Menggunakan Kerbau , sub section 5.0 Penjagaan Kerbau".		
Corrections	Give "FFB transport by buffalo mechanism" procedure explanation to all related employees. Refer with Veterinary Department for animal health monitoring according to requirements.		
Root Cause Analysis	Estate management do not give priority in the need for a health monitoring record for the use of animal (buffalo) in FFB transport by Veterinary Department as stated in the procedure.		
Corrective Action	1. Record of "FFB transport by buffalo mechanism" procedure explanation to all related estate worker, mandore and estate supervisor 2. Letter to Veterinary Department to inform related matter and application for the need of animal health monitoring as required by Veterinary Department 3. Record of animal health monitoring implementation as required by Veterinary Department		
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-N2	Clause & Category (Major/Minor)	Indicator 4.7.5 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	

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Statement of Nonconformity	First aid equipment were not made available at worksites.
Requirement Reference	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.
Objective Evidence	FASSB Ulu Belitong Estate First aid equipment was not made available at worksite, block 19 "peringkat 1" and at block 9 "peringkat 1" for harvesting and manuring activities. Further check with field mandore, first aid kit was not made available on site and was left at estate's office.
Corrections	Refer again with Safety Work Procedure in providing first aid box at field according to employee's need Refer the related matter with HSO and approval of supplying first aid box application at field
Root Cause Analysis	Small estate area for FASSB Ulu Belitong and near to estate office causing no first aid box is supplied to the mandore and at the field where immediate action can be made if any accident or emergency occurred.
Corrective Action	1. Notification letter from HSO regarding the need of first aid box provided at the field 2. Prove of accepting /supplying first aid box confirmation at field 3. Picture of first aid box at field
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-N3	Clause & Category (Major/Minor)	Indicator 6.5.3 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	
Statement of Nonconformity	Bukit Tongkat B Estate does not comply with the requirements of Rule 15 (a) of the Workers' Minimum Standard of Housing and Amenities Rules.		
Requirement Reference	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.		
Objective Evidence	Bangladeshi workers' hostel accommodates 15 workers. There are only two beds available. This is contrary to Rule 15 (a) of the Minimum Standard of Housing and Amenities Rules 1990.		
Corrections	Rule 15 (a) of the Minimum Standard of Housing and Amenities Rules 1990, the management of FGVP/ML/Labour Unit is currently processing all the related documents to standardise supply (bed) by centralise purchasing. In the same time, they should make improvement according to the existing and current allocation of company.		

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Root Cause Analysis	Bedding facilities is fully provided to all workers before, but there was a high workers' entry in a short period causing estate management didn't had enough time to make improvement for bedding facilities to all new workers.
Corrective Action	1. Wait for the integrated approval result of bed purchase to all worker 2. Copy of purchasing record and bed supply for all estate worker 3. A list of census record and bed accommodations to all estate worker
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-N4	Clause & Category (Major/Minor)	Indicator 6.12.2 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	
Statement of Nonconformity	Absence of contract substitution was not clearly demonstrated at Bukit Tongkat B Estate.		
Requirement Reference	Where applicable, it shall be demonstrated that no contract substitution has occurred.		
Objective Evidence	Based on interviews, 2 Bangladeshi workers (FW06010070 and FW06010074) were promised different jobs in Malaysia while in their home country. (e.g. work in the mill, nursery, market cleaner).		
Corrections	1. FGV's Labour Department and estate management has made a meeting/discussion with related workers at Bukit Tongkat B office to obtain a mutual agreement regarding employment contract which has been signed in Malaysia / workplace. Other agreement is not applied. 2. FGV's Labour Department will discuss this matter with the top management to review the recruitment procedure conducted by agent and follow-up action if it is found to be a replacement contract supplied to the worker		
Root Cause Analysis	As new employees arrive in the plantation, the instructor has carried out an orientation program and described the contract of employment agreement. Due to the large number of employees entering each session, the information provided is less effective.		
Corrective Action	1. Minute of meeting, name list and meeting's picture with worker for employee's agreement to accept employment act which has been signed together. 2. Feedback from FGV's Labour Department related to future action to be made by the top management to resolve the matter to the estate management 3. Feedback from FGV's Labour Department related to the necessary action to be made by estate management in reporting and immediate action if it is found to be a replacement contract		
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.		

Summary of Total Number of Nonconformity
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Nonconformity			
NCR Ref #	1638637-201804-N5	Clause & Category (Major/Minor)	Indicator 5.3.3 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	
Statement of Nonconformity	Waste management and disposal were not effectively implemented.		
Requirement Reference	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence	During the site visit at the mill, it was observed that contaminated empty chemical and lubricants containers (~40 units) were placed at a store next to the Scheduled Wastes store which were not appropriately handled in accordance to SW regulations – no labelling, not triple rinsed.		
Corrections	Mill management should manage used chemicals and oils according to the storage and scheduled waste disposal procedures such as rinse 3 times, being labelled and ensure the responsible worker to implement the right procedures.		
Root Cause Analysis	The responsible person lacking understanding skills and training for scheduled waste management procedures and the need to manage proper disposal of chemical containers.		
Corrective Action	1. Procedure training of scheduled waste management and rinse 3 times by the responsible worker 2. Update record for triple rinse for used chemicals and label at the place of collection of used chemicals in the store		
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1638637-201804-N6	Clause & Category (Major/Minor)	Indicator 5.1.2 Minor
Date Issued	8/6/2018	Due Date	Next annual surveillance assessment
Closed (Yes/No)	No	Date of nonconformity closure	
Statement of Nonconformity	Mitigation of environmental impacts was not adequately addressed.		
Requirement Reference	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.		
Objective Evidence	i) Bukit Tongkat B Estate and Ulu Belitong have appointed third parties (Nafas Jentera & Sime Kubota) to carry out repair/servicing of its machinery. The used oil (SW305/306) and used filter (SW410) from the servicing activity were normally taken away by the third party to their		

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	<p>premises. However, there is no evidence that the third parties have obtained any forms of authority to take away the scheduled wastes from the DOE.</p> <p>ii) It was observed that no oil interceptor at the washing bay drainage of Bukit Tongkat B Estate despite some trace of oil seen at the washing bay.</p>
Corrections	<ol style="list-style-type: none"> 1. Estate management must obtain scheduled waste disposal permit from appointed third party maintenance workshop 2. Organise meeting for building of appropriate oil catchment at the machinery wash place
Root Cause Analysis	<ol style="list-style-type: none"> 1. Estate management has been notified in the internal audit findings of the need to obtain copy of scheduled waste disposal permit for the appointed third party in managing the repair of the vehicle and disposing of waste oil machinery and oil filters and has asked the third party to provide but still no feedback. 2. Early construction of machinery wash place did not take into consideration the controlled oil pollution of washing machinery
Corrective Action	<ol style="list-style-type: none"> 1. Get a copy of permit to transport and dispose of the black oil and oil filters waste from an appointed third party (e.g. Sime Kubota & Nafas Jentera) 2. Picture of estate machinery wash place by building an oil catchment for controlled pollution
Assessment Conclusion	Evidence and effectiveness of CAP to be verified in next ASA visit.

Positive Findings	
PF #	Description
PF 1	Top down commitment for RSPO implementation.

3.4.1 Status of Nonconformities Previously Identified and Observations

Not applicable as this is the initial assessment.

Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/MINOR)	ISSUED	STATUS & DATE (Closure)
1638637-201804-M1 (2.1.1)	Major	08/06/2018	Closed out on 19/10/2018
1638637-201804-M2 (4.7.1)	Major	08/06/2018	Closed out on 19/10/2018
1638637-201804-M3 (1.2.1)	Major	08/06/2018	Closed out on 19/10/2018
1638637-201804-M4 (6.5.2)	Major	08/06/2018	Closed out on 19/10/2018

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1638637-201804-M5 (6.12.1)	Major	08/06/2018	Closed out on 19/10/2018
1638637-201804-M6 (SCCS E.5.1 c)	Major	09/06/2018	Closed out on 19/10/2018
1638637-201804-N1 (4.1.3)	Minor	08/06/2018	"Open"
1638637-201804-N2 (4.7.5)	Minor	08/06/2018	"Open"
1638637-201804-N3 (6.5.3)	Minor	08/06/2018	"Open"
1638637-201804-N4 (6.12.2)	Minor	08/06/2018	"Open"
1638637-201804-N5 (5.3.3)	Minor	08/06/2018	"Open"
1638637-201804-N6 (5.1.2)	Minor	08/06/2018	"Open"

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Belitong Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

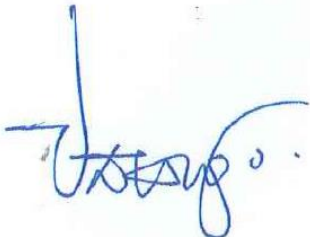
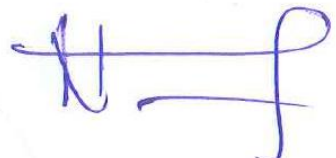
Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. Any comment which is not complying to the RSPO P&C requirements have been incorporated as an assessment finding.

Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

List of Stakeholders Contacted	
<p>Internal Stakeholders</p> <p>Workers Representative Guest workers representative Gender Committee Mill Operators Sprayer Harvester</p>	<p>Union/Contractors/Local Communities</p> <p>NUPW Contractor Local Farmer Gocery shop owner</p>
<p>Government Departments</p> <p>Police Department Dept. of Occupational Safety and Health</p>	<p>NGO</p> <p>Nil</p>

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IS #	Description
1	<p>Feedbacks: Local communities confirmed that there no land dispute or overlapping claims involving the Company.</p>
	<p>Management Responses: Noted.</p>
	<p>Audit Team Findings: No further issue.</p>
2	<p>Feedbacks: Contractors and suppliers were invited by the Company for stakeholder consultations, and there exists good communication.</p>
	<p>Management Responses: Noted.</p>
	<p>Audit Team Findings: No further issue.</p>
3	<p>Feedbacks: Contractors and suppliers informed that their profit margin is low. However, they still accept this because this is the result of negotiations they had with the Company. They are not forced to accept the price, but they wished they could negotiate a higher rate.</p>
	<p>Management Responses: Noted.</p>
	<p>Audit Team Findings: No further issue.</p>
4	<p>Feedbacks: Contractors and suppliers confirmed that they receive efficient payments from the Company, and they have no complaints.</p>
	<p>Management Responses: Noted.</p>
	<p>Audit Team Findings: No further issue.</p>

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Belitong Palm Oil Mill Certification Unit has complied with the RSPO P&C MYNI 2014 & RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Belitong Palm Oil Mill Certification Unit is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Valence Shem</p>	<p>Name: Norazam Abdul Hameed</p>
<p>Company Name: BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: FGV Holdings Berhad</p>
<p>Title: Lead Auditor</p>	<p>Title: Senior General Manager</p>
<p>Signature:</p> 	<p>Signature:</p> <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
<p>Date: 3/12/2018</p>	<p>Date: 4/12/2018</p>

Appendix A: Summary of Findings

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	<p>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.</p> <p>- Minor compliance -</p>	<p>There is evidence that the plantations and mill provide adequate information on social and/or legal issues to relevant stakeholders. Comments or suggestions for improvement by the authorities were followed up by the management. Among the documents provided were:</p> <ul style="list-style-type: none"> a. Mill daily report, OER rate and average FFB received were provided to MPOB on 5 April 2017 and 8 November 2017. b. Information provided to the Labour Office on 8 March 2018 on the status of the repair works done to the employees' houses. The Belitong Mill also provided relevant pictures on the completed work. c. Information to the Labour Office Kluang, i.e. Borang PA 1/13 Laporan Pendaftaran Penggajian Pekerja Asing under Section 60K(1) Employment Act 1955. It provides copy of calling visa issued by the Immigration Dept, and copies of workers' valid passports. Acknowledged receipt by Labour Office Kluang on 16 May 2018. d. Information provided to Johor Bahru Labour Office dated 23 April 2018 Ref: (12)820630001/18/BB-Tenaga Kerja providing information required pertaining to foreign workers. 	Complied
1.1.2	Records of requests for information and responses shall be maintained.	It was verified that each unit within the Belitong Complex maintain records of requests and responses at the respective offices.	Complied

	-Major compliance		
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	<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>In accordance with the procedure known as Komunikasi Penglibatan dan Rundingan, Document No. FGV/ML-1A/L2-Pr12 which became effective on 1 June 2016, the list of documents which are publicly available are as follows:</p> <ul style="list-style-type: none"> - Social Impact Assessment - Human Rights Policy - Negotiation procedures - Details of complaints and grievances - Negotiation procedures to check - Continuous improvement plans <p>However, the Mill’s land titles are not kept at the Mill, but are kept at the Headquarters in Kuala Lumpur. Several of Bkt Tongkat B Estate’s land title are missing and therefore not publicly available.</p> <p>Therefore, a Major NCR was raised for this non-compliance.</p>	Major nonconformance
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
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>Employees of the Belitong Complex are bound by the documented Kod Etika Kerja dan Tatalaku Petugas Syarikat Kumpulan FELDA. The Code contains provisions for avoidance of conflict of interest situations, disclosure of information on potential conflict of interest, fair conduct of business, prohibition of all forms of corruption and crime, bribery, fair conduct of business, etc. Each employee is given a copy of the Code, briefed on its contents and signed an acknowledgement receipt.</p>	Complied

