

**RSPO PRINCIPLE AND CRITERIA –
 Initial Assessment (IC)
 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: Kerteh Palm Oil Mill and supply base Location of Certification Unit: FGV Palm Industries Sdn Bhd Kilang Kelapa Sawit Kerteh Beg Berkunci No. 3 23309, Ketengah Jaya Terengganu, 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	Plantations Sustainability Department, Level 20 (W), Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur		
Subsidiary (Certification Unit Name)	FGV Palm Industries Sdn Bhd Kerteh Palm Oil Mill		
Address	Certification unit : FGV Palm Industries Sdn Bhd., Kerteh Palm Oil Mill, Beg Berkunci No. 3 23309 Ketengah Jaya, Terengganu, Malaysia		
Contact Name	Mr. Norazam Abdul Hameed		
Website	http://www.fgvholdings.com	E-mail	norazam.ah@feldaglobal.com
Telephone	+603 2859 1995	Facsimile	+603 2859 1311

2. Certification Information			
Certificate Number	RSPO 693209	Date of First Certification	11/02/2019
		Certificate Start Date	11/02/2019
		Certificate Expiry Date	10/02/2024
Scope of Certification	Palm Oil and Palm Kernel Production from Kerteh Palm Oil Mill and Supply Base (FGVPM Semaring 01 Estate and FASSB Kerteh Estate)		
Applicable Standards	RSPO P&C 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
ISO 9001	Quality Management System	SIRIM QAS International Sdn Bhd	23/06/2019
ISO 14001	Environmental Management System		23/06/2019
OHSAS 18001	Occupational Health and Safety Management System		23/06/2019

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Kerteh Palm Oil Mill	Kilang Sawit Kerteh, Beg Berkunci No.3, 23309, Ketengah Jaya, Terengganu, Malaysia	4° 37' 33" N	103° 19' 55" E
FGVPM Semaring 01 Estate	Ladang Felda Semaring 01, P.O Box No.7, Pejabat Pos A.M.B.S, 23400, Dungun Terengganu, Malaysia	4° 40' 20" N	103° 02' 25" E
FASSB Kerteh Estate	Ladang FASSB Kerteh, Jalan Kelubi, Ketengah Jaya, 23300 Dungun, Terengganu, Malaysia	4° 34' 29" N	103° 19' 13" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Semaring 01 Estate	981.05	0	265.42	1,246.47	78.70
FASSB Kerteh Estate	106.42	0	4.14	110.56	96.26
Total	1,087.47	0	269.56	1,357.03	80.14

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Semaring 01 Estate	0	981.05	0	0	0	981.05	0
FASSB Kerteh Estate	0	0	106.42	0	0	106.42	0
Total	0	981.05	106.42	0	0	1,087.47	0

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
Ladang FGV Plantation Malaysia Semaring 01	N/A	N/A	13,810
Ladang FGV Agri Services Kerteh	N/A	N/A	3,170

Total	N/A	N/A	16,980
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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	N/A	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 Kerteh 01			17,800
Felda Kerteh 02			17,000
Felda Kerteh 03			16,000
Felda Kerteh 04			9,000
Felda Kerteh 05			9,000
Felda Kerteh 06			16,000
FTPSB Kerteh 01			4,500
FTPSB Kerteh 02			9,000
FTPSB Kerteh 04			6,000
FTPSB Kerteh 05			10,000
FTPSB Kerteh 06			11,000
Kim Ma Oil Palm			4,000
Tai Ichi Enterprise			10,000
Bakti Mas			4,500
Ekstrapalma Sdn Bhd			5,500
Mohd Nor Jusoh			110
Chua Ee Lye			50
Fong Kheng Kok			50
Ti Teong Ghee			500

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Wong Tar Woi			600
Tg Noraziah Tg Sulaiman			120
Hoo Hee Ming			60
Mau Men Chee			130
Heap Hoen Plantation			300
Chua Plantation Ent			200
Ketengah Jaya Sdn Bhd			800
Per.Peladang N.Trng			250
Sar Fruits(M) Sdn Bhd			500
Vibrant Reality Sdn Bhd			400
Imbasan Padu Sdn Bhd			500
Merpati Bakat Bhd			250
Total	N/A	N/A	15,4120

Note:

Auditor Notes:

For period, please refer to notes in table 7 above.

10. Certified Tonnage

	Estimated	Actual	Forecast (Jan 2019 – Dec 2019)
	FFB	FFB	FFB
Mill Capacity: 60 MT/hr	N/A	N/A	16,980 mt
SCC Model: MB	CPO (OER:)	CPO (OER:)	CPO (OER: 20.51%)
	N/A	N/A	3,482.59 mt
	PK (KER:)	PK (KER:)	PK (KER: 5.24%)
	N/A	N/A	889.75 mt

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11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	N/A	N/A	N/A	N/A	N/A

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	N/A	N/A	N/A	N/A	N/A

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

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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2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 12-14/09/2018. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. 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 25/11/2018. 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 & Criterias 2013 (MY-NI 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 08/08/2018 through BSI & RSPO website as per following link: https://www.bsigroup.com/globalassets/localfiles/en-my/rspo/Public%20Notification/2018/sept-2018/fgvpm_kerteh_english.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 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.

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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 initial assessment/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 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Kerteh Palm Oil Mill	√	√	√	√	√
FGVPM Semaring 01 Estate	√	√	√	√	√
FASSB Kerteh Estate	√	√	√	√	√

Tentative Date of Next Visit: September 16, 2019 – September 19, 2019

Total No. of Mandays: 10 mandays including 1.0 day SC for mill.

2. 2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Valence Shem	Team Leader	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, 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. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Elzy Ovktafia Chairul	Team Member	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing the AISP level (professional certificate and recognition from the Incorporated Society of Planters). She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA, ETI) for 2 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, social and stakeholder engagement. Able to communicate in Bahasa Malaysia and English.
Muhammad Fadzli Bin Masran	Team Member	Fadzli graduated in Bachelor of Forestry Science at University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience including workers' welfare, workers' occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO9001 and ISO14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018.

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		Fluent in Bahasa Malaysia and English Language. He covered Mill & Estate Best Practices, Legal, OSH, Workers Consultation & etc.
Mohamed Hidhir Zainal Abidin	Team Member	He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He 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 had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the supply chain elements in the mill.

Accompanying Persons:

No.	Name	Role

2.3 Assessment Plan

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

Date	Time	Subjects	VS	EO	MF	MH
Wednesday 12/9/2018 Kerteh POM	0830-0900	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) 	✓	✓	✓	✓
	0900-1300	Kerteh POM 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.	✓	✓	✓	
		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.				✓
	1000 - 1300	Stakeholder consultations: Stakeholder consultations with the relevant stakeholders for both mill and estates which		✓		

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		consists of various categories such as government agencies/enforcers, NGO, contractors, suppliers, surrounding communities (e.g. neighboring estates, smallholders, villages, workers representative, etc.), etc.				
	1300-1400	Break				
	1400-1630	Kerteh POM 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.	✓	✓	✓	
		RSPO Supply Chain Continue with outstanding elements				✓
	1630-1700	Interim closing briefing	✓	✓	✓	✓
Thursday 13/09/2018 Semaring 1 Estate	0830-1300	Semaring 1 Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓	
	1300-1400	Break				
	1400-1630	Semaring 1 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.).	✓	✓	✓	
	1630-1700	Interim closing briefing	✓	✓	✓	
Friday 14/09/2018 Kerteh Estate	0830-1300	Kerteh Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓	
	1300-1400	Break				
	1400-1530	Kerteh 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.).	✓	✓	✓	

	1530-1630	Verify any outstanding issues & preparation for closing meeting	✓	✓	✓	
	1630-1700	Closing meeting	✓	✓	✓	

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- FGVP (M) Sdn Bhd Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	Yes, as per time bound plan 2018.	Complied
Have all the estates and mills certified within five years after obtaining RSPO membership?	9 Complexes have been certified in 2017/2018: POM Kemasul, Maokil, Krau, Keratong 9, Selancar 2b, Aring a, Bukit Sagu, Lepar Utara 6, Selendang	Complied
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.	Complied
Have there been any changes since the last audit? Are they justified?	There is no audit before for this organization.	N/A
If there have been changes, what	N/A	N/A

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circumstances have occurred?											
Have there been any stakeholder comments?	Stakeholder comments are recorded in Stakeholder consultation report 2017.	Complied									
Have there been any newly acquired subsidiaries?	There is no newly acquired subsidiaries	Complied									
If yes, have the newly acquisitions certified within a three-year timeframe?	N/A	N/A									
Have there been any isolated lapses in implementation of the plan?	There is no lapses in implementation of the plan	Complied									
Un-Certified Units or Holdings											
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Yes, there have positive assurance statement from internal certification unit.</p> <p>Auditor Verification: Yes, at the current status only 23 complexes already have internal audit in year 2017/2018. Seen the internal audit done by Certification & Due Diligence (CDD) Department. The NC during the audit still in progress to close. All certification bodies that will do the audit for FGV need to verify those NC. Others complex will do as per their time bound plan. Overall findings is positive as per before.</p>	Complied									
<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>Auditor Verification: As per this year audit, there has been no replacement of primary forest area. There were 6 LUCA submitted to RSPO and all of them have been passed with no concept note or compensation plan required. However, there is one issue reported by Chain Research Reaction regarding HCV clearance in Kalimantan.</p> <p>FGV already brief this issue to RSPO secretariat. All details summary as per below:</p> <table border="1"> <tr> <td colspan="3">HCV clearance Kalimantan reported by Chain Research Reaction</td> </tr> <tr> <td>Issue</td> <td>Action Plan Progress</td> <td>Date Of Completion</td> </tr> <tr> <td>HCV clearance at PT CNP and PT</td> <td>Engaged independent consultant for ground investigation</td> <td>20 April - 4th May 2016</td> </tr> </table>	HCV clearance Kalimantan reported by Chain Research Reaction			Issue	Action Plan Progress	Date Of Completion	HCV clearance at PT CNP and PT	Engaged independent consultant for ground investigation	20 April - 4 th May 2016	Complied
HCV clearance Kalimantan reported by Chain Research Reaction											
Issue	Action Plan Progress	Date Of Completion									
HCV clearance at PT CNP and PT	Engaged independent consultant for ground investigation	20 April - 4 th May 2016									