		Samples of acknowledgement were sighted for plantation and mill workers within at the Belitong Complex.	
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>Belitong Complex: There is evidence that generally, the units within the Belitong Complex complies with legal requirements relating to social and labour aspects such as:</p> <ul style="list-style-type: none"> - Payment of at least minimum wages stipulated under the Minimum Wages Order 2016. Samples of workers' payslips were sighted and verified. - Payment of statutory contributions such as EPF, SOCSO and EIS for Malaysian workers. - Based on summary of workers and confirmed via randomly selected interviews, there is no evidence of child employment. - Work permits for foreign workers were sampled and confirmed to be valid and current. <p>However, there was evidence that six manuring workers at Bukit Tongkat B Estate worked on 25 May 2018 (Friday, which is a rest day), but was paid normal rate of pay. This is in contravention with Section 60(3)(d) Employment Act 1955, piece-rated employees who worked on rest day were not paid twice their ordinary rate per piece. Therefore, a Major NCR was raised for this non-compliance.</p> <p>FGV Belitong POM management unit had continued to comply with the legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and CDD team. FGV Belitong POM management unit had obtained and renewed license and permits as required by the law. Sample of license Belitong POM i) DOE License no. 001845, Compliance Schedule ref# S(B)</p>	Major nonconformance

		<p>A91/110/616/091, validity period 1/7/17 -30/6/17</p> <ul style="list-style-type: none"> ii) Akta Bekalan Elektrik 1990 – Electrical installation license no: 2017/02894 valid until 14/10/18 for 3397.45 kW. iii) Certified Environmental professional in the treatment of POM-Pond Processes (CEPPOME; No: 16001) iv) Certified Environmental professional in Scheduled Waste Management - (CePSWaM/170429) v) Certificate of Fitness for Lifting Equipment, Unfired Pressure Vessel (UPV) and <p>Steam Boiler (SB), latest mill inspection on 12/5/18. Sample of certificate of fitness checked:</p> <ul style="list-style-type: none"> - PMD 4527 valid until 16/8/18 - PMD 4526 valid until 22/7/18 - PMT 114214 valid until 16/8/18 - PMA 21389 valid until 16/8/18 - PMA 21390 valid until 16/8/18 <ul style="list-style-type: none"> vi) MPOB License: 500170904000; expired 31 March 2019 for quantity of 288,000 mt. vii) Competent Person <ul style="list-style-type: none"> - Electrical charge man (EC), category: A4, license no.: PJ-T-4-B-0155-1999 - Electrical charge man (EC), category: A4, license no.: PJ-T-4-H-0407-2012 - Authorize entrant and standby person (AESP), serial no.: NW-NCC-AE-R-1048-C valid until 10/4/19 - Authorize entrant and standby person (AESP), serial no.: NW-NCC-AE-R-1094-C valid until 10/4/19 - Authorized gas tester, NW-NCC-AGT-0413-C dated 29/7/17 valid until 28/7/19. - Steam Engineer, ref. no:173/2013 – 2nd grade steam engineer - Engine driver, ref. no.:H/ED/59/92 – 1st grade engine stim and boiler 	
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		<p>driver</p> <p>viii) Diesel and petrol permit, reference number: BPGK JH(KLU)1193S, serial number: J030537; diesel : 10,000 liter, petrol: 200 liter.</p> <p>ix) Water Abstraction License, Johor Water Enactment 1921, no. license: 08/A/Klg/016, valid until 31/12/18. Maximum allowable abstraction per day: 1010 m3</p> <p><u>FGVPM Bukit Tongkat B Estate</u></p> <p>i) MPOB license, 558895002000 valid until 28/02/19 However, it was found that there is no approval on installation of electric fence at PM00H as per requirement under regulation 15 of Electricity Regulation 1994. Hence, a nonconformity was assigned due to this lapse.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained.</p> <p>- Minor compliance -</p>	<p>The legal register at each unit within the Belitong Complex contain written information on legal requirements. These are maintained at each unit's office.</p> <p>However, none of the units audited has included the Employment Insurance System Act 2017 [Act 800]. As such, a Minor NCR was raised for this non-compliance.</p>	Minor nonconformance
2.1.3	<p>A mechanism for ensuring compliance shall be implemented.</p> <p>- Minor compliance -</p>	<p>Identification and documentation of applicable legal requirements is guided by Manual Procedure, Legal and Other Requirements [FPI/L2/QOSHE 2.0, 15/9/2014].</p> <p>The applicable legal requirements for the mill and estate were registered in "Daftar Perundangan dan Lain-lain Keperluan" (Register of Legal and Other Requirements) [FPI/L4/QOSHE-2.1 Pind 0]. The register has info about:</p> <ul style="list-style-type: none"> • Act/Section/regulation • Enforcer • Main requirement (e.g. menjaga kebajikan petugas di tempat pekerjaan) • Environment aspect • Enforcement standard • Penalty • PIC 	Complied

		<ul style="list-style-type: none"> Compliance status <p>Among the Acts included: OSHA, FMA, Electric Supply Act, BOMBA, EQA, Poison Act, Weigh & Measure Act, SOCSO Act, MPOB Act and Employment Act to name a few.</p>	
2.1.4	<p>A system for tracking any changes in the law shall be implemented.</p> <p>- Minor compliance -</p>	<p>The mechanism is guided by Manual Procedure, Evaluation of Compliance to Legal and Other Requirements [FPI/L2/QOSHE-17.0]. The Assistant Mill and/or Estate Managers are the persons responsible to conduct the evaluation of compliance. In the legal register [ML-1A/L5-AP1 Pind 0] there is a column to record the status of compliance and it was done by the assistant managers. The report of status of compliance helps the management to get the information about non-compliance with legal requirement (if any) and subsequently take the necessary action.</p>	Complied
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			
2.2.1	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>For Bukit Tongkat B Estate, out of 1242.52 total hectarage, 9 land titles for an area of 419.5611 ha are missing.</p> <p>The available land titles (822.9589 ha) issued to Lembaga Kemajuan Tanah Persekutuan for Bukit Tongkat B are as follows:</p> <ol style="list-style-type: none"> No HS (M)3399 No PTD 7519 – 0.7743 ha (99 year lease expiring on 27 October 2098) No HS (D) 43747 No PT PTD 7517 – 284.10 ha (99 year lease expiring on 13 Jan 2099) No HS (M) 3397 No PT Lot 3932 – 0.3466 ha (99 year lease expiring on 27 October 2098) No HS (D) 43746 No PT PTD 7516 – 186.80 ha (99 year lease expiring on 13 Jan 2099) No HS (D) 43745 No PT PTD 3116 – 188.30 ha (99 year lease expiring on 13 Jan 2099) 	Major non-conformance

		<p>f. No HS(D) 43750 No PT PTD 7524 – 17.31 ha (99 year lease expiring on 13 Jan 2099) g. No HS (D) 43749 No PT PTD 7523 – 12.91 ha (99 year lease expiring on 13 Jan 2099) h. No HS (M) 3398 No PT PTD 7522 – 2.297 ha (99 year lease expiring on 27 October 2098) i. No HS (D) 43748 No PT PTD 7520 – 129.60 ha (99 year lease expiring on 13 Jan 2099) j. HS (M) 3400 No PT PTD 7518 – 0.5210 ha (99 year lease expiring on 27 October 2098)</p> <p>Therefore, a Major NCR was raised for this non-compliance.</p> <p>For Ulu Belitong estate, the total hectarage is 138.49 ha. The rental agreement was signed between Federal Land Development Authority and Felda Agricultural Services Sdn Bhd dated 7 Feb 2017 which expired on 31 December 2017. Rental payable was RM2,500 per hectare. Parties are in the process of negotiating the rental agreement and to ascertain the actual hectarage.</p>	
2.2.2	<p>Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -</p>	<p>Various methods have been used for demarcation of boundary such as trenching, red/white pegs, roads, etc. At Bukit Tongkat Estate, estate boundary with Kluang Forest Reserve, Kulim’s Sindora Estate and Felda Technoplant were visited and among the methods of demarcation seen were trenches, electrical fencing and pegs painted with red & white colour.</p>	Complied
2.2.3	<p>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).</p>	<p>There is no evidence of a legitimately contested right to use the land within the Belitong Complex. Therefore, this indicator is not applicable.</p>	Complied

	- Minor compliance -		
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	There is no evidence of a legitimately contested right to use the land within the Belitong Complex. Therefore, this indicator is not applicable.	Complied
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	There is no evidence of a legitimately contested right to use the land within the Belitong Complex. Therefore, this indicator is not applicable.	Complied
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	There is no evidence of a legitimately contested right to use the land within the Belitong Complex. Therefore, this indicator is not applicable.	Complied
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	Based on interviews with the stakeholders and documents available, there is no evidence that the estate and mill operations diminish any legal, customary or user rights. Therefore this indicator is not applicable.	Complied
2.3.2	Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the	Based on interviews with the stakeholders and documents available, there is no evidence that the estate and mill operations diminish any legal, customary or user rights. Therefore this indicator is not applicable.	Complied

	<p>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>		
2.3.3	<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>	Based on interviews with the stakeholders and documents available, there is no evidence that the estate and mill operations diminish any legal, customary or user rights. Therefore this indicator is not applicable.	Complied
2.3.4	<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>	Based on interviews with the stakeholders and documents available, there is no evidence that the estate and mill operations diminish any legal, customary or user rights. Therefore this indicator is not applicable.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p>- Major compliance -</p>	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield @ crop review, CPO, OER, and KER, OPEX, CAPEX etc. Felda Palm Industries Sdn Bhd - Wilayah Kluang), "Rancangan 5 Tahun Syarikat" 2015 – 2019 was seen during assessment.	Complied

		<p>CAPEX allocated for 2018 - 2020:</p> <ul style="list-style-type: none"> i) Fire Fighting System improvement ii) Workers quarters – staff quarters upgrading iii) EFB treatment – biomass waste management <p>The estates also have their annual budgets with 3 years projection. The average operation cost was around RM100/mt/year or RM3,500/Ha/year. As to monitor the expenditure, the managers were required to submit their expenditure report to HQ on monthly basis with justification where necessary. Apart from that, there is also budget challenge meeting, where the managers present their expenditures to the top management to be reviewed.</p>	
3.1.2	<p>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.</p> <p>- Minor compliance -</p>	<p>No replanting program necessary at as the oldest palms were just 20 years old.</p>	Complied
<p>Principle 4: Use of appropriate best practices by growers and millers</p>			
<p>Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented</p> <p>- Major compliance -</p>	<p>Standard Operating Procedures (SOPs) for FGVP Belitong POM and estates are documented. Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following:</p> <p>Mill:</p> <ul style="list-style-type: none"> - Quality Occupational Health Safety and Environmental Management Manual; FPI/L1/QOHSE-1.0; Rev. 2; Date: 30/8/2017 	Complied

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		<ul style="list-style-type: none"> - Quality Occupational Health Safety and Environmental Management Procedure; Rev. 14; Date: 31/5/2017; Ref.: FPI/L2/QOHSE-1.0 - FPI/L2/QOHSE-25.0 - Safe Work Procedure, issue:26, rev: 3 dated 26/12/1 - Procedure Manual "<i>Pensijilan Minyak Sawit Mampan</i>" - Mass Balance - SOP for Mill RSPOSCCS; Doc. No.: FGVPM-RSPO SCC, issue:3 rev:2 dated 1/12/17Title: SOP Perkilangan untuk pematuhan Sistem Pensijilan RSPO SCCS (Mass Balance) <p>Estate:</p> <ul style="list-style-type: none"> - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pengurusan Tapak Semaian Sawit (Oil Palm Nursery Management); Edisi II (Seksyen 1) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pembangunan Semula Sawit (Oil Palm Replanting); Edisi II (Seksyen 2) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Pra Matang (Premature Oil Palm); Edisi II (Seksyen 3) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 4) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 1) - MLSL (Ed. 2); Vol. 1; Sec. 1-5; Controlled # 0871; Effective date: 1/6/2012 - Manual Lestari (Sustainable Manual)1A; ML-1A/L3-GP1(0); Rev. 0; Eff. Date: 1/6/2016 (Garis Panduan - Pensampelan Air) (Water Sampling Guideline) 	
4.1.2	<p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>Mill Advisory and a Planting Advisory inspect and report on the operations on annual basis. There were other audits by Group internal audit and CDD to ensure compliance against company policy and procedure with regards to operation, finance as well as safety, health and welfare requirements.</p>	Complied

<p>4.1.3</p>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices. Mill advisor, Operation Technical Officer, Regional General Manager visits the operating units to ensure implementations of procedures are consistent.</p> <p><u>FGV Belitong POM</u> - Mill Advisor (MA) visit date: 13-14/11/17; Mill Advisory Visit Report; Report ref.: Belitong POM/MOA/AY; Report # (94)2017 – sighted crop distribution: FGVPM %; Felda 33%; FTPSB 52%; External 8%. Performance grade given by MA is 88% (A), however main issues highlighted in the report (high FFA, insufficient cages and silted ETP pond) Latest update: improvement action plan submitted by manager dated 16/1/18 and still in progress of completion. Only one issue have been closed and resolved which related to cages issue.</p> <p><u>FASSB Ulu Belitong Estate</u> There is one (1) buffalo used for evacuation of FFB from harvesting block. No records of periodic health monitoring by competent person/Veterinary Department as per procedure, <i>Section 21, "Peraturan Keselamatan Bagi Pengangkutan BTS Secara Mekanisasi Menggunakan Kerbau"</i>, sub section 5.0 <i>penjagaan kerbau</i>. Thus, a minor NC was issued.</p>	<p>Complied</p>
<p>4.1.4</p>	<p>The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -</p>	<p>Purchasing of third-party sourced FFB implemented as per established Procedure: Purchasing of FFB; Doc. no.: FGV/FGVPM/II/QOHSE/15/012.1; Rev. 2; Date: 31/5/2017.</p>	<p>Complied</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			