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	TAA		
		Investigation finding presentation to FGV management	9th May 2016
		Brief presentation to RSPO on the investigation findings	10 May 2016
		Letter to stop all operation in HCV area	10 May 2016
		1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website	22nd May
		Discussion on Conservation and remediation plan with RSPO technical Director	23 May 2016
		2nd Public statement on HCV clearance at PT CNP and PT TAA on FGV website	25 May 2016
		Sent a letter to RSPO on action plan for PT CNP and PT TAA	27 th May 2016
		3rd Public statement on HCV clearance at PT CNP and PT TAA on FGV website	15 June 2016
		Develop the Conservation and Remediation plan and relevant SOP	1 st July 2016
		Appointment letter to engage independent external social mediator to handle negotiation with affected communities	1 st July 2016
		Conducted social mediation and engagement with affected communities	18 July to 30 July 2016
		Consultation with FGV legal department on local national regulation. Found that the area (PT CNP and PT TAA) were outside the Indonesia Peat Moratorium no. X (10)	30 July 2016

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		4th Public statement on HCV clearance at PT CNP and PT TAA on FGV website	12 August 2016		
		Sent the progress of action taken to RSPO using SRT V	19 August 2016		
		Sent out the Conservation and remediation plan to PT CNP and PT TAA for implementation	7 Oct 2016		
		Meeting with RSPO Technical Director and RSPO Complaint Coordinator on PT CNP and PT TAA issue	14 Oct 2016		
		Sent the progress of action taken to RSPO using SRT V	17 Oct 2016		
		5th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	5 Nov 2016		
		Meeting with RSPO secretariat on Compensation Panel feedback and our complaints on HCV updates in WSJ complaint update	25 Nov 2016		
		Received comment and recommendation from RSPO compensation Panel on PT CNP	1 Dec 2016		
		Meeting with the FGV Kalimantan at PT CNP office for further engagement with ELC/Aid environment and Aksenta	13 Dec 2016		
		Meeting on new revised Indonesia regulation PP57 and PP 71 with Badan Lingkungan Hidup dan Kehutanan as well as with Dinas Perkebunan Kalimantan Barat	14 Dec 2016		
		Meeting with ELC/AIDH and Aksenta on new	14 Dec 2016		

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		proposal to include Aidenvironment proposal for our Landscape conservation plan		
		Meeting with PERMADA (Persatuan Madura & Dayaks) on their request to develop the HCV area	15 Dec 2016	
		Site visit to PT CNP and PT TAA with Kalimantan team	15 Dec 2016	
		Finalizing the next action for conservation engagement with ELC/AIDH and Aidenvironment	16 Dec 2016	
		Kalimantan operation to seek an area with local Bupati to replace the cleared HCV area	In progress	
REVIEW HCV ASSESSMENT		6 th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	10 Feb 2017	
		PERSADA meeting with RSPO Jakarta	9th Mar 2017	

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<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>Company Group/ Holding Statement: There is new planting after 1st January 2010.</p> <p>Auditor Verification: NPP audit has been carried out for all FGVPM Estate and is currently under review. Data as per below:</p> <table border="1" data-bbox="470 577 1082 1592"> <thead> <tr> <th>Estate</th> <th>Hectarage Involves In NPP</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FGVPM Chegar Perah 1</td> <td>59.32</td> <td rowspan="4">Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS sssessment.</td> </tr> <tr> <td>FGVPM Bukit Sagu 8</td> <td>61.54</td> </tr> <tr> <td>FGVPM Tembangau 5</td> <td>86.58</td> </tr> <tr> <td>FGVPM Selendang 3</td> <td>97.59</td> </tr> <tr> <td>FGVPM Krau 2</td> <td>170.78</td> <td rowspan="7">Waiting consultant (Aksenta) to start NPP assessment in February 2017.</td> </tr> <tr> <td>FGVPM Krau 4</td> <td>80.28</td> </tr> <tr> <td>FGVPM Bukit Sagu 6</td> <td>72.87</td> </tr> <tr> <td>FGVPM Lepar Hilir 5</td> <td>253.62</td> </tr> <tr> <td>FGVPM Tembangau 6</td> <td>495.53</td> </tr> <tr> <td>FGVPM Aring 10</td> <td>518.52</td> </tr> <tr> <td>FGVPM Setiu 01</td> <td>130.72</td> </tr> <tr> <td>Total</td> <td>1,722.32</td> <td></td> </tr> </tbody> </table>	Estate	Hectarage Involves In NPP	Status	FGVPM Chegar Perah 1	59.32	Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS sssessment.	FGVPM Bukit Sagu 8	61.54	FGVPM Tembangau 5	86.58	FGVPM Selendang 3	97.59	FGVPM Krau 2	170.78	Waiting consultant (Aksenta) to start NPP assessment in February 2017.	FGVPM Krau 4	80.28	FGVPM Bukit Sagu 6	72.87	FGVPM Lepar Hilir 5	253.62	FGVPM Tembangau 6	495.53	FGVPM Aring 10	518.52	FGVPM Setiu 01	130.72	Total	1,722.32		<p>Complied</p>
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<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>Auditor Verification: There is issue on land conflict although it was captured on Felda Membership, but FGV also indirectly involved as part of the claim involve FGVPM Sahabat 55 The issue still in progress. Data as per below:</p> <p>Member : Lembaga Kemajuan Tanah Persekutuan (FELDA) /Orang Dusun Desa Begahak Date Filed : 16 February 2015 Complaint : Community of Desa Begahak Complaint : The company has breached the communties user rights to the land in breach of Principle 2.2</p>	<p>Complied</p>																														

	<p>Status : Box F – Action Plan</p> <p>Synopsis According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p> <p>FELDA enclaved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>We have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks 2 July 2015 – It was agreed that the matter would be referred to the FELDA/FGV Sustainable Steering Committee on 7th July 2015.</p> <p>22 June 2015 – FELDA had another meeting with Robin Balud and the representatives of the community and agreed to exchange documents on the land claim. A site visit was also undertaken with the community members.</p> <p>4 June 2015 – FELDA met with Robin Balud again and agreed to do a joint mapping of the land.</p> <p>10 April 2015 – FELDA met the complainant, Robin Balud, in Kota Kinabalu Sabah, to discuss the complaint.</p> <p>9 April 2015 – FELDA met the community (Desa Begahak) members and discussed the issues from the complaint and the land claim.</p> <p>13 March 2015 – RSPO had a conference call meeting with the head of the Dusun Begahak community to understand the situation.</p> <p>16 March 2015 – RSPO had a conference call meeting with FELDA representatives to discuss the situation.</p> <p>17 March 2015 – The complaint was raised to the Complaint Panel for further discussion and action.</p>	
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	<p>4 June 2015 – FELDA met the complainant Robin Balud and discussed the main issues of the land claim and compensation.</p> <p>22 March 2016 – RSPO sent complaint notice to FELDA.</p> <p>1 April 2016 – State Land and Survey Department begin its mapping exercise.</p> <p>4 April 2016 – FELDA submits action plan to RSPO dated 27 March 2016.</p> <p>6 May 2016 – FELDA withdraws its RSPO Principle and Criterias certificates.</p> <p>26 July 2016 – Complainant send a formal letter to FELDA to settle the customary land dispute.</p> <p>19 August 2016 – Progress report submitted by Felda.</p> <p>20 September 2016 – Felda met with the community to discuss on how they will progress on the complaint, once the joint mapping report is received from the Sabah Land and Survey department</p> <p>20 October 2016 - Secretariat to wait for the report from Land and Survey Department of Sabah.</p> <p>22 February 2017 - Secretariat to wait for further information and to follow up with the company on the response from the Sabah Land Department.</p> <p>22 March 2017 - No response received from the Sabah Land and Survey Department. Secretariat to monitor status and updates of the case.</p> <p>19 April 2017 - Secretariat to determine if an attempt to contact Sabah Land and Survey Department should be sought.</p> <p>31 May 2017 - Secretariat is monitoring the case.</p> <p>21 July 2017-No further updates from Felda.</p> <p>25 July 2017 (CP meeting) - Secretariat to officially communicate with the Sabah Land and Survey Department for updates.</p> <p>18 August 2017 - Letter has been sent to the Sabah Land and Survey Department. Awaiting confirmation of an appointment.</p>	
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	<p>24 August 2017 (CP meeting) - Secretariat to wait for the appointment date.</p> <p>12 September 2017 - FGV stated that they are still waiting for the SLSD to revert with updates.</p> <p>26 September 2017 (CP Meeting) - Sabah Land and Survey Department acknowledged they received the letter and will revert with updates.</p> <p>23 October 2017 - Following up with the Sabah Land and Survey Department</p> <p>21 November 2017 (CP Meeting)- Secretariat to find alternate avenues of getting in touch with the Sabah Land and Survey Department.</p> <p>21 December 2017 (CP Meeting) -To proceed with the meeting with the Director of SLSD.</p> <p>24th January 2018 (CP Meeting) -To follow up with the Jurisdictional Approach Regional Committee to ensure the Sabah Land and Survey Department speed up the process. Further details, please refer to https://www.rspo.org/members/complaints/status-of-complaints/view/79</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>Synopsis On the 26th of July 2015, WSJ ran an article by Syed Zain Al – Mahmood alleging that Felda has breached labour conditions in its plantations. The allegations mainly say that forced labour is being used and the workers are not paid minimum wages. Further, it is alleged that their health and working conditions is are neglected and also that their employers withheld their passports.</p> <p>Remarks 29 July 2015 - 12 NGOs urged the RSPO to conduct a transparent investigation into Wall Street Journal’s findings of forced labour, human trafficking, and other human and labour rights violations especially on RSPO member FELDA’s plantations. The Complaints Panel in its meeting on August 2015, decided that the member, Felda, be investigated on the issues raised by the WSJ article. The RSPO Secretariat will conduct an independent assessment to investigate the report on labour condition on all RSPO members. Malaysia would be the first country, where the assessment would be done. RSPO release the following statement on its website: http://www.rspo.org/news-and-events/news/3rd-update-rspo-response-to-the-report-titled-palmoil-migrant-workers-tell-of-abuses-on-malaysian-plantations-published-by-the-wall-street-journal-on-26th-july-2015</p>	<p>Complied</p>