4.2.1	<p>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.</p> <p>- Minor compliance -</p>	<p>Management of soil fertility is guided by FGV's "Manual Ladang Sawit Lestari" (Oil Palm Plantation Sustainability Manual), Third Edition (2017), Section V: Manuring. It covers the applications of fertiliser for various stages of palm age and techniques. Recommendation of type of fertilisers and dosage is given by the agronomy unit through analysis of foliar and soil.</p>	Complied
4.2.2	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p>	<p>Straight, compound and mix fertilizer are used at both estates. Progress of fertiliser application is recorded in "Rekod Program Pembajaan" (Manuring Program Records). Based on sampled records, the progress of manuring was in line with the programme. Based on the recommendation and manuring program, the average dosage of fertiliser recommended was around 6 kg/palm/year.</p>	Complied
4.2.3	<p>There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.</p> <p>- Minor compliance -</p>	<p>Leaf sampling is done by FASSB, Agronomy Advisory Dept., and reported in "Laporan Agronomi FGVP(M) Bukit Tongkat B". For 2018 recommendation, leaf analysis conducted in May 2017 together with soil analysis. The report was incorporated with the agronomist report which contains leaf & soil nutrient status, previous year's yield performance, previous years fertiliser recommendation and other evaluation criteria such as plant fertility, manuring quality, moisture conservation, canopy management, weeds management and P&D management.</p>	Complied
4.2.4	<p>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.</p> <p>- Minor compliance -</p>	<p>Application of EFB was in place as part of the nutrient recycling strategy. Records of mulching was recorded in "Rekod Tandan Kosong" (EFB Records).</p>	Complied
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>			

4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil maps were available at both visited estates. Based on the maps, 100% of the soil at both estates are of mineral type. There is no soils catergorised as fragile.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Generally, the terrain at the estates are of undulating to hilly. The management strategy for plantings on slopes is guided by the Manual Ladang Sawit Lestari. Based on the procedures, terrace to be constructed on terrain between 6°-25° slope. Observations from site visit showed that terraces were adequately constructed at hilly areas. Cover crops were also established mainly in slopes to minimise bare ground which can lead to soil erosion.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Annual road maintenance programmes were available at both of the visited estates. Among the activities included in the road maintenance were road grading & compacting, pot holes patching and resurfacing. Based on progress report, the estates were in line with the program and budget.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	Not applicable since there is no peat soil at both visited estates.	NA
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 -	Not applicable since there is no peat soil at both visited estates.	NA

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 -	Not applicable since there is no fragile or problem soil at both visited estates.	Complied												
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.															
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p>"Plean Tindakan Pengurusan Air Kilang Sawit Belitong" for 2018 was sighted. The plan consists of contingency plan during water shortage, flooding and during fire outbreak. Implementation can be seen with availability of records on the monitoring of water usage, monitoring of rainfall and water shortage contingency plan. As to date there was no reported case of water shortage at mill and worker's quarters.</p> <p>Drinking water analysis was last done 13/04/2016, refer to report no. belitong/DW/N10409. Based on the report, physical, chemical and biological standard tested were complied with the Standard for water and package drinking water 25th A schedule of Malaysian Food 1983.</p>	Complied												
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 -	<p>Protection of water course is guided by its established procedure [Ref.: <i>Pengenalpastian Kawasan Cerun dan Rizab Sungai</i> [ML-1A/L2-Pr8(0), pind. 0, 1/6/2016)]. Based on the procedure, the width of buffer zones to be established are as follows:</p> <table border="1" data-bbox="1048 1070 1901 1350"> <thead> <tr> <th>River width (m)</th> <th>Buffer zones (m)</th> </tr> </thead> <tbody> <tr> <td>> 40</td> <td>50</td> </tr> <tr> <td>20 – 40</td> <td>40</td> </tr> <tr> <td>10 – 20</td> <td>20</td> </tr> <tr> <td>5 – 10</td> <td>10</td> </tr> <tr> <td>< 5</td> <td>5</td> </tr> </tbody> </table>	River width (m)	Buffer zones (m)	> 40	50	20 – 40	40	10 – 20	20	5 – 10	10	< 5	5	Complied
River width (m)	Buffer zones (m)														
> 40	50														
20 – 40	40														
10 – 20	20														
5 – 10	10														
< 5	5														

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 -	The mill applies the biological system with anaerobic lagoon and tertiary plant (membrane plant) in series for its treatment of effluent. The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. Based on quarterly report to the DOE, generally the mill has complied the regulated limit.	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Mill has maintained monitoring of water usage for processing FFB which recorded every month. Water for processing is abstracted from water catchment by using pump. An average of 1.21 m ³ water is used to process per mt of FFB recorded from January to December 2017.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM plan monitoring was implemented as per <i>Arahan Penguatkuasaan Penanaman Tumbuhan Berfaedah Untuk Kawalan Jangka Panjang Ulat Pemakan Daun</i> ; Ref.: (019) FGVPM/Zon1/3-1-1; Date: 21/8/2017. Barn owl and beneficial plants were observed during the field visit. Records of barn owl population census were also maintained at the office.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training of those involved in IPM was adequately given. Among the trainings conducted on 26/5/2018 at Ulu Belitong estate were rat baits application, rat census and integrated pest management. Training records were available for verification.	Complied
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the agriculture manual ; "Manual Ladang Sawit Lestari" (MLSL) edition 3 dated 1/9/17. Refer to MLSL Section 4 (2.0): Appendix 1: <i>Panduan Racun Mengikut Jenis Rumpai</i> . The use of pesticide is specific to the target pest, weed and disease. Justification of chemical used has considered target to minimize effect on non-target species. Blanket spray application is not allowed in the plantation	Complied

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><u>FASSB Ulu Belitong Estate</u></p> <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) was provided during assessment. Summary of Ai/Ha for 2018 (to date) as per below:</p> <table border="1" data-bbox="1048 571 1861 836"> <thead> <tr> <th>Trade name</th> <th>Active ingredient</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr> <td>Supersate 41</td> <td>Glyphosate Isopropylamine</td> <td>0.638</td> </tr> <tr> <td>Garlon 250</td> <td>Triclopyr butoxy ethyl ester</td> <td>0.06</td> </tr> <tr> <td>Sodium Chlorate</td> <td>Sodium Chlorate</td> <td>0.385</td> </tr> </tbody> </table>	Trade name	Active ingredient	Ai/Ha	Supersate 41	Glyphosate Isopropylamine	0.638	Garlon 250	Triclopyr butoxy ethyl ester	0.06	Sodium Chlorate	Sodium Chlorate	0.385	Complied
Trade name	Active ingredient	Ai/Ha													
Supersate 41	Glyphosate Isopropylamine	0.638													
Garlon 250	Triclopyr butoxy ethyl ester	0.06													
Sodium Chlorate	Sodium Chlorate	0.385													
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>The management encourage establishing biological control as per IPM plan. No prophylactic type of pesticide used in the estate. The implementation in the field is consistent with the MLSL.</p>	Complied												
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 was eliminated and banned based on memo signed by CEO of FGVPM dated 8/5/17, reference number (27) 0108/HQ/JAB.OP.17/PLANTATIONS/AM. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register, only class III & IV chemical used at FGVPM Bukit Tongkat B Estate and FGVPM Ulu Belitong.</p>	Complied												

<p>4.6.5</p>	<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). - Major compliance -</p>	<p>Pesticides were handled, used or applied by trained workers applied in accordance with the product label. Appropriate safety and application equipment were provided and used, i.e 3M 3200/3200F, anti-fog goggles, apron and wellington boots. Sample of chemical safety data sheet (SDS) checked and available during site visit:</p> <table border="1" data-bbox="1048 539 1861 874"> <thead> <tr> <th>Chemical/trade name</th> <th>Active ingredient</th> <th>Chemical Class</th> </tr> </thead> <tbody> <tr> <td>Supersate 41</td> <td>Glyphosate Isopropylamine</td> <td>IV</td> </tr> <tr> <td>Garlon 250</td> <td>Triclopyr 2-butoxy ethyl ester</td> <td>III</td> </tr> <tr> <td>BUTIK</td> <td>Clorophacinone</td> <td>IV</td> </tr> <tr> <td>MAPA Sodium Chlorate</td> <td>Sodium Chlorate</td> <td>III</td> </tr> </tbody> </table> <p>All precautions attached to the products (SDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.</p>	Chemical/trade name	Active ingredient	Chemical Class	Supersate 41	Glyphosate Isopropylamine	IV	Garlon 250	Triclopyr 2-butoxy ethyl ester	III	BUTIK	Clorophacinone	IV	MAPA Sodium Chlorate	Sodium Chlorate	III	<p>Complied</p>
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<p>4.6.6</p>	<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). - Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p>	<p>Complied</p>															
<p>4.6.7</p>	<p>Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in; "Manual Ladang Sawit Lestari" (MLSL) edition 2 dated 1/6/12. The implementation in the field is consistent with the manual. There was no pest and disease outbreak for the last 12 months. For weeding activities, knapsack spray pump and low volume CDA spray are used for selective and circle spraying in field. Observed circle spray activity at PM06J using 16 litre knapsack spray pump.</p>	<p>Complied</p>															

4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spray at FASSB Ulu Belitong and FGVP M Bukit Tongkat B Estate.	Complied										
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	<p>No associated smallholder a FGVP M Belitong POM management unit. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers. Refresher training carried in 2017/2018 as per below:</p> <table border="1" data-bbox="1048 759 1883 1042"> <thead> <tr> <th data-bbox="1048 759 1167 826">Date</th> <th data-bbox="1167 759 1525 826">Training</th> <th data-bbox="1525 759 1883 826">Estate</th> </tr> </thead> <tbody> <tr> <td data-bbox="1048 826 1167 906">31/1/18</td> <td data-bbox="1167 826 1525 906">PPE and Safety Training</td> <td data-bbox="1525 826 1883 1042" rowspan="3">FGVP M Bukit Tongkat B Estate</td> </tr> <tr> <td data-bbox="1048 906 1167 959">9/1/18</td> <td data-bbox="1167 906 1525 959">Chemical handling</td> </tr> <tr> <td data-bbox="1048 959 1167 1042">5/7/17</td> <td data-bbox="1167 959 1525 1042">Safe Working Environment Training</td> </tr> </tbody> </table>	Date	Training	Estate	31/1/18	PPE and Safety Training	FGVP M Bukit Tongkat B Estate	9/1/18	Chemical handling	5/7/17	Safe Working Environment Training	Complied
Date	Training	Estate											
31/1/18	PPE and Safety Training	FGVP M Bukit Tongkat B Estate											
9/1/18	Chemical handling												
5/7/17	Safe Working Environment Training												
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	Pesticide empty containers, waste oil, used filters, etc. was seen to be kept in locked designated waste store. Disposal of waste material are in accordance with procedure and legal requirement.	Complied										

4.6.11	<p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p><u>FGVPM Bukit Tongkat B Estate</u></p> <p>Last medical surveillance was done on 29th December 2017 by registered OHD (DOSH Reg. No.: HQ/11/DOC/00/235 under Medini Occupational Health Services. A few group of chemical handler (mixer and sprayer) and store keeper were sent for annual surveillance monitoring. All workers send for medical surveillance are fit to work with no detrimental of health.</p> <p><u>FASSB Ulu Belitong Estate</u></p> <p>Last medical surveillance was done on 21 March 2017 by registered OHD (DOSH Reg. No.: HQ/11/DOC/00/387 under Klinik Sulaiman. A few group of chemical handler (mixer and sprayer) and store keeper were sent for annual surveillance monitoring. All workers send for medical surveillance are fit to work with no detrimental of health. The latest medical surveillance was carried out on 4/4/18. Full report has yet to be issued by the OHD. This will be further verified in the next audit.</p>	Complied
4.6.12	<p>No work with pesticides shall be undertaken by pregnant or breast-feeding women.</p> <p>- Major compliance -</p>	<p>Based on manning list and field observation, no female workers work with pesticides (mixing operator/ sprayer) at both visited estates.</p>	Complied
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			
4.7.1	<p>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.</p> <p>- Major compliance -</p>	<p>Safety policy is combined under Quality, Occupational Safety & Health and Environment, signed by FPISB CEO, FGVPM subsidiary dated 1/2/17(rev;9) and FGVPM EHS policy, signed by Group President/CEO dated 15/10/16 displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office.</p> <p>Example of OSH programme implementation:</p>	Major non-conformance