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	<p>7 March 2016 - RSPO Complaints Panel reviewed the independent assessment reports and decided to suspend Pasoh palm oil mill owned by Felda until full clearance is given based on the re-audits.</p> <p>10 March 2016 - FGV had a meeting with RSPO regarding the ASI report and suspension decision by RSPO.</p> <p>18 March 2016 - FGV sent complaint acknowledgment letter to RSPO. FGV will submit 12 month time bound action plan addressing all the issues relating to ASI report.</p> <p>6 May 2016 - FGV withdraws its RSPO Principles and Criteria certificates.</p> <p>4 July 2016 - FGV submits the action plan to RSPO.</p> <p>22 August 2016 - Secretariat has reviewed the action plan and sent the action plan back to the company for further clarification.</p> <p>20 October 2016 - Secretariat to wait for the updated action plan from the company.</p> <p>19 December 2016 - Secretariat to appoint an independent expert to verify action plan and set a time bound plan.</p> <p>22 March 2017 - Secretariat continues searching for an independent expert to review the action plan.</p> <p>31 May 2017 - Secretariat shares the action plan with the Complaints Panel and continues monitoring the case.</p> <p>5 October 2017 - FGV updated the Action Plan and upload to FGV website on the same day. A copy also sent to RSPO for their acknowledgement. Meeting with RSPO secretariat on 11 January 2017 at RSPO Bangsar, RSPO Compensation Panel would like to review the WSJ action plan and as suggested by RSPO CP a group of labour experts (lawyer and NUPW union org with 1 CP member as observer) will be engaged to verify the FGV and FELDA WSJ Action Plan. It were expected to have one operation unit for both FELDA and FGV in this verification exercise on the ground especially involving the policy and implementation. The verification is expected to be in this coming March 2018 and RSPO CP will share the scope and plan for the verification assessment once it is ready.</p> <p>25 July 2017 (CP Meeting) -Secretariat to proceed with the review of the Action Plan</p> <p>24 August 2017 (CP Meeting)</p> <p>1) CP to wait for the report of the Review of FGV Action Plan;</p>	
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	<p>2) Secretariat to work with the Technical department to develop a formula for identifying the number of units for verification; 3) Secretariat to start identifying a team of experts for the verification exercise. 26 September 2017 (CP Meeting) -Secretariat to follow up with FGV on the 2 reports. 23 October 2017 (CP Meeting) - Secretariat to send CP's response to the Company. 21 November 2017 (CP Meeting) -Verification exercise to be carried out once the schedule is confirmed with the verification team. 21 December 2017 (CP Meeting) - Verification exercise to be carried out in March. 24 January 2018 (CP Meeting) -TOR for the verification exercise to be drafted.</p> <p>Further details, please refer to https://www.rspo.org/members/complaints/status-of-complaints/view/85</p>	
<p>Any Legal non-compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>Auditor Verification: There is 1 issue happen in FGVPM Palong Timur 04 (Now FGVPM Palong Timur 05) and the details is elaborated below: 1. FGVPM PALONG TIMUR 04 (NOW FGVPM PALONG TIMUR 05): Claims on 19.06.2012 with value of summon RM61,968.60 and summon status is Court Appeal.</p> <p>Auditor Verification: During partial audit, 1 issue with DOE in FPISB Selancar 2A POM is sighted. Summon no : SJ 53-4/2016 ; Date 14.04.2016 in Mahkamah Seksyen Kuantan.</p> <p>Fixed for Trial on 01.03.2017, 02.03.2017 and 03.03.2017.</p> <p>All process still in progress and CB will verify this issue in next audit or during audit in this mill.</p>	<p>Complied</p>

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	N/A

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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 Certification Assessment there were one (1) Major & two (2) Minor nonconformities raised. The Kerteh 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 its effectiveness and closed accordingly.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1680089-201804-M1	Clause & Category (Major / Minor)	Indicator 2.1.1 Major
Date Issued	14/09/2018	Due Date	13/9/2019
Closed (Yes / No)	Yes	Date of nonconformity Closure	22/11/2018
Statement of Nonconformity:	Kerteh POM - Evidence of compliance for some of the conditions stipulated in Compliance Schedule (Jadual Pematuhan) was not adequately demonstrated.		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence:	During the site visit at the mill's smoke density meter, it was found that the alarm for dark smoke emission was not functioning although the reading has exceeded the limit. [ref.: Clause 15 of Jadual Pematuhan (License No. 004053)].		
Corrections:	The mill management repaired the alarm and elect the boiler house charginan to monitor the functionality of the smoke density meter alarm accordingly to JAS requirement. Evidence sighted: - Actual functioning alarm system for Boiler 1 & Boiler 2		
Root Cause Analysis:	The mill management did not maintain the alarm of smoke density meter to determine whether the alarm functioning per DOE requirement.		
Corrective Actions:	The mill management performed continuous monitoring on the alarm of the smoke density meter to ensure the alarm functioning as per DOE requirement. Evidence sighted: - Records of monitoring of boiler alarm system "Kertas Semak Siren Smoke Density Meter"		
Assessment Conclusion:	Evidence sighted: - Records of monitoring of boiler alarm system "Kertas Semak Siren Smoke Density Meter" Based on the verification of evidence, the implementation of corrective action was found to be effective. Thus, the major NCR was closed on 22/11/2018.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1680089-201804-N1	Clause & Category	Indicator 5.1.2

		(Major / Minor)	Minor
Date Issued	14/09/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
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:	Semaring 1 Estate has appointed a third party (Nafas Jentera Sdn Bhd) 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.		
Corrections:	The estate management will obtain license between Nafas Jentera and DOE for the current term.		
Root Cause Analysis:	The estate management did not monitor the scheduled wastes disposal by the appointed contractor on the authority to take away the scheduled wastes by the DOE.		
Corrective Actions:	The estate management will ensure the contractor's license from DOE is valid throughout the contract term.		
Assessment Conclusion:	Evidence and effectiveness of CAP to be verified in next ASA.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1680089-201804-N2	Clause & Category (Major / Minor)	Indicator 4.7.5 Minor
Date Issued	14/09/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Emergency Response Procedure was not effectively implemented in the estate.		
Requirement Reference:	Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites.		
Objective Evidence:	Kerteh Estate: During site visit, it was observed that first aid kit for harvester was not appropriately stocked as per requirement by Guidelines On First-Aid In The Workplace by DOSH or FMA's 4th Schedule of Safety Health Welfare Regulation, 1970. During line-site visit, at house no 25/87, it was found that one fire extinguisher permit was expired on 3/4/2017.		
Corrections:	First Aid Box.		

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	<p>The estate management will replace immediately all the used items of the first aid kit and revamp the responsibilities emergency response team.</p> <p>Fire Extinguisher. The estate management will sent the individual fire extinguisher permit for service and monitor the expiry date.</p>
Root Cause Analysis:	<p>First Aid Box. The estate did not implement the emergency response procedure regarding monitoring of first aid kit</p> <p>Fire Extinguisher. Each individual fire extinguisher permit expiry date was not monitored by estate management</p>
Corrective Actions:	<p>First Aid Box. The items inside the first aid kit are replaced during each monitoring periodically by estate’s emergency response team.</p> <p>Fire Extinguisher. The list of fire extinguisher is checked during annual service before sent to service provider.</p>
Assessment Conclusion:	Evidence and effectiveness of CAP to be verified in next ASA.

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Not applicable as this is initial certification assessment.

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1683545-201808-M1	Major	2.1.1	14/09/2018	22/11/2018
1683545-201808-N1	Minor	5.1.2	14/09/2018	"Open"
1683545-201808-N2	Minor	4.7.5	14/09/2018	"Open"

3.5. Stakeholders Consultation

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


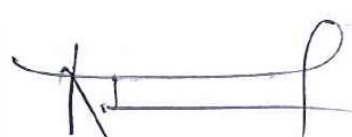
Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their 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	
Internal Stakeholders Workers Representative Guest workers representative Gender Committee Mill Operators Sprayer Harvester	Union/Contractors/Local Communities NUPW Contractor Local Farmer Grocery shop owner Village Head
Government Departments Fire Department Government Clinic	NGO Nil

IS #	Description
1	Feedbacks: <u>Jabatan Bomba & Penyelamat Paka</u> There were no Emergency Response Team (ERT) and no firedrill training has been conducted in Kerteh Mill.
	Management Responses: Since there Felda certification has been suspended previously, there were no ERT formed however during the audit, Kerteh Mill able to demonstrate that they are having the ERT team and planning on firedrill.
	Audit Team Findings: This is initial assessment, therefore accepted the feedback from the management.
2	Feedbacks: <u>Klinik Kesihatan Ketengah Jaya</u> So far, there were no contagious diseases and no critical accident cases reported related to Kerteh Mill and it supply bases.
	Management Responses: Management will continue to monitor the safety and health issue in Kerteh Mill complexes.
	Audit Team Findings:

	No other issue.
3	Feedbacks: <u>Contractors</u> The payment for the job completion is taking too long time (within 3 months).
	Management Responses: Last time, all the payment been made directly from Kerteh Mill to the contractor, however since FGV headquarter in KL took over, the payments are settled within 3 months as per agreement and this is beyond Kerteh Mill's jurisdiction.
	Audit Team Findings: Verified the contractor's agreement. No other issue.
4	Feedbacks: <u>Felda Technoplant</u> So far no issue between Felda Technoplant as neighbour complex in Felda Kerteh.
	Management Responses: Management will continue to give support and cooperation to other stakeholders.
	Audit Team Findings: No other issue.
5	Feedbacks: <u>Gender Committee</u> So far, there is no critical or any sexual harassment reported.
	Management Responses Management will continue to maintain the mechanism in grievance and complaint regarding sexual harassment.
	Audit Team Findings No further issue.
6	Feedbacks: <u>General Workers in Kerteh Mill and Estates</u> No complaint made from the workers so far and company has been treating workers without discrimination.
	Management Responses Estate will continue maintain the harmonization for its employees and treating them fairly.
	Audit Team Findings No further issue.

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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 Kerteh Palm Oil Mill has complied with the RSPO P&C MY-NI 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 Kerteh Palm Oil Mill is approved.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Valence Shem	Name: Norazam Abdul Hameed
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: FGV Holdings Berhad
Title: Lead Auditor	Title: Senior General Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 8 January 2019	Date: 09 JAN 2019.

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	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the stakeholders, Regulatory Departments such as DOSH and DOE visiting log book were attended accordingly. Refer to annual inspection (Hydrostatic Test) by DOSH was conducted on 23/5/18. No major issue was raised by the DOSH officer and visit from Jabatan Alam Sekitar Terengganu on 2.9.18 and 2 issues has been raised for KS Kerteh. In Kerteh Estate, there is Visitor Book to records all the input from visitors such as CHRA, Mechanization Visit and complaint book.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	It was verified that each unit within the Kerteh Complex maintain the records of requests and responses at the respective offices .The management has kept the records from all stakeholders such as JKPP file, Laporan Pemeriksaan Kilang & Jentera logbook, visitor’s logbook and complaint book.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <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>Health and Safety plan has been established and documented in Annual OSH Programme – Kerteh POM FY 2018. The plan based on requirement by Occupational Safety and Health Act.</p> <p><u>Semaring 1 Estate</u> The estate has established Health and Safety plan and documented in Annual OSH Programme – Semaring 1 Estate FY 2018. The plan was based on requirement by Occupational Safety and Health Act, RSPO and others certification and legal.</p> <p><u>Kerteh Estate.</u> The Safety and Health Plan documented in Safety and Health Programme FY 2018.</p> <p>There is no restriction for the public to access the type of documents listed in the RSPO P&C standard at FGV. The means of communication have been spelt out in their “<i>Komunikasi, Penglibatan dan Rundingan</i>” procedure [doc. no.: ML-1A/L2-Pr12(0) dated 1/6/2016]. The application of the procedure has also been briefed to the stakeholders during stakeholders meeting. Among the means of communication were through morning muster between the management and the employees, notice boards, suggestion box, workers’ representative, etc. Communication process with external stakeholders, medias and contractors was also spelt out in the procedure. List of documents which are publicly available was stated in the procedure according to the RSPO P&C standard requirement. Documents such as meeting minutes, OSH plan, HCV report, policies, SEIA, etc. were publicly available upon request. Apart from that, the Group Sustainability Policy can be accessed via the internet link, http://www.feldaglobal.com/sustainability/sustainability-governance/sustainability-policies/</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 1 dated 24.8.17 has includes the Polisi Kod Etika Kerja & Integriti which incorporated various aspect of committing to a code of ethical conduct and integrity has been established since 24 th August 2017 and signed by the Acting Chairman. The policy has been documented and communicated to all levels of the workforce and operations on 28.07.2018 in KS Kerteh. In Semaring 01 Estate, briefing of the policy was conducted in series. Sighted the attendance records on 10.01.2018, 15.01.2018 07.02.2018, 25.03.2018 to all workers while in Kerteh Estate, the policy training has been communicated through morning briefing on 08.06.18 attended on 16 people.	Complied
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			

Criterion / Indicator	Assessment Findings	Compliance
2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	<p>Kerteh Certification Unit maintains its implementation towards complying the relevant legal requirements by using their legal register as guidance. Among the evidence of compliance sighted are:</p> <ul style="list-style-type: none"> • Kerteh POM - Diesel permit - #T011824, 11/1/2018 to 10/1/2019, 20,000 lt diesel • Semaring 1 Estate - Diesel permit - #T011801, 23/10/2017 to 22/10/2018, 8,500 lt diesel • • <i>Lesen bagi Pemasangan Persendirian #2018/00820</i>, validity 18/4/2018 to 17/4/2019 • MPOB License #560381002000 – FGVP(M)SB, Ladang Semaring, <i>Menjual & Mengalih FFB</i>, 1,098.18, 1/5/2018 to 30/4/2019 • MPOB License #502671002000 – FGVP(M)SB, Stesen FASSB Kerteh, <i>Menjual & Mengalih FFB</i>, 110.56, 1/4/2018 to 31/3/2019 • MPOB License #500178404000 – Felda Palm Industries Sdn Bhd, Kilang Sawit Kerteh, 1/4/2018 to 31/3/2019 • Scheduled wastes competent person: Mr. Asri B. Ibrahim CePSWaM/00823, dated 4/11/2015 <p>Nonetheless, during the site visit at the mill’s smoke density meter, it was found that the alarm for dark smoke emission was not functioning although the reading has exceeded the regulated limit as required in Clause 15 of the DOE’s Compliance Schedule (<i>Jadual Pematuhan</i>) (License No. 004053]. Thus, a non-conformity report was assigned due to this lapse.</p>	<p>Major nonconformance</p>

Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	Identification and documentation of applicable legal requirements is guided by Manual Procedure, Legal and Other Requirements [FPI/L2/QOSHE 2.0, 15/9/2014]. The applicable legal requirements for the mill and estate were registered in " <i>Daftar Perundangan dan Lain-lain Keperluan</i> " (Register of Legal and Other Requirements) [FPI/L4/QOSHE-2.1 Pind 0] which was last updated 1/1/2018. The register has info about: <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 • Compliance status 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.	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	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. The mill and the estates have last updated its register in June 2018.	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking of any changes in law is guided by a procedure "Perundangan dan Lain-lain Keperluan Kawalan" (Legal and Other requirements) [FPI/L2/QOSHE-2.0, rev. 3, dated 29/11/2016]. Among the medium used to keep the management updated in law changes are government agencies websites, news and circulars.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Both mill and estates were able to demonstrate their rights to use land through several documents: The mill has its own land title: No. 8322, Lot No. 4081, 47,370 sq.m, lease period until 30/7/2061 (60 years), owner: Felda Palm Industries Sdn Bhd. Conditions: for POM and related buildings only. The premise is surrounded by Felda's settlers. Records of boundary stones was available. There are 10 stones all together and last monitored on 13/8/2018, where all were found still in good condition. <i>Pejabat Pengarah Tanah dan Galian Terengganu</i> has leased 14,791.1314 Ha (1,605.8709 Ha for Semaring 1 and 720.1670 Ha for Kerteh 7 are part of the area) to FELDA [ref.: PTG. TR. 00/42/1995/C/002/01-(44), dated 18/4/2011]. FELDA has leased 111.70 Ha to FASSB Kerteh (formally known as Kerteh 5) [ref.: letter of permission from FELDA to FASSB, (06)JPLDG1151/02-30, dated 18/1/2018]. The letter serves as temporary permit to FASSB while waiting for the renewed agreement to be issued which the old agreement had expired on 31/12/2017 [ref.: Tenancy Agreement between FELDA and FASSB dated 7/2/2018].	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Various methods have been used for demarcation of boundary such as trenching, red/white pegs, roads and fencing. Method of demarcation by the mill is by wire mesh fencing. At Semaring Estate, boundary pegs painted with red and white were used, while at Kerteh Estate, barb wire perimeter fencing was used.	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles as per 2.2.1 and during stakeholder’s consultation.	Complied
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 land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles as per 2.2.1 and during stakeholder’s consultation.	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 land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles as per 2.2.1 and during stakeholder’s consultation.	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 land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles as per 2.2.1 and during stakeholder’s consultation.	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 -	The estate lands are legally owned by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied

Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	The estate lands are legally owned by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	The estate lands are legally owned by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	The estate lands are legally owned by the company. The existing estates are not encumbered by any customary land rights. Interview with the surrounding communities and stakeholders confirm no disputes.	Complied
Principle 3: Commitment to long-term economic and financial viability		

Criterion / Indicator		Assessment Findings	Compliance
Criterion 3.1:			
There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	For the mill, budget with 5 years (until 2023) projection was available. The budget has the information about FFB received (average 200,000 mt), OER (20.50%), KER (5.20%) and processing cost (RM47/mt FFB). Among the major activities included were repair & maintenance of equipment & machinery, and utility/energy. Inclusive in the business plan is also the Capital Expenditure (CAPEX) where among others are purchasing of 5 mt electric chain block, upgrading of a few staff houses, purchasing of 9 units of cages and purchasing of 2 units of kernel heater for kernel silo. The estates also have their annual budgets with 3 years projection. The average operation cost was around 280/mt/year or 3,900/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.	Complied
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	No replanting program necessary at Semaring 1 and Kerteh estates as oldest replanted palms were planted in 2011 and 2007 respectively.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
Operating procedures are appropriately documented, consistently implemented and monitored.			

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Criterion / Indicator		Assessment Findings	Compliance
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>Mill holds three SOP and documentation available at the mill for review. Noted the Sustainable Palm Oil Manual Procedure, Safety working procedure and Quality, Occupational Health, Safety and Environmental Procedure.</p> <p>The SOP for estates had been established entitled "<i>Manual Ladang Sawit Lestar</i>" (Sustainable Oil Palm Plantation Manual), 3rd edition as guidance to maintain the agriculture best practices. There are 5 main sections in the manual i.e. oil palm nursery management, development of replanting, immature oil palms, mature oil palms and fertiliser application.</p>	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	<p>FGVPM has established mechanism to monitor the implementation of their procedure by Mill Advisor Visit. The visit conducted on annually basis. The report covers on Product quality, Process and Maintenance cost, mill throughput, compliances to law and regulation, OSH and cleanliness.</p> <p>Among the mechanism to check consistent implementation of procedures at the estates were daily field supervision, taskforce visits, daily grading by Estate Quality Inspector (EQI), agronomist visit and regional office audit (CDD unit) to name a few.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<p>Records and monitoring has been established in Kerteh POM and the document are available for review. Sighted the sampled monitoring records as follows:-</p> <ul style="list-style-type: none"> i. Mill Advisor Report: Sighted the mill advisor visit report dated 20-21/6/2017 and 7-8/2/2018. No major issue raised during the visit. Action plan for all the recommendation by the Mill Advisor has been established. ii. Monthly LEV test: Sighted the monthly Fumehood Checklist report for month of August and September 2018. The monitoring was done on 2/8/2018 and 6/9/2018 respectively. iii. Annually LEV test: Sighted the final report dated 20/9/2018 for monitoring done on 1/9/2018. The result comply with Regulation 17 (1)(b) of USECHH regulation 2000 <p>Records of monitoring were well maintained by the estates and mill. Among the records verified were daily grading report, CDD unit audit report, agronomist report and plantation advisor report. Based on the report, appropriate actions were acted upon.</p>	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	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.	Complied
Criterion 4.2:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Management of soil fertility is guided by FGV's " <i>Manual Ladang Sawit Lestari</i> " (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.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Straight, compound and mix fertilizer are used at both estates. Progress of fertiliser application is recorded in " <i>Rekod Program Pembajaan</i> " (Manuring Program Records). Based on sampled records, 70% of manuring progress has been completed by Kerteh Estate. Based on the recommendation and manuring program, the average dosage of fertiliser recommended was around 6 kg/palm/year.	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Leaf sampling is done by FASSB, Agronomy Advisory Dept., and reported in " <i>Laporan Agronomi FGVP(M) Semaring</i> ". For 2018 recommendation, leaf analysis conducted on 28/2/2017. The report is incorporated with agronomist visit conducted on 3/5/2017. Soil sampling was last done by an outsourced consultant in June 2015.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB mulching is very minimum at the estates due to the mill is using its incinerator facility as a method to dispose the EFB. Written approval for the incinerator from DOE was available for verification [ref.: AS(B)T.31/152/000/005 Jld.9(44), dated 9/1/2005]. There was a circular from Felda HQ which required all the mills which have incinerators to stop the operation of the facility. However, due to Semaring Estate could not accept more FFB because of replanting, the mill had applied to reactivate its incinerators. The application was approved by the CEO on 3/7/2014.	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			

Criterion / Indicator		Assessment Findings	Compliance
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	Soil maps were available at Semaring and Kerteh. Based on the maps, 100% of the soil at both estates are of mineral. The compositions are as follows: Semaring: Beserah – 2.01% Renggam – 6.03% Marang – 0.42% Collivium – 20.53% Kuala Beram – 30.39% Bungor (laterite) – 40.62% Kerteh: Recent riverine alluvium – 30% Sedimentary rocks – 70%	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 <i>Manual Ladang Sawit Lestari</i> . 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

Criterion / Indicator		Assessment Findings	Compliance
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 Semaring 1 and Kerteh estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	Not applicable since there is no peat soil at Semaring 1 and Kerteh estates.	Complied
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 peat or fragile/problem soils at Semaring 1 and Kerteh 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 -	Water management plan for the mill was last updated on 30/5/2018. Basically the plan was focusing on the discharge quality of its effluent to the water ways such as efficient operation of effluent treatment plant and carrying out desludging at planned scheduled. Whereas for the estates, the water management plan was focusing on maintaining the riparian zone to minimise pollutant from directly reaching the rivers.	Complied

Criterion / Indicator		Assessment Findings	Compliance												
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	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: <table border="1" data-bbox="1025 539 1803 837"> <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
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< 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 10 ponds and 6 anaerobic digester tanks 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. Last 12 months results were verified where highest BOD=160 ppm while lowest was 32 ppm. Appropriate corrective actions such as carrying out desludging and repairing the broken bund walls of a pond were taken. The recording of these corrective actions was maintained through the mill’s environmental management system.	Complied												
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill has been monitoring its consumption of water on daily basis. The water was sourced from Sg Rasau – pumped into collection pond (capacity: 9,600 m ³). Based on the daily records, the consumption in 2017 was 0.42 m ³ /mt FFB whereas for 2018 was 0.41 m ³ /mt FFB as at August.	Complied												
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.															

<p>4.5.1</p>	<p>Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -</p>	<p><u>Semaring 1 Estate</u> The estate has established Integrated Pest Management Plan. The plan include rat damage census, rat baiting programme, barn owl census, replacement of barn owl box, rat baiting training and planting of beneficial plan.</p> <p>Noted the implementation of IPM plan as follows:</p> <ul style="list-style-type: none"> i. Planting of beneficial plant ii. Beneficial plant census record dated 11/4/2018. Survival rate of beneficial plant planted at 9%. Sighted the location of beneficial plant in map. iii. Barn owl census done on 14/4/2018. Occupancy rate is 0%. iv. Rat damage census done on 12/3/2018. Noted the rate damage at 8%. <p><u>Kerteh Estate</u> The estate has established and documented the Integrated Pest management plan. The plan covers five main objective as follows:</p> <ul style="list-style-type: none"> i. To control pest population below 5% ii. To established action plan for IPM iii. To prioritize on using biological control and reducing chemical usage iv. To conduct census on determining the targeted area of pest outbreak to ensure the efficiency of treatment v. To give training on appropriate method on IPM <p>Noted the implementation of IPM as follows:</p> <ul style="list-style-type: none"> i. Planting of beneficial plant ii. Monthly census records on Bagworm census. iii. Monthly Pest and disease report to FAS headquarters. Sighted the report for month of May, June and July 	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>2018. The report include census report for bagworm and rat attack.</p> <p>iv. Barn owl census done on 12/7/2018. Occupancy rate is 17%.</p>	
4.5.2	<p>Training of those involved in IPM implementation shall be demonstrated.</p> <p>- Minor compliance -</p>	<p>The estate has established Integrated Pest Management Plan. The plan include rat damage census, rat baiting programme, barn owl census, replacement of barn owl box, rat baiting training and planting of beneficial plan.</p> <p><u>Semaring 1 Estate</u> The estate has conducted training for rat baiting application on 29/5/2018.</p> <p><u>Kerteh Estate</u> IPM training was conducted by Plantation Executive, Assistant Manager or Agronomist with knowledge on IPM. The estate has sent Supervisor and employee to attend Pest and Disease Training programme conducted by Agronomic Advisory Department on 21-22/2/2017. Sighted the email and attendant list.</p>	Complied
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			
4.6.1	<p>Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p>- Major compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Plantations Sustainability Manual issued on 1/6/2012. Refer document no. MLSLn(Ed. 2) – Sec 4 (2.0) attachment 1. Sighted sampled of recommendation for chemical usage as follows: Weed Category: Grass – Ischaemum muticum Herbicides: Glyphosate Recommendation rate: 4 L/ha Premix rate: 160 ml/18 L water</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance																								
<p>4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -</p>	<p>Estates visited has established monitoring records for pesticides usage and the document available for review. Sighted the records of usage as follows: <u>Semaring 1 Estate</u></p> <table border="1" data-bbox="1032 523 1751 660"> <thead> <tr> <th>Type</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Glyphosate</td> <td>3.69</td> <td>2.73</td> </tr> <tr> <td>Tryclop pyr butoxy ethyl ester</td> <td>2.36</td> <td>1.90</td> </tr> <tr> <td>Metsulfuron methyl</td> <td>0.58</td> <td>0.56</td> </tr> </tbody> </table> <p><u>Kerteh Estate</u></p> <table border="1" data-bbox="1032 724 1751 861"> <thead> <tr> <th>Type</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Glyphosate</td> <td>1.59</td> <td>1.85</td> </tr> <tr> <td>Tryclop pyr butoxy ethyl ester</td> <td>0.22</td> <td>0.41</td> </tr> <tr> <td>Metsulfuron methyl</td> <td>0.05</td> <td>0.05</td> </tr> </tbody> </table>	Type	2016	2017	Glyphosate	3.69	2.73	Tryclop pyr butoxy ethyl ester	2.36	1.90	Metsulfuron methyl	0.58	0.56	Type	2016	2017	Glyphosate	1.59	1.85	Tryclop pyr butoxy ethyl ester	0.22	0.41	Metsulfuron methyl	0.05	0.05	<p>Complied</p>
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<p>4.6.3 Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -</p>	<p>The quantity of agrochemicals required for rat bating are documented and justified in Plantations Sustainability Manual issued on 1/6/2012. Refer document no. MLSLn(Ed. 2) – Sec 4 (1.0).</p>	<p>Complied</p>																								
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -</p>	<p>The usage of paraquat has been banned in the estate under FGVPM. The company has issued a letter dated 8/5/2017 signed by the CEO for prohibiting of usage any herbicides with Paraquat dichloride as active ingredient. Refer letter no (27)010810/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 II, III & IV chemical used at visited estates.</p>	<p>Complied</p>																								