		<p>i) Medical surveillance – The last medical surveillance was carried out on 28/8/18 by OHD, HQ/15/DOC/00/5431 under by Razco Medic Sdn Bhd. Total of 16 workers from workshop, laboratory and boiler were sent for medical surveillance. Based on the result, no detrimental of health reported with regards to occupational disease.</p> <p>ii) Audiometric testing – The last annual audiometric testing was done on 7/10/17 by Industrial Safety Management Services. Total of 70 workers were involved in the testing. 15 hearing impairment cases reported and 11 standard threshold shift reported. Retest was carried out on 7, 8, 14 and 15/3/18 for a few groups of workers at ENT Clinic (Subra Ear Nose and Throat Clinic). 1 (one) is reported to have hearing impairment and permanent standard threshold shift. The case has been reported to DOSH on 1/4/18 using JKPP 7.</p> <p>iii) ESH training programme</p> <ul style="list-style-type: none"> - Chemical Safe Handling Training: not yet done - Chemical/Oil Spillage Drill : 14/5/18 - Fire Drill : 14/5/18 , refer to drill report: FPI-L4/QOSHE -14.1 Pind 1 - Hearing Conservation Training: not yet done <p>iv) Local Exhaust Ventilation (LEV) Monitoring was last done on 13th July 2017 by competent Industrial Hygiene Technician (IHT) II, JKPP HIE 127/171-3/2(185). Based on the report, airflow measurement, visual assessment and other test conducted for fume hood complied with ACGIH recommended value. Monthly inspection was done by lab technician. The latest inspection for May 2018 was sighted.</p> <p>v) Permit to work system</p> <p>Permit to work in confined space (Liner VCT installation) dated 2/5/17 under Kejuruteraan Waha was sighted. Job safety analysis, permit issuance and cancellation was verified by safety committee member on the same day. Gas testing results recorded in the permit.</p>	
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		<p>vii) Workplace inspection Month workplace inspection was carried on month basis using "Borang Semak Keselamatan Stesen" based on procedure FPI-PK-029, issue:3 dated 27/6/2017.</p> <p>Loading ramp (platform) – revolving, lighting and horn malfunction (25/4/18) Loading ramp (platform) – functioning(actual on site malfunction) (28/5/18)</p> <p>FGVPM Belitong POM: i) Monthly workplace inspection was carried out by ESH committee. Records of latest inspection did not include unsafe act/dangerous occurrence observed during site visit at: a) Marshalling/capstan line and loading ramp platform - Safety device/features malfunction - bobcat and shovel b) FFB Grader rest area - unsafe broken leg chair used. c) Boiler area - broken and self-modified chair used.</p> <p>ii) ESH Training programme a) Hearing Conservation Programme (frequency once every 2 years as per Noise Exposure Regulation 1989) b) Chemical Safety Handling (frequency once every 2 years as per CHR A recommendation)</p> <p>Thus a major NC was raised.</p>	
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<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>FGVPM Belitong POM and estate had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to revisited CHRA report for FGVPM Belitong POM, JKPP HIE 127/171-2(286) dated 3rd May 2016.</p> <p>CHRA assessor's recommendation as per below:</p> <table border="1" data-bbox="1048 619 1899 753"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Workshop</td> <td>Medical surveillance</td> <td>12 month interval</td> </tr> <tr> <td>Laboratory</td> <td>LEV monitoring and medical surveillance</td> <td>12 month interval</td> </tr> </tbody> </table> <p>Latest HIRARC under FPI/L4/QOSHE-1.6 Pind 1 dated August 2017 has include all operation starting from fruit reception, laboratory and despatch, Maintenance (Electrical and Mechanical), Production (double door sterilizer, Press, K/plant, Oil Room), Boiler and Engine Room, Confined Space, Water Treatment Plant and Effluent Treatment Plant.</p> <p>Hazard Identification Risk Assessment Risk Control (HIRARC) for all estate activities registered under FGVPM/L4/PP-1.4 Pind.0. The latest version of HIRARC dated 2/1/18 was sighted. Activities such as land preparation, replanting, harvesting, up keep and maintenance, crop evacuation and other non-production area such as premix area, chemical and fertilizer store.</p> <p>Chemical Hazard Risk Assessment (CHRA) was carried out on 4th October 2015 by registered assessor, JKPP HIE 127/171-2(85). The assessment has covered all work units in the estate which involved with chemical exposure.</p> <table border="1" data-bbox="1048 1337 1899 1364"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> <th>Frequency</th> </tr> </thead> <tbody> </tbody> </table>	Work unit	Recommendation	Frequency	Workshop	Medical surveillance	12 month interval	Laboratory	LEV monitoring and medical surveillance	12 month interval	Work unit	Recommendation	Frequency	<p>Comply</p>
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Work unit	Recommendation	Frequency													

		Pre-mix operator	Medical surveillance	12 month interval		
		Weeding/Sprayer	Medical surveillance	12 month interval		
		<p><u>FASSB Ulu Belitong Estate</u> A generic Chemical Hazard Risk Assessment (CHRA) was carried out on 3th April 2014 by registered assessor, JKPP HIE 127/171-2(303). The assessment has covered all work units in the estate which involved with chemical exposure.</p>				
		Work unit	Recommendation	Frequency		
		Pre-mix operator	Medical surveillance	12 month interval		
		Weeding/Sprayer	Medical surveillance	12 month interval		

<p>4.7.3</p>	<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. - Major compliance -</p>	<p>Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. PPE standard and compliance based on CHRA recommendation and PPE matrix PPE/FGVPM dated 2015 rev:1</p> <table border="1" data-bbox="1048 555 1805 1230"> <thead> <tr> <th data-bbox="1048 555 1355 628">Work Unit</th> <th data-bbox="1355 555 1805 628">PPE type</th> </tr> </thead> <tbody> <tr> <td data-bbox="1048 628 1355 730">Laboratory</td> <td data-bbox="1355 628 1805 730">Respirator: 3M 6003 Rubber/nitrile glove Goggle: Anti-fog</td> </tr> <tr> <td data-bbox="1048 730 1355 804">Workshop</td> <td data-bbox="1355 730 1805 804">Welding shield Respirator N95</td> </tr> <tr> <td data-bbox="1048 804 1355 938">Boiler</td> <td data-bbox="1355 804 1805 938">Face shield Respirator N95 Leather glove Apron</td> </tr> <tr> <td data-bbox="1048 938 1355 1102">Sprayer/Weeder</td> <td data-bbox="1355 938 1805 1102">Respirator: 3M 3301CN Organic Solvent Cartridge Rubber/nitrile glove Wellington boots Apron</td> </tr> <tr> <td data-bbox="1048 1102 1355 1230">Manurer</td> <td data-bbox="1355 1102 1805 1230">Respirator: N95 Rubber/nitrile glove Apron Wellington boots</td> </tr> </tbody> </table>	Work Unit	PPE type	Laboratory	Respirator: 3M 6003 Rubber/nitrile glove Goggle: Anti-fog	Workshop	Welding shield Respirator N95	Boiler	Face shield Respirator N95 Leather glove Apron	Sprayer/Weeder	Respirator: 3M 3301CN Organic Solvent Cartridge Rubber/nitrile glove Wellington boots Apron	Manurer	Respirator: N95 Rubber/nitrile glove Apron Wellington boots	<p>Comply</p>
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Manurer	Respirator: N95 Rubber/nitrile glove Apron Wellington boots														
<p>4.7.4</p>	<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,</p>	<p>Assistant manager at each operating units are appointed as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting</p>	<p>Comply</p>												

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	<p>safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>minutes include issues raised and action taken form work place inspection report etc. Workplace inspection carried out on monthly basis. Refer to latest workplace inspection record on 28/4/18.</p> <p>The latest meeting was conducted on 28/5/18 at FGVPM Belitong POM. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken.</p> <p><u>FGVPM Bukit Tongkat B Estate</u> SHC meeting: 1/2018 ; 26/2/18 Appointed SHC secretary – Estate Assistant. Letter dated 10/1/18 Workplace inspection – safety checklist carried out on quarterly basis; 27/11/17, 2/3/18, 22/5/18.</p> <p><u>FASSB Ulu Belitong Estate</u> SHC meeting: 1/2018 ; 30/3/18. Workplace inspection – safety checklist carried out on quarterly basis;</p>	
<p>4.7.5</p>	<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>Emergency procedures established and combined with QOSHE procedure, FPI/L2/QOSHE-14 issue:2 dated 28/11/16. Emergency response plan established for fire evacuation, accident and chemical spillage. Scenario of emergency situation, emergency contact number detailed out under attachment 14.1 to 14.6. Assigned operatives trained in First Aid were present at visited work sites (engine room, workshop and boiler) and harvesting/spraying/manuring block. Observed at FASSB Ulu Belitong, first aid equipment was not available at worksites. Thus, a minor NC was issued.</p> <p>Trained first aider – Supervisor (First Aid Treatment and CPR) valid until 27/9/20.</p> <p>Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly</p>	<p>Minor non-conformance</p>

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		<p>meeting. Verified incident investigation meeting dated 13/8/17 together with the JKKP 6 notification to DOSH pertaining to the said incident on 17/8/17. All operating units keeping all the JKKP 6 & 8 forms. The latest JKKP 8 was submitted to DOSH on 17/1/18.</p> <p><u>FASSB Ulu Belitong Estate</u> One accident case reported to DOSH on 3/5/17 related to road accident (commuting to work) and categorized under class III with the total of 132 LTA. Corrective action taken is more on safety awareness and precaution to workers ensuring complete safety equipment worn by motorcyclist.</p>	
4.7.6	<p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>All 84 workers provided with medical care, and covered by accident insurance under Social Security Act @ SOCCO and verified through payslip and proof of payment. Payment made by FGVPM headquarters.</p> <p><u>FGVPM Bukit Tongkat B Estate</u> Labour statement – insurance documented under sheet 9(A). Sample of workers insurance checked:</p> <ul style="list-style-type: none"> i) Passport# BE0774572, Policy# TWF-W50223337-W1, valid until 15/8/18 under Etiqa Takaful Berhad. ii) Passport# MB0945538: Policy# W5024578, valid until 17/10/18 under Etiqa Takaful Berhad. iii) Passport# BP0889030: Policy# TWF-W502337-W1, valid until 15/8/18 under Etiqa Takaful Berhad. <p><u>FASSB Ulu Belitong Estate</u> Sample of workers insurance checked:</p> <ul style="list-style-type: none"> i) Passport# AT199709: Policy# LWX/93269041/26/02/MRW, valid until 23/4/19 under Etiqa Takaful Berhad. ii) Passport# A5909659; Policy# LWX/93237219/26/07/MRW, valid until 4/9/18. 	Complied

4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Records on Lost Time Accident (LTA) metrics recorded under annual. Sample of accident statistic as shown below:</p> <table border="1" data-bbox="1048 427 1861 703"> <thead> <tr> <th data-bbox="1048 427 1182 539">Year</th> <th data-bbox="1182 427 1373 539">FGVPM Belitong POM</th> <th data-bbox="1373 427 1563 539">FGVPM Bukit Tongkat Estate</th> <th data-bbox="1563 427 1861 539">FASSB Ulu Belitong Estate</th> </tr> </thead> <tbody> <tr> <td data-bbox="1048 539 1182 624">2017</td> <td data-bbox="1182 539 1373 624">1 case (9 LTA)</td> <td data-bbox="1373 539 1563 624">0 case</td> <td data-bbox="1563 539 1861 624">1 case (132 LTA)</td> </tr> <tr> <td data-bbox="1048 624 1182 703">2018 to date</td> <td data-bbox="1182 624 1373 703">0 case</td> <td data-bbox="1373 624 1563 703">0 case</td> <td data-bbox="1563 624 1861 703">1 case (7 LTA)</td> </tr> </tbody> </table>	Year	FGVPM Belitong POM	FGVPM Bukit Tongkat Estate	FASSB Ulu Belitong Estate	2017	1 case (9 LTA)	0 case	1 case (132 LTA)	2018 to date	0 case	0 case	1 case (7 LTA)	Complied
Year	FGVPM Belitong POM	FGVPM Bukit Tongkat Estate	FASSB Ulu Belitong Estate												
2017	1 case (9 LTA)	0 case	1 case (132 LTA)												
2018 to date	0 case	0 case	1 case (7 LTA)												
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.															
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	A formal training programme was in place that covers all aspects of the RSPO Principles and Criteria. The plan is combine with relevant ISO and EHS related training in 2017 and 2018.	Complied												
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Record of training was maintained available for review. Sample of training records checked: Sterilizer training/Prime mover driver training – 22/2/18 ERP drill (spillage from diesel tank and despatch pump) -14/5/18 FFB Quality Improvement Programme – 15/5/18 Fire Evacuation Drill – 13/3/18 PPE and Safety Training – 31/1/18 Harvesting Safety Training – 29/1/18 Sustainability Policy Training – 25/1/18 Chemical Usage Training (Acephate) – 9/1/18 Scheduled Waste Training – 20/9/17 Rat Baiting Training – 24/10/17 Safe Working Environment Training – 5/7/17	Complied												