Criterion / Indicator		Assessment Findings	Compliance
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>At all the visited units, appropriate safety and application equipment were provided and used, i.e. 3M 3200/3200F, anti-fog goggles, apron and wellington boots.</p> <p><u>Semaring 1 Estate</u> The pesticides handlers have been given appropriate training before handling pesticides including pesticides operators and chemical store keeper. Sighted the training records for pesticides handlers:</p> <ul style="list-style-type: none"> i. Pesticides application for sprayers dated 2/9/2018 ii. Pesticides handling for store keeper dated 22/12/2017 <p><u>Kerteh Estate</u> Pesticides operator has been provided with training. Sighted training records for pesticides handle as follows:</p> <ul style="list-style-type: none"> i. Triple Rinsing training on 29/8/2018 ii. Chemical handling for sprayers on 30/7/2018 	Complied
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974. All pesticides is kept in designated storage and securely locked. The balance of solution are kept under lock and key and comply with regulation.</p>	Complied
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Plantations Sustainability Manual issued on 1/6/2012. Refer document no. MLSLn(Ed. 2) – Sec 4 (2.0) attachment 1. Sighted sampled of recommendation for chemical usage as follows:</p> <p>Weed Category: Grass – <i>Ischaemum muticum</i> Herbicides: Glyphosate Recommendation rate: 4 L/ha Premix rate: 160 ml/18 L water</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No pesticide applied aerially in estates visited.	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 -	No associated smallholders. Employees handling pesticide given knowledge and skill by internal training. The training cover safe handling practices and standard operating procedures.	Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	The disposal of waste materials is guided by the established procedures that are fully understood by workers. Based on the interview with workers and site visit verification, the implementation of the procedures were found to be needing for some improvement (see Criterion 5.3).	Complied
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<u>Semaring 1 Estate</u> The estate has conducted annual medical surveillance for pesticides operators. Sighted the medical Surveillance Report for FY 2017 dated 4/12/2017 for surveillance done on 13/11/2017. 9 workers was sent for surveillance and no occupational disease cause by pesticides was not detected.	Complied
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No woman workers involved in pesticides application in the estates visited. The restriction for pregnant or breast-feeding women involve in pesticides application stated in their gender policy.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			

<p>4.7.1</p>	<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. - Major compliance -</p>	<p>Kerteh POM and Semaring 1 Estate maintained safety and Health policy documented in "Dasar Kesehatan, Keselamatan dan Alam Sekitar" signed by Group President @ CEO dated 15 October 2016. The policy have been displayed on notice board in English. Health and Safety plan has been established and documented in Annual OSH Programme – Kerteh POM FY 2018. The plan based on requirement by Occupational Safety and Health Act. Sighted the implementation for of OSH plan as follows.</p> <ul style="list-style-type: none"> iv. Monthly LEV test: Sighted the monthly Fumehood Checklist report for month of August and September 2018. The monitoring was done on 2/8/2018 and 6/9/2018 respectively. v. Annually LEV test: Sighted the final report dated 20/9/2018 for monitoring done on 1/9/2018. The result comply with Regulation 17 (1)(b) of USECHH regulation 2000 vi. CHRA was conducted on 2/8/2018 till 1/9/2018. Refer CHRA Reg. No JKPP HQ/16/ASS/00/18 <p><u>Semaring 1 Estate</u> The estate has established Health and Safety plan and documented in Annual OSH Programme – Semaring 1 Estate FY 2018. The plan was based on requirement by Occupational Safety and Health Act, RSPO and others certification and legal. Sighted the implementation of OSH plan as follows:</p> <ul style="list-style-type: none"> i. PPE awareness training for new join workers on 26/8/2018 ii. PPE awareness for new join workers on 26/8/2018 iii. OSH legislation awareness training on 17/5/2018 iv. 3rd quarter OSH committee meeting 12/8/2018 <p><u>Kerteh Estate</u></p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Kerteh Estate has maintained Safety and Health Policy signed by Felda Agricultural Service CEO dated 2/1/2018. The policy written in Bahasa Malaysia and displayed on the notice board. The Safety and Health Plan documented in Safety and Health Programme FY 2018. Sighted implementation of OSH plan as follows:</p> <ul style="list-style-type: none"> i. Briefing on FASSB Safety Passport – Safety Procedure on 11/5/2018 ii. Briefing on Company Policy on 29/8/2 iii. Chemical handling for sprayers on 30/7/2018 iv. Briefing on wages on 28/6/2018 v. SOP on fertiliser loading and field application on 28/6/2018 vi. Safety Work Procedure for Harvester on 24/4/2018 	

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p> <p>Kerteh POM has established procedure for identification of health and safety issue. It was documented in "Manual Prosedur Kualiti, Keselamatan Kesihatan Pekerjaan dan Alam Sekitar". Refer document no FPI/L2/QOSHE-1.0. Health and safety issue assessment has been documented in hazard identification, risk assessment and determined control HIRADC. Refer document no FPI/L4/QOSHE-1.4 Pind. 2. The assessment include all processing activities and support activities base on workstation.</p> <p>In the HIRADC assessment stated the appropriate control measures and person in charge for each mitigation control. All activities with significant risk has been listed and mitigation plan to improve the condition has been established and documented. The document was reviewed annually. Sighted latest reviewed of HIRADC dated 25/3/2018 by Asst. Mill Manager.</p> <p><u>Semaring 1 Estate</u> The estate has established procedure for identification of health and safety issue. It was documented in "Manual Prosedur Kualiti, Keselamatan Kesihatan Pekerjaan dan Alam Sekitar". Refer document no FGVPM/L2/PP-01. Health and safety issue assessment has been documented in hazard identification, risk assessment and risk control HIRARC. The assessment include all processing activities and support activities base on workstation. . All activities with significant risk has been listed and mitigation plan to improve the condition has been established and documented. The document was reviewed annually. Sighted latest reviewed of HIRARC dated 2/1/2018 by Asst. Manager and approved by the Manager.</p>	<p>Complied</p>

<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. - Minor compliance -</p>	<p>The Kerteh POM has established training programme and documented in Emergency Response Programme. The training covers the safe working elements. All the training records was available for review. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. CHRA briefing and chemical handling training on 3/9/2018 ii. Training for Firefighting dated 20/8/2018 iii. Accident, near miss incident, occupational disease notification training on 13/8/2018 iv. Safety Briefing and RSPO Policy briefing On 4/8/2018 v. Electric Safety – Log out, Tag out during morning briefing on 2/4/2018 <p>The employee also provided with personal protective equipment. 2 pair of shoes and 2 units of earplug was provided to all workers annually. Other PPE was provided if necessary according to job. The PPE records by individual employee.</p> <p><u>Semaring 1 Estate</u> The estate has established training programme for employee and documented in Health and Safety Plan FY 2018 – Semaring 1 Estate and Training Schedule for Employee. The training covers the safe working elements. All the training records was available for review. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. Harvesting SOP training on 22/2/2018 ii. Pesticides operators training on 2/9/2018 iii. PPE awareness for new join workers on 26/8/2018 iv. OSH legislation awareness training on 17/5/2018 <p>Sighted the PPE records for the sprayers has been issued on 3/6/2018 and latest training for the workers was given on 2/9/2018.</p> <p><u>Kerteh Estate</u></p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Employee was provided with training based on training plan established. Sighted the sampled training conducted FY 2018:</p> <ul style="list-style-type: none"> i. Briefing on Company Policy on 29/8/2018 ii. Triple Rinsing training on 29/8/2018 iii. HCV Management Training on 20/7/2018 iv. Chemical handling for sprayers on 30/7/2018 v. Briefing on wages on 28/6/2018 vi. SOP on fertiliser loading and field application on 28/6/2018 vii. Safety Work Procedure for Harvester on 24/4/2018 	

<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, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded. - Major compliance -</p>	<p><u>Kerteh POM</u> FGVP has appointed the Sr. Manager, Mr. Zaini Idris as responsible person and chairman for safety and health committee as per QOHSE Manual Procedure FPI/L2/QOSHE 4.0 and letter dated 14/9/2017 signed by General Manager Wilayah Kuantan. The Sr. Manager has appointed several staff and workers as OSH Committee. All safety, health and welfare issue been discussed during OSH committee meeting such as accident report from Kerteh Mill and other group mill. The meeting was on quarterly basis. Sighted the minutes meeting for OSH committee for FY 2018:</p> <ul style="list-style-type: none"> i. 1st quarter: 27/2/2018 ii. 2nd quarter: 28/5/2018 iii. 3rd quarter: 13/8/2018 <p><u>Semaring Estate 1</u> FGVP has appointed the Manager, Mr. Mohd Affendi Samsudin as responsible person and chairman for safety and health committee as per QOHSE Manual Procedure FPI/L2/QOSHE 4.0 and letter dated 1/1/2017 signed by General Manager Wilayah Kuantan. The Manager has appointed several staff and workers as OSH Committee. All safety, health and welfare issue been discussed during OSH committee meeting. The meeting was on quarterly basis. Sighted the minutes meeting for OSH committee for FY 2018:</p> <ul style="list-style-type: none"> i. 1st quarter: 13/3/2018 ii. 2nd quarter: 30/5/2018 iv. 3rd quarter: 12/8/2018 <p><u>Kerteh Estate</u> FASSB has appointed the site supervisor Mr. Mohd Fauzi Ishak as as responsible person and chairman for safety and health committee as per letter dated 1/6/2018 signed Head of Kluster.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	Refer letter no (12)HSE/B/02. Safety and health issue was discussed during committee meeting.	

<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. - Minor compliance -</p>	<p>FGVP has established emergency procedures and documented in Emergency Preparedness and Response in QOSHE Manual Procedure document no. FPI/L2/QOSHE-14.0. In the procedure stated emergency procedure on fire, minor and major accident and chemical spillage. The procedure is written in Bahasa Malaysia an available at the office for review.</p> <p><u>Kerteh POM</u> The mill have competent First Aider. Sighted during site visit first aid was available in the supervisor room with item as per requirement. The person in charge and first aider information displayed on the first aid kit. Training for first aider was conducted on 2-3/12/2017 and 2-3/8/2018.</p> <p><u>Semaring 1 Estate</u> The estate has established emergency procedures for incident of fire, minor and major accident and chemical spillage. The procedure is written in Bahasa Malaysia an available at the office and displayed at the OSH notice board for review. Interview with workers during site visit shows the understanding of the emergency procedures. Training for Emergency Response was conducted 15/1/2018. The estate have trained workers and staff as competent first aider. The training of first aider was conducted on 21-22/12/2017.</p> <p><u>Kerteh Estate</u> ERP has been established During site visit, it was observed that first aid kit for harvester was not appropriately stocked as per requirement by Guidelines On First-Aid In The Workplace by DOSH and FMA Safety, Health and welfare regulation 1970 During linesite visit, at house no 25/87 it was found that one fire extinguisher permit was expired on 3/4/2017.</p>	<p>Minor nonconformance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	Minor NC was raised. Refer NC No.	

<p>4.7.6</p>	<p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>Medical care is provided to all the employees. Reviewed on workers profile records found that all workers are covered by the accident insurances.</p> <p><u>Kerteh POM</u> Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for Jun, July and Aug 2018.</p> <p><u>Semaring 1 Estate</u> Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for Jun, July and Aug 2018. Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance. Sighted the Approval slip for workmen compensation scheme:</p> <table border="1" data-bbox="1032 879 1825 1046"> <thead> <tr> <th>Insurance</th> <th>Policy</th> <th>Coverage Period</th> </tr> </thead> <tbody> <tr> <td>Etiga General Takaful Berhad</td> <td>W 5029824</td> <td>31/5/2018 – 30/5/2019</td> </tr> <tr> <td></td> <td>W4030084</td> <td>13/10/2018 – 12/10/2019</td> </tr> </tbody> </table> <p><u>Kerteh Estate</u> Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance. Sighted the Approval slip for workmen compensation scheme:</p> <table border="1" data-bbox="1032 1209 1825 1377"> <thead> <tr> <th>Insurance</th> <th>Policy</th> <th>Coverage Period</th> </tr> </thead> <tbody> <tr> <td>AXA Affin General Insurance Berhad</td> <td>LWX/93277632/26/04/MRW</td> <td>10/4/2018 – 9/4/2019</td> </tr> <tr> <td></td> <td>LWX/93277090/26/04/MRW</td> <td>29/5/2018 – 28/5/2019</td> </tr> </tbody> </table>	Insurance	Policy	Coverage Period	Etiga General Takaful Berhad	W 5029824	31/5/2018 – 30/5/2019		W4030084	13/10/2018 – 12/10/2019	Insurance	Policy	Coverage Period	AXA Affin General Insurance Berhad	LWX/93277632/26/04/MRW	10/4/2018 – 9/4/2019		LWX/93277090/26/04/MRW	29/5/2018 – 28/5/2019	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance										
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Accident records are found to be updated. All records on Lost Time Accident (LTA) metrics are maintained. Samples of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th>Year</th> <th>Kerteh POM</th> <th>Semaring Estate</th> <th>1</th> <th>Kerteh Estate</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>03 (LTA 50)</td> <td>0 (LTA 0)</td> <td></td> <td>0 (LTA 0)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days (MC) Monthly accident report was send to the region SHE Department for compilation.</p>	Year	Kerteh POM	Semaring Estate	1	Kerteh Estate	2017	03 (LTA 50)	0 (LTA 0)		0 (LTA 0)	Complied
Year	Kerteh POM	Semaring Estate	1	Kerteh Estate									
2017	03 (LTA 50)	0 (LTA 0)		0 (LTA 0)									
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>													

Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1</p> <p>A formal training programme shall be in place that covers all aspects of the RSP0 Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p><u>Kerteh POM</u> Operating units has identified competency needs by each staff and employee for FY 2018 and documented in Training Need Analysis. The training programme has been established and documented in Emergency Response Programme. In the training programme covers training for Safety Work Procedure for each workstation, Firefighting training, Chemical handling, weekly safety briefing, Health, Safety and Environment Briefing and etc.</p> <p><u>Semaring 1 Estate</u> FGVPM Wilayah Kuantan has established training programme for employee and documented in Health and Safety Plan FY 2018 – Semaring 1 Estate and Training Schedule for Employee. In the training programme covers training for Firefighting, PPE awareness, Store management, Pesticides application, and first aid and Safety work procedure.</p> <p><u>Kerteh Estate</u> Kerteh Estate has established training programme and documented in Safety and Health programme FY 2018. The training programme covers training on company policy, Safety issue, SOP for operational activities, PPE awareness, chemical handling and emergency response plan.</p>	<p>Complied</p>

<p>4.8.2</p>	<p>Records of training for each employee shall be maintained. - Minor compliance -</p>	<p>Operating units visited has established training programme for FY 2018. All training conducted as per plan. Additionally, the region SHE Department conducted training centrally for all operating units in the region.</p> <p><u>Kerteh POM</u> The Kerteh POM has established training programme and documented in Emergency Response Programme. All the training records was available for review. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. CHRA briefing and chemical handling training on 3/9/2018 ii. Training for Firefighting dated 20/8/2018 iii. Accident, near miss incident, occupational disease notification training on 13/8/2018 iv. Safety Briefing and RSPO Policy briefing On 4/8/2018 v. Electric Safety – Log out, Tag out during morning briefing on 2/4/2018 vi. <p><u>Semaring 1 Estate</u> The estate has established training programme for employee and documented in Health and Safety Plan FY 2018 – Semaring 1 Estate and Training Schedule for Employee. The training covers the safe working elements. All the training records was available for review. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. Harvesting SOP training on 22/2/2018 ii. Pesticides operators training on 2/9/2018 iii. PPE awareness for new join workers on 26/8/2018 iv. OSH legislation awareness training on 17/5/2018 <p><u>Kerteh Estate</u></p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>All training conducted base on the training plan established. The implementation of training plan for FY 2018 is still in progress. Sighted the training records as follows:</p> <ul style="list-style-type: none"> i. Briefing on Company Policy on 29/8/2018 ii. Triple Rinsing training on 29/8/2018 iii. HCV Management Training on 20/7/2018 iv. Chemical handling for sprayers on 30/7/2018 v. Briefing on wages on 28/6/2018 vi. SOP on fertiliser loading and field application on 28/6/2018 vii. Safety Work Procedure for Harvester on 24/4/2018 	
<p>Principle 5: Environmental responsibility and conservation of natural resources and biodiversity</p>		
<p>Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p><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. However the evaluation has not been conducted – the form evaluation scoring was empty. Therefore, a non-conformity report was assigned due to this lapse.</p> <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>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - method of identification of aspect and impact - identified significant (>12 points – significant) - scoring matrix - action plan 	

Criterion / Indicator		Assessment Findings	Compliance
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	Mitigation measure is established based on identified significant aspect from the environmental aspect and impact evaluation. The mitigation measures were incorporated through various mechanism such as implementation of standard and/or safe operating procedure, implementation of emergency response plan, water management plan, wastes management plan, bio-diversity management plan, implementation of 3R to name a few. Semaring 1 Estate has appointed a third party (Nafas Jentera Sdn Bhd) to carry out repair/servicing of its machinery in the estate premise. 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 party has obtained any forms of authority from the DOE to take away the scheduled wastes. Thus, a non-conformity was assigned due to this lapse.	Minor nonconformance
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	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.	Complied
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.			