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

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

<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p><u>Mill</u> Environmental impact assessment was guided by its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C]. The identification of Environmental Aspects and Evaluation of Significance Form [FPI/L4/QOSHE-1.7 Pind 0] was used to identify and evaluate the environmental aspect and impact. The evaluation was divided by workstations such as loading ramp, sterilizer, trashing & press, incinerator, oil room, bulk storage tank, raw water treatment plant, boiler, ETP, laboratory, diesel tank, workshop, SW store, EFB stock pile to name a few. Significant Environmental Aspect and Impacts Register Form [FPI/L4/QOSHE-1.8 Pind 0] was used to register the mitigation method which basically link to the Manual Operation procedures. The evaluation of EAI was last updated on 3/2/2018 – format of EAI includes</p> <ul style="list-style-type: none"> • Dept./process • Aspect • Impact (type & score) • Usage/discharge quantity (per month or day) • Impact mitigation method and comments <p><u>Estate</u> A form, “<i>Pengenalpastian Aspek dan Penilaian Impek</i>” [form no.: FGV/FGVPM/IV/IMS/15/1.6 Pind 1 was used to evaluate EAI by areas of work e.g. chemical store, fertilizer application, harvesting, chemical spraying and road maintenance.</p>	<p>Complied</p>
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		<p>A form of report entitled "<i>Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran</i>" [doc. No.: 1/2012, dated 14/2/2018], describes about</p> <ul style="list-style-type: none"> - method of identification of aspect and impact - identified significant (>12 points – significant) - scoring matrix - action plan 	
<p>5.1.2</p>	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p> <p>- Minor compliance -</p>	<p>Mitigation measure is established based on identified significant aspect from the environmental aspect and impact evaluation. In general, among the examples of mitigation measures are:</p> <ul style="list-style-type: none"> • Implementation of standard and/or safe operating procedure • Implementation of emergency response plan • Provision of premix area • Construction of oil trap • Recycling wastes <p>Contractor’s Site (Near Workers Housing):</p> <ul style="list-style-type: none"> • Diesel skid tank – no secondary containment • Contaminated lubricants containers not managed in accordance to SW Regulation <p>It was noted that Bukit Tongkat B Estate and Ulu Belitong have appointed third parties (Nafas Jentera & Sime Kubota) to carry out repair/servicing of its machinery. The used oil (SW305/306) and used filter (SW410) from the servicing activity were normally taken away by the third party to their premises. However, there is no evidence that the third parties have obtained any forms of authority to take away the scheduled wastes from the DOE.</p> <p>It was also observed that no oil interceptor at the washing bay drainage of Bukit Tongkat B Estate despite some trace of oil seen at the washing bay.</p> <p>Therefore a minor NCR was assigned due to this lapse.</p>	<p>Minor non-conformance</p>

5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>The mill and estates were consistently monitoring its effectiveness of mitigation measures through various mechanism such as analysis of ETP final discharge, analysis of monsoon drain discharge, scheduled wastes movements and monitoring of smoke emissions through CEMS and stack sampling, to name a few. Based on its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C], the evaluation will be reviewed should there be any changes of the organization's activity. The review of the effectiveness of the mitigation plan is done from time to time through various mechanism such as management review meeting and as at when the monitoring results are obtained.</p>	Complied
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<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).</p> <p>- Major compliance -</p>	<p>Ref.: Laporan Biodiversiti Ladang FGVPM Bukit Tongkat B, last updated on 24/1/2018 by Muhd Zulfadzli B Sufian Suri. Based on the report, the estate is located next to FR Kluang. Therefore, there is a potential of encroachment of elephant, <i>harimau dahan</i>, tapir and <i>ungka</i>.</p>	Complied
5.2.2	<p>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.</p> <p>- Major compliance -</p>	<p>Based on the HCV assessment report mentioned in I5.2.1 above, there are RTE species identified in the plantation due to the reason that the estate is located adjacent to forest reserve. Appropriate measure such as setting up electric fencing at the estate's boundary to prevent encroachment of elephant, was applied at Bukit Tongkat B.</p>	Complied

5.2.3	<p>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.</p> <p>- Minor compliance -</p>	<p>Education for workers and field staff through daily briefing. The field staff have been briefed about the HCV & RTE on 24/2/2018 by the biodiversity assessor and mandore & contractor on 5/2/2018 by the Manager. Records were made available for verification.</p>	Complied
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <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. <p>- Minor compliance -</p>	<p>Monitoring records using a log book entitled "Kehadiran Haiwan Liar di Ladang Felda Bukit Tongkat B" – observed reports for 2018 dated 6/2, 26/2, 27/2, 13/3, 21/3 – no specific pattern but not implemented for quite sometimes (2 months) – has info about what animal, number of animal, location and observed by who.</p>	Complied
5.2.5	<p>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.</p> <p>- Minor compliance -</p>	<p>No HCV with existing rights of local communities was identified that needs to be set aside.</p>	Complied
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>The types of wastes were generally identified through the evaluation of environmental aspect and impact as mentioned in 5.1.1. Thereafter, documented in "<i>Pelan Pengurusan Sisa Domestik dan Bahan Buangan</i>" (Management Plan for Domestic Wates and Waste Products) form. The form has the information about:</p> <ul style="list-style-type: none"> • Type of wastes – e.g. fertilizer bags, plastic, glass, iron, paper, used PPE, HDPE containers, organic wastes, POME, EFB, shell, fibre, used oil, used oil filter • Method of disposal – generally to reduce, reuse and recycle 	Complied

5.3.2	<p>All chemicals and their containers shall be disposed of responsibly.</p> <p>- Major compliance -</p>	<p>At the mill, most chemicals used were for boiler water treatment and laboratory. The empty containers were normally disposed as scheduled wastes through authorised vendor.</p> <p>At the estates, empty chemical containers were triple rinsed and punctured. Thereafter sent to recycler e.g. Awie Metal Sdn Bhd.</p>	Major Non-conformance
5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p>	<p>Apart from the document mentioned in 5.3.1, there is also a procedure entitled "<i>Pelupusan Sisa Domestik</i>" (Domestic Wastes Disposal) [FGV/ML-1A/L2-Pr23, issue 1, rev. 0, 1/6/2016] and "<i>Garis Panduan Pembinaan Lubang Sampah</i>" (Guideline for Landfill Preparation" (ML-1A/L3-GP2(0), rev. 0, 1/6/2016) used as guidance to avoid or reduce pollution. Based on site visit at the landfill at Bukit Tongkat B Estate, it was observed that the rubbish pit is located far from residential area and natural waterway. Domestic wastes from Ulu Belitong are disposed through the local district council management.</p> <p>During the site visit at the mill, it was observed that contaminated empty chemical and lubricants containers (~40 units) were placed at a store next to the Scheduled Wastes store which were not appropriately handled in accordance to SW regulations – no labelling, not triple rinsed. Therefore, a non-conformity was assigned due to this lapse.</p>	Complied
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p>	<p>The mill and estates consistently monitored their fossil fuel consumption and kept records in order to get the information about efficient consumption. Among the management plans to improve efficiency were to ensure mill operation is running smoothly without interruption, therefore maximise the usage of turbine and eventually</p>	Complied

		minimise the usage of generator set; to practice maintenance of machinery (such as tractors, vehicles and shovel) on schedule and continuous education to operators who handle the machinery so that the unnecessary running hours can be minimised.	
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	There was no use of fire observed for land preparation at the newly replanted field. The oil palm trunks were felled, chipped and windrowed.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	Not applicable since no fire was used for preparing land for replanting.	Not applicable
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 assessment of polluting activities was conducted through the method mentioned in 5.1.1. This includes the gaseous emissions, particulate/soot emissions and effluent.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants were identified through evaluation of aspect and impact. Emission of GHG was identified and the main sources were generation of mill effluent and consumption of diesel. Based on the mill's	Complied

		<p>"Pelan Mengurangkan Pencemaran Udara tahun 2018" (2018 Plan to Reduce Air Pollution), the plans are:</p> <ul style="list-style-type: none"> - to reduce the diesel consumption by carrying out regular maintenance of diesel powered machinery - to monitor efficiency of FFB processing through stack sampling & CEMS system - to encourage the uptake of EFB by the estate for mulching 	
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>RSP0 GHG calculator was used to calculate the GHG emission of the certification unit. During the assessment, Belitong POM was still in the midst of collecting information from third parties (settlers) input. Other emission from the mill such as dark smoke from boiler operations were monitored by using smoke density meter and sampled for stack monitoring once in every six months by a third party consultant.</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>			
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			
6.1.1	<p>A social impact assessment (SIA) including records of meetings shall be documented.</p> <p>- Major compliance -</p>	<p>The SIA with was carried out on 23 Jan 2018 and 24 Jan 2018 for the Mill and Bkt Tongkat B Estate and Ulu Belitong Estate, respectively. Records of consultation such as attendance lists and inputs received from stakeholders are being documented. Those who attended included workers (foreign and local), contractors, etc. Records of meetings are documented in the SIA report itself.</p>	Complied
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>Based on the attendance lists sighted, there is evidence that the SIA which was carried out for the Belitong Complex was done with the participation of affected parties. A total of 17 participants attended at the Mill, 19 at Bkt Tongkah B Estate and 22 at Ulu Belitong Estate. The participants included foreign and local workers, contractors, etc), and 22 at Ulu Belitong Estate (workers, contractor).</p>	Complied

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 -	For the Belitong Complex, a stakeholder consultation was carried out on 24 May 2018 where 107 participants attended. Issues were raised by stakeholders and discussed. For example, the Department of Wildlife and National Parks raised the issue of elephants within the estates. It was mutually agreed that a committee would be set up to reduce elephant encroachments into the estates. At Ulu Belitong Estate, among the issues raised was improvement and repairs to workers' housing e.g. replacement of broken cement floor which, as at the date of audit, has already been completed.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The plans were devised following SIA held on 23 January 2018 and noted under Table 5.2.1 of the SIA Report (Document No: 1/2018 dated 23 January 2018). Therefore, the plans are not due for review yet during this audit period.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There is no smallholder scheme at the Belitong Complex and therefore this indicator is not applicable.	Not applicable
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 -	For the Belitong Complex, the consultation and communication procedures are documented in Prosedur Komunikasi Penglibatan dan Rundingan, Document No. FGV/ML-1A/L2-Pr12 which came into effect on 1 June 2016. It is a communication system for both internal and external stakeholders which spells out the procedures and timeframe for responding to queries.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	The management officials responsible were appointed as follows: For Belitong Mill: Mohd Shahariezal bin Zainudin, Assistant Manager. Appointment was done via letter dated 1 Jan 2018 Ref: (55) 4056/BLT/840A/30.	Complied

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		<p>For Bkt Tongkat B Estate: Musanip bin Abd Razak, Estate Supervisor who was appointed via Letter dated 6 January 2018 Ref (01) RSPO/FGVPM BKT TONGKAT B</p> <p>For Ulu Belitong Estate: Abdul Jalil Kassim, Estate Supervisor who was appointed via letter dated 10 March 2018 (01) RSPO/P1.P6</p>	
6.2.3	<p>A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p> <p>- Minor compliance -</p>	<p>For the Belitong Mill, the stakeholder list was last updated on 1 Feb 2018. It comprises Felda estates, nearby schools, settler heads (ketua peneroka), contractors, traders, government agencies, panel clinics, etc. For Bkt Tongkat B and Ulu Belitong Estates, their separate stakeholder lists were last updated in May 2018 and contains contractors, other nearby plantation companies, clinics, government agencies, etc. Communications with stakeholders are recorded, and among them include letters sent by the Belitong Mill to contractors dated 30 May 2018 (31) 4056/BLTG/830/1 pt.2. Sampled was a letter to Kontraktor Hamid Engineering Enterprise seeking written consent to be ready to be visited by RSPO/MSPO auditors. The stakeholder's response was also maintained in the stakeholder file.</p>	Complied
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.</p>			
6.3.1	<p>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.</p> <p>- Major compliance -</p>	<p>For the Belitong Mill, documented system for dispute resolution is contained in the Procedure Manual Document No. FPI/L2/QOHSE-22.0 entitled Complaints, Non-Conformity, Incidents Investigation and Corrective Action Communication, Participation and Consultation Issue No. 2 issued on 2 January 2008 (amended on 23 September 2016). This procedure is to be read together with the Communication, Participation and Consultation Procedure Document No. FPI/L2/QOHSE-6.0 updated on 29 November 2016, and extract of the Whistleblowing Policy which was circulated to all employees on 24 February 2015 Ref: (1) FGVHB/GIA/WB (2015) by the Group President/CEO.</p>	Complied

		For Bkt Tongkat B & Ulu Belitong Estates, the system exists in Prosedur Menangani Aduan dan Rungutan Document No. FGV/ML-1A/L2-Pr13. This procedure is applicable to all employees and stakeholders who wish to lodge a complaint or grievance. The procedure also provides a mechanism for addressing complaints received, and accords protection and confidentiality to complainants.	
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	<p>At the Belitong Mill: all complaints lodged by workers are documented in the Complaints Record Book (Buku Rekod Aduan). This book also shows that all complaints lodged are duly resolved. One recorded complaint dated 3 February 2018 referred to the Mill gate which cannot be opened/closed. It was recorded that this complained was addressed on 12 March 2018.</p> <p>At Belitong Estate, the Complaints Book (Buku Aduan) contains complaints about spoilt gloves which was made on 7 Feb 2018 and responded on the same day. Similarly, complaints about a faulty wheelbarrow on 7 Feb 2018 was addressed on the same day too. The actions taken are recorded and dates recorded.</p> <p>At Bkt Tongkat B Estate, a complaints book is being used by workers to lodge complaints against house repairs. As of the date of this audit, there is no evidence of other complaints lodged by other parties.</p>	Complied
<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 -	The procedure applied by Belitong Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Document No. FGV/ML-1A/1.2-Pr10 effective on 1 June 2016.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented,	The procedure for calculation and distributing fair compensation is contained in procedure known as Pengenalpastian Dan Penyelesaian	

	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 -	Pertikaian Tanah Document No. FGV/ML-1A/1.2-Pr10 effective on 1 June 2016. Paragraph 6.3.5 takes into account gender differences, ownership and access to land, different ethnic groups, long-established communities, transmigrant workers, etc.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	There is no evidence of any compensation claims throughout the Belitong Complex and therefore this indicator is not applicable.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	For the Belitong Complex, documentation of pay is in the form of monthly pay slips given to all employees. Samples of the monthly pay slips and employment contracts were made available and reviewed during the audit. Each pay slip included the name of employee, month of pay, income (basic, overtime, reimbursement, allowances), deductions (statutory such as EPF, EIS, SOCSO and non-statutory such as donation to mosque funds), net salary, annual leave and medical leave taken, etc. Interview with workers reveal that they understand the contents of the pay slips and seeks explanation from the office whenever they needed clarifications. Samples of pay slips were also sighted and verified that workers were being paid in accordance with the requirements stipulated under the Minimum Wages Order 2016 and Employment Act 1955. For the Belitong Mill, conditions of pay are contained in the Collective Agreement signed between Felda Palm Industries Sdn Bhd and Workers'	Complied

		<p>Union Felda Palm Industries Sdn Bhd Semenanjung valid from 1 January 2016 to 31 December 2018. For the estate workers, the conditions of pay are contained in the Collective Agreement signed between Felda Global Ventures Plantations (M) Sdn Bhd with Workers' Union of Felda Golden Ventures Plantations (Malaysia) Sdn Bhd Semenanjung valid from 1 January 2016 to 31 December 2018.</p>	
<p>6.5.2</p>	<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. - Major compliance -</p>	<p>For the Belitong Mill, conditions of pay are contained in the Collective Agreement signed between Felda Palm Industries Sdn Bhd and Workers' Union Felda Palm Industries Sdn Bhd Semenanjung valid from 1 January 2016 to 31 December 2018. This is only applicable to monthly rated non-executives. For the estate workers who are monthly rated, the conditions of pay are contained in the Collective Agreement signed between Felda Global Ventures Plantations (M) Sdn Bhd with Workers' Union of Felda Golden Ventures Plantations (Malaysia) Sdn Bhd Semenanjung valid from 1 January 2016 to 31 December 2018. The CA contains conditions of employment covering annual, maternity, medical and Hajj leave, allowances payable, reasons for dismissals, notice of dismissal, overtime, working hours, retirement age, etc. For non-unionised workers, their conditions of employment are detailed out in their employment contracts. The contracts were prepared in Bahasa Malaysia for the local and Indonesian workers, and in Bengali for the Bangladeshi workers, and they confirmed that the terms were explained to them by a management official. The employment contracts contain contract duration, type of work, annual leave, public holidays, medical leave, termination, location, working hours, wages, (payment of wages based on Kadar Upah Kerja Ladang KUK Bil 04/2014 FGVPMBS and based on the Minimum Wages Order 2016. For piece-rated workers, they are represented in Mesyuarat Kebajikan Pekerja (either Tempatan or Asing). Meetings chaired by the Manager, and are held separately where issues of concern are raised by the</p>	<p>Major nonconformance</p>

		<p>workers. Minutes of meetings were sighted and verified, and they were as follows:</p> <ul style="list-style-type: none"> - Meeting with local workers’ was held on 13 March 2018 where issues related to work on rest day, housing issues and amenities provided, assistance for school going kids. - Meeting with foreign workers was held on 6 May 2018 attended by three Bangladeshi worker representatives, supervisor and chaired by Manager. Issues raised were related to method of pay, request for additional work, cleanliness of housing area, transport to buy goods. <p>However ARL Anjung Jaya (ARL), a contractor supplying four workers to Bkt Tongkat B Estate, had sub-contracted this obligation to United Plantation Trading (UPT) to carry out out the job. There is no contract between ARL and UPT, and no contract between UPT and the four workers. Therefore, a Major NCR was raised for this non-compliance.</p>	
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>The Belitong Complex provide adequate housing for all its workers, including sub-contract workers. Housing provided to the workers are found to be clean and habitable. Amenities provided include secondary and primary schools, government-run health clinic, sundry shops, children playing ground, mosque, etc.</p> <p>However, it was found that the hostel occupied by 15 Bangladeshi workers only has two beds. This is contrary to Rule 15 (a) of the Minimum Standard of Housing and Amenities Rules 1990. Therefore, a Major NCR was raised for this non-compliance.</p>	Major nonconformance
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>The workers’ houses are located within a complex that contains amenities including grocery shops which sell daily requirements such as rice, cooking oil, flour, eggs, etc and sold at reasonable prices.</p>	Complied

<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>At the Belitong Complex, the policy recognising freedom of association is available in Bahasa Malaysia entitled Polisi Hak Kebebasan Bersuara & Menganggotai Kesatuan, displayed at the main notice boards at the Mill and Estate offices, near muster ground and near the workers' hostel.</p>	Complied
6.6.2	<p>Minutes of meetings with main trade unions or workers representatives shall be documented.</p> <p>- Minor compliance -</p>	<p>The minutes of meetings between the mill management and the committee members of Felda Palm Industries Workers' Union are available. The meetings were held on 24 August 2017, 13 September 2017, 8 October 2017, 8 May 2018. Among the issues discussed were food quality at the canteen, surau renovations, lepak culture among the youngsters, disciplinary issues, etc.</p>	Complied
<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>The President & CEO FGV signed a policy entitled Polisi Pekerjaan Kanak-Kanak on 1 June 2014. Random checks of workers register and personal files show they are 18 years and above. A review of the company's list of workers dated 4 June 2018 show that none of the workers are below 18 years.</p> <ol style="list-style-type: none"> Md Emanuel Sheikh (DOB: 8 January 1999) Erdip (DOB: 20. September 1990) Ali Md Sobhan (DOB: 13 April 1993) Norhasimah Izal (DOB: 8 November 1990) 	Complied
<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>			
6.8.1	<p>A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p>	<p>The President & CEO FGV signed the Polisi Kestaraan Peluang (Equal Opportunities Policy) dated 1 June 2014 which is displayed at main notice boards. Based on interviews with employees, it was verified that the management does not engage in or support discriminatory practices.</p>	Complied

	- Major compliance -		
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 -	Based on workers' employment contracts and confirmed during interviews conducted with local and foreign workers (both male and female), there is no evidence that they have been discriminated against in terms of employment, wages paid, work assignments, housing allocations and other benefits.	Complied
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 -	Based on documentation review, there is evidence that recruitment selection, hiring, promotion are based on skills, capabilities and medical fitness suitable to the job. For example, at the Belitong Mill, CV, job application form, records of experience, copy of medical reports were available. Additionally, performance appraisal forms were also sighted. All of these were used by management to determine recruitment suitability and promotion.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	The Belitong Complex subscribes to the Felda Global Ventures Sexual Harassment, Violence and Reproductive Rights Policy which was signed by FGV's President and CEO dated 1 June 2014. The policy is being communicated to all employees either during muster briefings, and via Gender Committee meetings. The Gender Committee had a meeting on 25 January 2018 to give explanations to its members (wives or workers and female employees). On child policy, human rights sexual harassment policies. The material used during the briefing was the Code of Practice on the prevention and eradication of sexual harassment in the workplace issued by Labour Department.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	The Belitong Complex subscribes to the Felda Global Ventures Sexual Harassment, Violence and Reproductive Rights Policy which was signed by FGV's President and CEO dated 1 June 2014. The policy is being communicated to all employees either during muster briefings, and via Gender Committee meetings. At Bkt Tongkat Estate, the Gender Committee carried out activities on 1 December 2017, 27 December	Complied

		2017, to informally introduce the concepts of reproductive rights to its members.	
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 -	The specific grievance mechanism exists in Procedure known as Prosedur Menangani Aduan Melalui Jawatankuasa Wanita Document No. FGV/ML-1A/L2-Pr14 made effective on 1 June 2016. Clause 4.2 of the Procedure provides for anonymity to the complainants. The procedure was communicated during Gender Committee meetings.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	It was verified that as of the date of the audit, Belitong Mill only displayed the current prices of FFB, but not the past prices paid. Therefore, a Minor NC was raised for this non-compliance.	Minor nonconformance
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 -	Interviews were held with the following FFB suppliers, namely AA Sawit and Guan Leng. Based on the interviews conducted, and records sighted at the weighbridge, there is evidence that the Belitong Mill document all monthly transactions (dates of delivery, FFB weight, amount payable) on the slips given to FFB suppliers. The smallholders confirm that the calculation is transparent. Weighing and fruit loading at the Mill ramp are done in a fair and transparent manner.	Complied
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 -	Selection of contractors and suppliers for services are carried out via a tender system, and decided by a Tender Committee. Based on interviews held with M & M Family Enterprise and Leban Maju Enterprise, there is evidence that the contractors understand the provisions of the agreements. The contractors also confirm during stakeholder interview that the tender system is transparent and fair.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	The contractors also confirmed during the interview that payments are made within approximately two weeks of the issuance of invoice.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

6.11.1	<p>Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>The development needs of the local community are being carried out on a regular basis. This is verified via requests made by local communities as follows:</p> <ol style="list-style-type: none"> 1. Request by Headmaster of SK LKTP Belitong on 4 March 2018 for donation of hampers; 2. Request by Headmaster of SK LKTP Belitong on 6 February 2018 for cash donation for sports day event; 3. Headmaster of SK LKTP Belitong on 24 January 2018 for use of a tractor. 	Complied
6.11.2	<p>Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.</p> <p>- Minor compliance –</p>	<p>There is no scheme smallholders involved in the Belitong Complex and so this indicator is not applicable.</p>	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	<p>There shall be evidence that no forms of forced or trafficked labour are used.</p> <p>- Major compliance -</p>	<p>Termination of contracts Termination clause in the Employment Contracts can only be invoked by the employer. There is no similar option available to the employee. The following contracts of employment were sampled: Employment contract dated 11 March 2013 between Felda Golden Ventures Plantations (Malaysia) Sdn Bhd with Hasim Sahari, and Indrawadi, and employment contract dated 21 December 2014 between Felda Golden Ventures Plantations (Malaysia) Sdn Bhd and Adri Adrian Atmaja. The lack of a specific termination clause on the part of the workers and the threat of penalty should the workers leave before expiry of the contract can lead to a situation of forced labour. Therefore, a Major NC is raised for this non-compliance.</p>	Major nonconformance

6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Bangladeshi workers (FW06010070 and FW06010074) were promised different jobs in Malaysia while in their home country. (e.g. work in the mill, nursery, market cleaner). Therefore, a Minor NC is raised for this non-compliance.	Minor nonconformance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The Belitong Complex subscribes to the Felda Global Ventures Policy on of Foreign Workers (Polisi Pengambilan Pekerja Asing which was signed by the President and CEO FGV on 1 June 2014. Among other things, the policy covers orientation session to the foreign workers upon arrival (on language, safety, local culture, etc), payment of minimum wages, non-discrimination, no contract substitution.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The Belitong Complex subscribes to the Human Rights Policy which was signed by the President and CEO FGV on 1 June 2014. This was communicated to the workforce during muster and during briefing on RSPO requirements.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	There is no children of foreign workers within the Belitong Complex and therefore this indicator is not applicable.	Not applicable
Principle 7: Responsible development of new plantings			
Belitong Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this initial assessment. The immature areas are replanted area.			
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	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Continual improvement plans at the mill were incorporated with the ISO management system which covering the aspects of quality, occupational safety and environment objectives and target. Verification of the established programme to achieve the set target showed that the implementation of action plan was effective.</p> <p>At the estates, continual improvement was focusing mainly on reduction of pesticides consumption through implementation of IPM and reduction of wastes through recycling programme.</p>	Complied
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Appendix B: Approved Time Bound Plan

TIME BOUND PLAN FORECAST FOR RSPO CERTIFICATION OF ALL FGV PALM OIL MILLS & SUPPLY BASES					
s/n	Palm Oil Mill	Supply Bases (estates, plantations, associations)			
		Internal			
		FFB SUPPLIER	Certification Year	Certification Standard	Status
1	KS SELANCAR 2B	FGVPM Selancar 06	2017	MYNI 2014	Certified
		FGVPM Selancar 08	2017	MYNI 2014	
		FGVPM Selancar 09	2017	MYNI 2014	
2	KS ARING A	FGVPM Aring 02	2017	MYNI 2014	Certified
		FGVPM Aring 03	2017	MYNI 2014	
		FGVPM Aring 04	2017	MYNI 2014	
		FGVPM Aring 05	2017	MYNI 2014	
		FGVPM Aring 06	2017	MYNI 2014	
		FGVPM Aring 08	2017	MYNI 2014	
		FGVPM Aring 10	2017	MYNI 2014	
		FGVPM Aring 11	2017	MYNI 2014	
3	KS SELENDANG	FGVPM Selendang 3	2018	MYNI 2014	Certified
		FGVPM Selendang 4	2018	MYNI 2014	
		FGVPM Selendang 5	2018	MYNI 2014	
		FGVPM Berabong 1	2018	MYNI 2014	
4	KS BUKIT SAGU	FGVPM Bukit Sagu 04	2017	MYNI 2014	Certified
		FGVPM Bukit Sagu 6	2017	MYNI 2014	
		FGVPM Bukit Sagu 07	2017	MYNI 2014	
		FGVPM Bukit Sagu 08	2017	MYNI 2014	
5	KS KERATONG 9	FGVPM Bera Selatan 05	2017	MYNI 2014	Certified
		FGVPM Bera Selatan 07	2017	MYNI 2014	
		FGVPM Merchong	2017	MYNI 2014	
		FGVPM Keratong Timur	2017	MYNI 2014	
		FASSB Merchong	2017	MYNI 2014	
6	KS LEPAR UTARA 6	FGVPM Lepar Utara 07	2017	MYNI 2014	Certified
		FGVPM Lepar Utara 08	2017	MYNI 2014	
		FGVPM Lepar Utara 09	2017	MYNI 2014	
		FGVPM Lepar Utara 11	2017	MYNI 2014	
7	KS MOAKIL	FGVPM Moakil 06	2018	MYNI 2014	Certified
		FGVPM Moakil 07	2018	MYNI 2014	

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8	KS KEMASUL	FGVPM Mengkarak 1	2018	MYNI 2014	Certified
		FGVPM Mengkarak 2	2018	MYNI 2014	
9	KS KRAU	FVGPM Krau 2	2018	MYNI 2014	Certified
		FVGPM Krau 4	2018	MYNI 2014	
10	KS LEPAR HILIR	FGVPM Lepar Hilir 05	2017	MYNI 2014	Certified
		FGVPM Lepar Hilir 06	2017	MYNI 2014	
		FGVPM Lepar Hilir 08	2017	MYNI 2014	
11	KS TRIANG	FGVPM Triang 2	2017	MYNI 2014	Certified
		FGVPM Triang Selatan 1	2017	MYNI 2014	
		FGVPM Triang 4	2017	MYNI 2014	
12	KS KECHAU B	FGVPM Kechau 02	2017	MYNI 2014	Certified
		FGVPM Kechau 03	2017	MYNI 2014	
		FGVPM Kechau 06	2017	MYNI 2014	
		FGVPM Kechau 07	2017	MYNI 2014	
		FGVPM Kechau 08	2017	MYNI 2014	
		FGVPM Kechau 09	2017	MYNI 2014	
		FGVPM Kechau 10	2017	MYNI 2014	
		FGVPM Kechau 11	2017	MYNI 2014	
		FGVPM Telang 01	2017	MYNI 2014	
		FGVPM Chegar Perah 02	2017	MYNI 2014	
		FASSB Telang	2017	MYNI 2014	
13	KS PALONG TIMUR	FGVPM Palong Timur 4/5	2018	MYNI 2014	Certified
		FGVPM Palong Timur 06	2018	MYNI 2014	
14	BESOUT	FGVPM Besout 06	2018	MYNI 2014	Certified
		FGVPM Besout 07	2018	MYNI 2014	
15	KS NERAM	FGVPM Cherul 03	2018	MYNI 2014	Certified
16	KS CHINI 3	FGVPM Terapai 1	2018	MYNI 2014	Certified
		FGVPM Chini Timur 4	2018	MYNI 2014	

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s/n	Palm Oil Mill	Supply Bases (estates, plantations, associations)			
		Internal			
		FFB SUPPLIER	Year	Certification Standard	Status
17	KS CHIKU	FGVPM Ciku 4	2018	MYNI 2014	Main Audit
		FGVPM Ciku 8	2018	MYNI 2014	
18	KS KERATONG 2	FGVP Bera Selatan 03	2018	MYNI 2014	Main Audit
19	KS SERTING	FGVPM Palong 17	2018	MYNI 2014	Certified
		FGVPM Palong 18	2018	MYNI 2014	
		FGVPM Palong 21	2018	MYNI 2014	
		FGVPM Serting Hilir 08			
20	KS KERATONG 3	FGVPM Keratong 11	2018	MYNI 2014	Main Audit
21	KS KERTEH	FASSB Kerteh	2018	MYNI 2014	Main Audit
		FGVPM Semaring 01	2018	MYNI 2014	
22	KS KOTA GELANGGI	FASSB PPPTR	2018	MYNI 2014	Main Audit
		FASSB K.GELANGGI 5/6	2018	MYNI 2014	
23	KS JENGA 21	FASSB Jengka 24/25	2018	MYNI 2014	Main Audit
24	KS PENGGELI	FGVPM Inas Selatan	2018	MYNI 2014	Main Audit
25	KS BELITONG	FASSB Ulu Belitong	2018	MYNI 2014	Main Audit
		FGVPM Bukit Tongkat B	2018	MYNI 2014	Main Audit
26	KS KULAI	FASSB Bkt Besar/Taib Andak	2018	MYNI 2014	Main Audit
27	KS ADELA	FGVPM Kledang 2	2018	MYNI 2014	Main Audit
28	KS SERTING HILIR	FGVPM Tembangau 03	2018	MYNI 2014	Main Audit
		FGVPM Tembangau 05	2018	MYNI 2014	
		FGVPM Tembangau 06	2018	MYNI 2014	
		FGVPM Tembangau 07	2018	MYNI 2014	
		FGVPM Tembangau 08	2018	MYNI 2014	
		FGVPM Tembangau 09	2018	MYNI 2014	
		FGVPM Serting Hilir 8	2018	MYNI 2014	
		FGVPM Serting Hilir 9	2018	MYNI 2014	
29	KS BUKIT KEPAYANG	FASSB Serting Hilir	2018	MYNI 2014	Main Audit
		FGVPM Terapai 3	2018	MYNI 2014	

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30	KS JERANGAU BARU	FGVPM Rantau abang 1	2018	MYNI 2014	Certified
		FGVPM Rantau abang 2	2018	MYNI 2014	
		FGVPM Chador 1	2018	MYNI 2014	
31	KS TENGGAROH	FGVPM Tenggaroh 9	2018	MYNI 2014	Main Audit
		FGVPM Tenggaroh 11	2018	MYNI 2014	
		FGVPM Tenggaroh 13	2018	MYNI 2014	Main Audit
32	KS NITAR	FGVPM Nitar Timur	2018	MYNI 2014	Main Audit
33	KS CHALOK	FGVPM Setiu 1	2018	MYNI 2014	Main Audit
34	KS WA HA	FGVPM BUKIT APING SELATAN	2018	MYNI 2014	Main Audit
35	KS SAMPADI	FGVPM Sampadi 01	2018	MYNI 2014	Internal Audit
		FGVPM Sampadi 03	2018	MYNI 2014	
		FGVPM Sampadi 04	2018	MYNI 2014	Internal Audit
		FGVPM Sampadi 05	2018	MYNI 2014	
		FGVPM Sampadi 06	2018	MYNI 2014	Internal Audit
36	Mempaga KS MEMPAGA	n/a	n/a	n/a	Internal Audit
		n/a	n/a	n/a	

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s/n	Palm Oil Mill	Supply Bases (estates, plantations, associations)			
		Internal			Status
		FFB SUPPLIER	Year	Certification Standard	
37	KS KALABAKAN	FGVPM Kalabakan Utara 01	2019	MYNI 2014	Internal Audit
		FGVPM Kalabakan Selatan	2019	MYNI 2014	
38	KS KEMBARA SAKTI	FGVPM Sahabat 30	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 35	2019	MYNI 2014	
		FGVPM Sahabat 40	2019	MYNI 2014	
		FGVPM Sahabat 41	2019	MYNI 2014	
		FGVPM Sahabat 42	2019	MYNI 2014	
		FGVPM Sahabat 43	2019	MYNI 2014	
39	KS NILAM PERMATA	FGVPM Sahabat 50	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 51	2019	MYNI 2014	
		FGVPM Sahabat 52	2019	MYNI 2014	
		FGVPM Sahabat 53	2019	MYNI 2014	
		FGVPM Sahabat 54	2019	MYNI 2014	
40	KS HAMPARAN BADAI	FGVPM Sahabat 23	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 24	2019	MYNI 2014	
		FGVPM Sahabat 26	2019	MYNI 2014	
		FGVPM Sahabat 28	2019	MYNI 2014	
		FGVPM Sahabat 31	2019	MYNI 2014	
		FGVPM Sahabat 33	2019	MYNI 2014	
		FGVPM Sahabat 34	2019	MYNI 2014	
		FASSB Tambisan Sahabat 59	2019	MYNI 2014	
		FGVPM Sahabat 21	2019	MYNI 2014	
		FGVPM Sahabat 22	2019	MYNI 2014	
41	KS MERCU PUSPITA	FGVPM Sahabat 07	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 46	2019	MYNI 2014	
		FGVPM Sahabat 48	2019	MYNI 2014	
		FASSB Sahabat 06	2019	MYNI 2014	
42	KS LANCANG KEMUDI	FGVPM Sahabat 10	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 36	2019	MYNI 2014	
		FGVPM Sahabat 38	2019	MYNI 2014	
		FGVPM Sahabat 39	2019	MYNI 2014	
		FGVPM Sahabat 44	2019	MYNI 2014	
		FGVPM Sahabat 45	2019	MYNI 2014	

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43	KS EMBARA BUDI	FGVPM Sahabat 11	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 12	2019	MYNI 2014	
		FGVPM Sahabat 17	2019	MYNI 2014	
		FGVPM Sahabat 56	2019	MYNI 2014	
		FGVPM Sahabat 20	2019	MYNI 2014	
		FGVPM Sahabat 25	2019	MYNI 2014	
		FASSB Sahabat 17	2019	MYNI 2014	
44	KS BAIDURI AYU	FGVPM Sahabat 09	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 16	2019	MYNI 2014	
		FGVPM Sahabat 55	2019	MYNI 2014	
45	KS UMAS	FGVPM Umas 05	2019	MYNI 2014	Internal Audit
		FGVPM Umas 06	2019	MYNI 2014	
46	KS TENGGAROH TIMUR	FGVPM Tenggaroh 12	2019	MYNI 2014	Internal Audit
		FGVPM Tenggaroh Timur 2	2019	MYNI 2014	
47	KS SELANCAR 2A	n/a	n/a	n/a	Internal Audit
48	KS BUKIT MENDI	n/a	n/a	n/a	Internal Audit
49	KS JENGKA 8	n/a	n/a	n/a	Internal Audit
50	KS JENGKA 18	n/a	n/a	n/a	Internal Audit
51	KS JENGKA 3	n/a	n/a	n/a	Internal
52	KS PADANG PIOL				Audit Internal Audit
		n/a	n/a	n/a	
53	KS TERSANG	n/a	n/a	n/a	Internal Audit
54	KS PONTIAN FICO	Pontian Fico	2017	MYNI 2014	Internal Audit
		Pontian Subok	2017	MYNI 2014	
		Pontian Orico	2017	MYNI 2014	
		Pontian Pendirosa	2017	MYNI 2014	
		Pontian Kuril	2017	MYNI 2014	
		Pontian Hillco	2017	MYNI 2014	
		Rawajaya Sdn Bhd.	2017	MYNI 2014	
		Blossom Plantation Sdn. Bhd	2017	MYNI 2014	
55	KS TEMENTI	FGVPM Bera Selatan 1	2018	MYNI 2014	Internal Audit
		FGVPM Bera Selatan 4	2018	MYNI 2014	
		n/a	n/a	n/a	

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s/n	Palm Oil Mill	Supply Bases (estates, plantations, associations)			
		internal			Status
		FFB SUPPLIER	Year	Certification Standard	
56	KS KEMAHANG	n/a	n/a	n/a	
57	KS CHINI 2	n/a	n/a	n/a	
58	KS JERANGAU BARAT	n/a	n/a	n/a	
59	KS TROLAK	n/a	n/a	n/a	
60	KS SEMENCHU	n/a	n/a	n/a	
61	KS PANCHING	n/a	n/a	n/a	
62	KS AIR TAWAR	n/a	n/a	n/a	
63	KS LOK HENG	n/a	n/a	n/a	
64	KS SG TENGI	n/a	n/a	n/a	
		n/a	n/a	n/a	
65	KS PASOH	n/a	n/a	n/a	
66	KS KAHANG	n/a	n/a	n/a	
		n/a	n/a	n/a	

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s/n	Palm Oil Mill	Supply Bases (estates, plantations, associations)			
		internal			
		FFB SUPPLIER	Year	Certification Standard	Status
67	Asian Plantation Milling Sdn. Bhd	Incosetia Sdn. Bhd	2021	Group Cert	Internal Audit
		Kronos plantations Sdn. Bhd	2021	Group Cert	
		Fortune Plantation Sdn. Bhd	2021	Group Cert	
		BJ Corporation Sdn. Bhd	2021	Group Cert	
68	Tanah Emas Oil Palm Processing	Sri Kehuma	2021	Group Cert	Internal Audit
		Yapidmas AE	2021	Group Cert	
		Tanah Emas Corporation Berhad (TECB)	2021	Group Cert	
		Ladang Kluang	2021	Group Cert	
		Yapidmas D	2021	Group Cert	
		Sri Mosta 1	2021	Group Cert	
		Sri Mosta 2	2021	Group Cert	
		Sri Mosta 3	2021	Group Cert	
		Cepat Ringgit A	2021	Group Cert	
		Cepat Ringgit B	2021	Group Cert	
		Cepat Ringgit D	2021	Group Cert	
		Karamuak	2021	Group Cert	
		Sg Milian	2021	Group Cert	
		Sg Imbak	2021	Group Cert	
Kuamut	2021	Group Cert			
69	PT CITRA NIAGA PERKASA	TBA	2021	INA-NIWG	Internal Audit
70	PT TEMILIA AGRO ABADI	TBA	2021	INA-NIWG	Internal Audit
71	FGV estate without mills (PALOH)	PALOH	2021	MYNI 2014	Internal Audit

n/a - not applicable

tbd - to be determine

Individual External FFB Supplier will be listed from time to time within the time bound plan period.

List of External FFB Suppliers are based on 2016 active supplier list.

Certification Standard for Felda/FTP, Independent Settlers and Third Party FFB suppliers are subject to change.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Belitong Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in 2017 for Belitong Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	2.06
PK	2.06

Extraction	%
OER	19.14
KER	5.51

Production	t/yr
FFB Process	17,467.02
CPO Produced	3,343.18
PKO Produced	962.43

Land Use	Ha
OP Planted Area	1,327.58
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	1,327.58

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	13,112.01	0.75						
CO ₂ Emission from fertilizer	604.14	0.03						
NO ₂ Emmission	525.4	0.03						
Fuel Consumption	43.47	0						
Peat Oxidation	0	0						
Sink								
Crop Sequestration	12,428.45	0.71						

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Conservation Sequestration	0	0					
Total	1,856.57	0.11					

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	3,423.83	0.2
Fuel Consumption	645.59	0.04
Grid Electricity Utilisation	2,957.34	0.17
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	7,026.76	0.4

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	1,985.64
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	1,985.64

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	0
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

Appendix D : General Chain of Custody Requirements for the Supply Chain

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence	Compliance (Yes / No or N/A) For any N/A raised, justification is required.
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	FGVPM Belitong Palm Oil Mill takes legal ownership and physically handles its RSPO certified oil palm products i.e. CPO and PK.	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	FGVPM Belitong Palm Oil Mill is not a trading company. Therefore, this requirement is not applicable.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	The membership of FGVPM is under FGVPM (RSPO membership no.: 1-0225-16-000-00) – <i>at the time of the assessment the membership number is still applicable.</i> RSPO palm trace ID:RSPO_PO1000001311.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	There is no processing aid involve in the productions.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	The FFB suppliers are RSPO certified estate and FELDA scheme and FTPSB (non-certified). Mix of FFB source which contributes to module E classification. Declassification of the CPO or PK only to non-certified as the highest possible module is mass balance	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	FGVPM Belitong Palm Oil Mill will be using one module MB or conventional only.	Yes
5.3. Documented Procedures			

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<p>5.3.1</p>	<p>The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	<p>A procedure has been established entitled "SOP for Mill RSPO SCC", FGVP-MSPO SCC, issue:3 rev:2 dated 1/12/17. Among the topics covered were:</p> <ul style="list-style-type: none"> • Roles & responsibilities • Purchasing and goods in • Sales and goods out • Supply chain verification • Records • Claims • Complaints cross reference to " <i>Prosedur Menangani Aduan dan Rungutan</i>" • Training • Non-conformance material handling (mill to mill diversion if any) 	<p>Yes</p>
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	<p>Among the records to be maintained according to the procedure include:</p> <ul style="list-style-type: none"> • FFB Receipt summary from MPR and SAP • Weighbridge ticket • Dispatch of CPO/PK – delivery instruction/sales order, weighbridge ticket, delivery order • Daily production report @ daily figure from MPR and SAP • Internal audit report • Minutes of management review meeting • Training records 	<p>Yes</p>
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	<p>Addressed under management functions and job description, the procedure which describes overall responsibility is assigned to the Mill Manager. The responsible is to implement and monitor the FGVP-MSPO Belitong POM RSPO Supply Chain Certification programme. Based on interview with the person in-charged, he was able to demonstrate awareness of the organization's procedures for the implementation of this standard.</p>	<p>Yes</p>
<p>5.3.2</p>	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market</p>	<p>Combined internal audit procedure is referred to; Procedure number - FGV/ML-IA/L2-PR11, issue:1 dated 1/6/16. The procedure has explained on internal audit process (pre and</p>	<p>Yes</p>

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	Communications and Claims Documents.	post audit activity) including timeline for NC closure and verification.	
	ii) effectively implements and maintains the standard requirements within its organization	Last internal audit was conducted on 25/1/18 by Executive from CDD Department, HQ. RSPO SCC Standard checklist was utilised to record the audit findings. The coverage of the internal audit was found to be sufficient to reflect the current RSPO SCC conformity status of the facility.	Yes
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>When FFB delivered to the mill from estate, the transporters presented delivery order to the mill weighbridge clerk in order the FFB to be received by the mill. E.g. of information available in the delivery order @ "<i>nota hantaran BTB</i>" is as follows:</p> <ul style="list-style-type: none"> • Project code • Supplier (FELDA/ FGVP/FASSB) <ul style="list-style-type: none"> - Lorry - Field/block • Date of delivery – e.g. 4/6/2018 • Delivery note number. e.g 24282 <p>The weighbridge operator issues weighbridge ticket which has the information about:</p> <ul style="list-style-type: none"> • Weighbridge ticket no. e.g. 011175400 • Grading information • Delivery date – e.g. 4/6/2018 • Supplier information <ul style="list-style-type: none"> - Lorry, driver - KPA/KPG 	Yes
	<ul style="list-style-type: none"> • Information shall be completed and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	The information was available in various documents as mentioned above.	Yes
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform 	Not applicable as this is and initial audit.	N/A

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	per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance.		
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	SOP for mill RSPO SCC, FGVPM-RSPO SCC, issue:3, rev: 2 dated 1/12/17 has defined mechanism to check validity of RSPO certified supply.	Yes
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Not applicable. The facility is a palm oil mill.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Addressed under SOP for Mill RSPO SCC", FGVPM-RSPO SCC, issue:3 rev:2 dated 1/12/17, section non-conformance material which reads non-certified or contaminated FFB shall be segregated from certified oil palm products via segregation at mill ramp. In case of contamination with non-conforming material (mixed FFB from mill diversion), if unable to be segregated at source supported with traceability record, the consignment shall be downgraded as conventional.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are</p>	<p>Not applicable. No outsourcing activity</p> <p>FTSSB managed the movement and delivery of palm product from palm oil mill (transportation, storage @ bulking and refinery)</p> <p>Transport arrangement is handled by FTPSB</p> <p>Bulking installation under Felda bulkers.</p>	N/A

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	controlled by the certified organization (not the tank farm manager).		
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes;	Not applicable. No outsourcing activity	N/A
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Not applicable. No outsourcing activity	N/A
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Not applicable. No outsourcing activity	N/A
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Not applicable. No outsourcing activity	N/A
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity	N/A
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. <ul style="list-style-type: none"> The name and address of the buyer; The name and address of the seller; The loading or shipment/ delivery date; 	<u>Crude Palm Oil</u> Shipping Instruction (SI): 30001526, quantity: 500 mt dated 25/5/18 <ul style="list-style-type: none"> Buyer: name and address were stated in sales contract (<i>but not disclosed in this report</i>) Seller: FPI-belitong - stated in sales contract Delivery order: H0000565 	Yes

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	<ul style="list-style-type: none"> The date on which the documents were issued; A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); The quantity of the products delivered; Any related transport documentation; Supply chain certificate number of the seller; A unique identification number 	<ul style="list-style-type: none"> Tanker weight: 41.59 mt Specification: PORAM Commodity: non-certified Certificate number: trwiggered in the system using check box (as for now only for non-certified) Unique identification number – shipping instruction/confirmation (once certified) <p><u>Palm Kernel</u> Shipping Instruction (SI): F21506956, quantity: 1,800 mt dated 1/3/18</p> <ul style="list-style-type: none"> Buyer: name and address were stated in sales contract (<i>but not disclosed in this report</i>) Seller: FPI-Belitong - stated in sales contract Delivery order: L00000069 Cargo weight: 45.03 mt Commodity: non-certified 100% Specification: MEOMA Certificate number: triggered in the system using check box (as for now only for non-certified) Unique identification number – shipping instruction/confirmation (once certified) 	
	<ul style="list-style-type: none"> Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>The information was available in various documents as mentioned above.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Shipping announcements will be made once certified. Announcement is made per contract or group of shipments after completion delivery per contract and maximum for 1 (one) month.</p>	<p>yes</p>
<p>5.7. Registration of transactions</p>			

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5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	No registration of transaction as the POM not yet certified.	Yes
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	SOP for mill RSPO SCC, FGVPM-RSPO SCC, issue:3, rev: 2 dated 1/12/17 has defined the declaration time for shipping announcement. Based on the SOP, mill has the responsibility for registration and reporting of RSPO SCC palm trace	Yes
		No registration of transaction as the POM not yet certified.	Yes
		When the CSPO sold as other product such as Green Palm and normal oil, the required quantity will be downgraded from CSPO MB>Green Palm or CSPO MB > conventional.	Yes
		No registration of transaction as the POM not yet certified.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	Training plans for 2017 and 2018 was made available – incorporation with other training plans.	Yes

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5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	<p>Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation - weighbridge operators, mill engineer, lab and production supervisor and mill manager.</p> <p>Based on training records, last training was conducted 25/1/18, entitled "RSPO Supply Chain Certification Awareness", conducted by CDD executive attended by relevant personnel for RSPO SCC implementation.</p> <p>Verified training records of relevant personnel for the said training.</p>	Yes
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements were verified.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Addressed SOP for Mill RSPO SCC", FGVPM-RSPO SCC, issue:3 rev:2 dated 1/12/17 retention of records for RSPO SCC is minimum 2 years.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	Not applicable. The product of the facility is containing 100% palm oil.	N/A
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivatives. This is relevant for derivatives of	Conversion factor of CPO and PK production is depending on the actual OER and KER. Last year's average were 19.14% (OER) & 5.51% (KER).	Yes

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	Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.		
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Yes
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	<p>Verified RSPO Annual Communication Of Progress (ACOP) 2017 submitted by FGV Holding Berhad on 4/5/18.</p> <p>RSPO trademark was not use as POM producing raw product (CPO and PK) Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.</p>	Yes
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Addressed in SOP for Mill RSPO SCC", FGVPM-RSPO SCC, issue:3 rev:2 dated 1/12/17 and complaints cross reference to " Prosedur Menangani Aduan dan Rungutan" There have been no complaint regarding supply chain from any stakeholders so far.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Last MRM was conducted on 29/1/2018, attended by RSPO SCC committee.	Yes
5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> Results of internal audits covering RSPO Supply Chain Certification Standard. Customer feedback. Status of preventive and corrective actions. Follow-up actions from management reviews. Changes that could affect the management system. Recommendations for improvement. 	<p>Based on verification of minutes of meeting, the following agenda had been recorded:</p> <ul style="list-style-type: none"> Results of internal audits covering RSPO Supply Chain Certification Standard – internal audit carried out on 25/1/18 by CDD, HQ. No NC raised by internal auditor Customer feedback – No complaint reported for the last 2nd half (July – Dec 2017) Status of preventive and corrective actions – Not reported in the procedure Follow-up actions from management reviews – not reported 	Yes

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		<ul style="list-style-type: none"> • Changes that could affect the management system – not reported • Recommendations for improvement – not discussed 	
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	<p>The decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs were also recorded in the minutes of meeting. 	Yes

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

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Belitong Palm Oil Mill receives and process both FFB supplied from Bukit Tongkat B and Ulu Belitong estates (own supply base) and other third parties. Since this is the initial assessment, all FFBs were treated as non-certified. Roughly, the FFB received from its own supply base is around 8% to 10%.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p>	<p>Standard Operating Procedure for Mill RSPO SCC [FGVPM-RSPO SCC, issue 3, rev. 2, 1/12/2017] has been developed based on the RSPO SCCS July 2017. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive.</p>
<p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>The mill manager is the appointed person to have overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements [ref. FGVPM-RSPO SCC, page 4, Management Functions & Job Description].</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>The receiving and processing certified and non-certified FFBs procedure is addressed in the same procedure mentioned in E.3.1.</p>

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E.4 Purchasing and goods in	
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.	The accompanying documents of incoming FFB from own estate are estate’s weighing bridge tickets which has the info about name of estate, RSPO certificate number, weighbridge ticket number, date of delivery, field number, number of bunches. Upon arrival at the mill, the mill issues its weighbridge ticket as confirmation of receipt. The estate’s ticket number/FFB dispatch note is recorded in the mill’s ticket number.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	Based on interview with the staff, the facility is aware of this procedure. Moreover, this is also spelt out in the procedure (Page 9) which reads, “ <i>Pihak kilang perlu memaklumkan Badan Pensijilan pada kadar segera sekiranya terdapat pengeluaran product melebihi anggaran asal</i> ” [The mill is to inform the Certification Body immediately if there is any projected overproduction].
E.5 Record keeping	
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.	Mass balance recording is done through utilization of “Lembaran Mass Balance” (Mass Balance Sheet). Verification of the recording method showed that the facility is able to calculate the amount of certified tonnage of its CPO & PK based on the quantity of certified FFB received.
(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.	Computerized system (MPR) is in place with the delivery of CPO & PK are deducted accordingly from the accounting system.
c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)	Based on verification of MB accounting which the mill opt for daily basis recording, it was found that the certified CPO can only be delivered from positive stock. By default the computer system (Mill Production Report - MPR) does not allow the mill to sell short. Based on explanation by Belitong POM on utilisation of material and product recording system through Mill Production Report (MPR System), dispatch of both certified CPO & PK from negative stock is not allowed by default. However, based on the mill’s procedure (page 8) dispatch from negative stock is allowed and to be reconciled within 3 months. Thus, a non-conformity was assigned due to this lapse.

Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
1	NA			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
	TOTAL			

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B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
1	NA		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
	TOTAL		

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) records base on transaction				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
1	NA			
2				
	TOTAL			

D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (MT)	PK Sold (MT)
-Nil-				

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E. Records of CPO & PK Sold as conventional to Buyers since the last audit (May 2017 – May 2018)			
No.	Buyers Name	CPO Sold (MT)	PK Sold (MT)
1	NA		-
TOTAL			-

F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
-Nil-			

Appendix F: Location Map of Belitong Palm Oil Mill and Supply bases



Appendix G: FGVP Bukit Tongkat B Estate Field Map



Appendix H: FASSB Ulu Belitong Estate Field Map



Appendix I: List of Smallholder Sampled *(If applicable – scheme/associated/group certification)*

Not applicable

Appendix J: List of Abbreviations

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