Criterion / Indicator	Assessment Findings	Compliance
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). - Major compliance -</p> <p><u>Semaring 1</u> HCV assessment has been conducted and reported in "Laporan Biodiversiti Ladang FGVPM Semaring 01", dated 24/5/2018, written by Muhammad Zulfadzli Sufian Suri. Among the methods used in the assessment were interview with stakeholders (FELDA officers, local communities, government agencies) and literatures review.</p> <p><u>Semaring 1</u> HCV assessment has been conducted and reported in "Laporan Penilaian Konservasi Tinggi (HCV) & Biodiversiti Ladang FGV FASSB Kerteh", dated 3/8/2018, written by Amir Hamzah Dollah. The assessment was done using for toolkit for HCV i.e. were:</p> <ul style="list-style-type: none"> • Common Guidance for the Identification of HCV, HCVRN, 2013 • Common Guidance for the Management & Monitoring of HCV, HCVRN, 2014 • HCVF Toolkit for Malaysia: A national guide for identifying, managing and monitoring HCVF, WWF-Malaysia, 2009 • HCVF Toolkit for Malaysia: A national guide for identifying, managing and monitoring HCVF, WWF-Malaysia, 2010 	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>5.2.2</p> <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><u>Semaring 1</u></p> <p>Based on the HCV assessment report mentioned in I5.2.1 above, there are RTE species sighted in the plantation due to the reason that the estate is located adjacent to Chemerong Forest Reserve. Among the RTE species sighted are Panthera tigris (tiger), Tapirus indicus (Tapir) and elephant. The estate has established its management plan which was derived from the biodiversity assessment report. The action plan for RTE species is to carry out monitoring once in every 3 months. The monitoring report has the information about:</p> <ul style="list-style-type: none"> • type of animal • location and its trace of presence (e.g. dung, footprints, sound or report form individuals) • comments (condition of the animal, size, number, finding food, etc.) <p>The reporting format has also incorporated the monitoring of sensitive area such as riparian zone, swamp and water catchment. Last report was on 11/7/2018 by Faizal Rahman.</p>	<p>Complied</p>
<p>5.2.3</p> <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 about the status of RTE has been given to workforce through a talk conducted on 21/5/2018 (0645) at muster ground attended by 116 workers. Apart from that, one staff (Abd Fatah Setapa) from Semaring 1 Estate participated in launching ceremony of "Sahabat Beruang Madu" by Malaysian Nature Society on 18-20/4/2018 at Felda Residence Trolak.</p> <p>Signage to restrict hunting and intrusion have been put up at many places at the estate especially at the points of entry to create awareness among the workers and surrounding communities.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	Monitoring report is recorded using a form entitled " <i>Rekod Pemantauan Hidupan Liar & Kawasan Sensitif</i> " as mentioned in 5.2.1 above. Last report was on 11/7/2018.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	No HCV with existing rights of local communities was identified that needs to be set aside.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	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 Wastes and Waste Products) form. The form has the information about: <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

Criterion / Indicator		Assessment Findings	Compliance
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	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 (e.g. Kualiti Alam Sdn Bhd). At the estates, empty chemical containers were triple rinsed and punctured. Thereafter sent to recycler e.g. Awie Metal Sdn Bhd. (Semaring 1 Estate).	Complied
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	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 Semaring 1 Estate, it was observed that the rubbish pit is located far from residential area and natural waterway.	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	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 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.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			

Criterion / Indicator		Assessment Findings	Compliance
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 -	Not applicable since no replanting at Semaring 1 and Kerteh estates as oldest replanted palms were planted in 2011 and 2007 respectively.	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 replanting at Semaring 1 and Kerteh estates as oldest replanted palms were planted in 2011 and 2007 respectively.	Complied
Criterion 5.6:			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The 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

Criterion / Indicator	Assessment Findings	Compliance
5.6.2	<p>Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <ul style="list-style-type: none"> - Major compliance 	Complied
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> <ul style="list-style-type: none"> - Minor compliance - <p>RSPO GHG calculator was used to calculate the GHG emission of the certification unit. The report had been submitted to RSPO on 1/9/2018 for 2017 performance. Verification of data through inspection of various records such as store issuance records and estate's ERML system showed that the input data was authentic and verifiable.</p> <p>Stack samplings were conducted once in every six months as regulated. The last two reports were available for verification: 2nd half 2017 – report # STK/Kerteh/17/002, conducted on 8/11/2017, results: boiler no. 1=0.182 g/Nm³, boiler no. 3=0.154 g/Nm³</p> <p>1st half 2018 – report # STK/Kerteh/18-001, conducted on 3/4/2018, results: boiler no. 1=0.191 g/Nm³, boiler no. 3=0.166 g/Nm³</p>	Complied

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.

Criterion 6.1:

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

Criterion / Indicator	Assessment Findings	Compliance
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	SIA for each unit evident as below: 1. Laporan Penilaian Impak Sosial FPISB Kilang Sawit Kerteh was conducted by Plantation and Sustainability Department (PSD) on 24.05.2018 with documented report dated 22.05.2018. 2. Laporan Penilaian Impak Sosial FGVPM Semaring 01 was conducted by Plantation and Sustainability Department (PSD) on 23.05.2018 with documented report dated 11.07.2018. 3. Laporan Penilaian Impak Sosial FASSB Kerteh was conducted by Plantation and Sustainability Department (PSD) on 21.05.2018. The assessment conducted was involved site visits, document reviewed and interviewed with the relevant stakeholders such as workers, contractors and external stakeholders.	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment was conducted with the participation of relevant stakeholders such as internal and external stakeholders. For internal, the interview were conducted during the visit and for external stakeholders, the interview was conducted through the stakeholder meeting for the whole complex.	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 -	Annually, each of the estate and mill review the Social Management Plan following the meeting/ discussion/visit with internal and external stakeholder i.e. meeting minutes, visit record, workers survey, etc. It was noted that the Social Management Plan has been updated in the SIA recently conducted on 24.05.2018 in KS Kerteh, on 11.07.2018 in FGVPM Semaring 01 Estate and 21.05.2018 in FASSB Kerteh.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 SIA been conducted and the social management plan is updated accordingly. Example seen are: <ol style="list-style-type: none"> 1. KS Kerteh: No SK form for water and electric deduction for KS Kerteh’s linesite. The SK form is available and implemented on 31.05.18 2. KS Kerteh: Contractor receive late payment for job completion which is between 6-11 months. The explanation on the payment process for job completion was conducted on 31.05.18. 3. Semaring 01 Estate: Company holds the contractor’s passport without worker’s agreement. Inspection and implementation from Sept 2018-Apr 2019. 4. Semaring 01 Estate: Information on the legal issue to the contractors in meeting, memo and roll call is seldom to be held from estate management. Management will conduct briefing on the legal, OSHA policy and sustainability to the contractor from Sept 2018-Apr 2019. 	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’s no any smallholder schemes included under Kerteh POM certification unit.	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.			

Criterion / Indicator		Assessment Findings	Compliance
6.2.1	<p>Consultation and communication procedures shall be documented.</p> <p>- Major compliance -</p>	<p>FGVPM has established SOP on Communication, Participation and Consultation with Doc. Ref. No. FGV/ML-1A/L2-Pr12 issue 1 effective date 01.06.16. For internal communication, among the methods of communication such as below:</p> <ul style="list-style-type: none"> a. Morning briefing b. Letter circulation c. Notice board and memo d. Continuous campaign e. Officer inspection f. Monthly meeting g. Suggestion box <p>For external stakeholder, the methods of communication used are:</p> <ul style="list-style-type: none"> a. Complaint book b. Stakeholder’s meeting <p>The timeline for the complaints solved is 2 weeks for responds and 1 week for investigation.</p>	Complied
6.2.2	<p>A management official responsible for these issues shall be nominated.</p> <p>- Minor compliance -</p>	<p>General Clerk-Ms Axma Jusoh in KS Kerteh have been nominated as the person responsible for issues such as stakeholder request, complaints & grievances.</p> <p>The appointment letter is sighted dated 06.09.18.</p> <p>In Semaring 1 Estate, the person responsible for social is Assistant Manager, Mr. Jamhari Ramli as per appointment letter dated 10.01.18 while in Kerteh Estate, Mr. Mohd Hamizan Yahya, Assistant Manager was appointed as Communication Officer on 01.01.18.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.2.3	A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	KS Kerteh has developed a stakeholder list which last reviewed on August 2018. The list included FFB suppliers, suppliers, NGOs, contractors, government authorities and local communities. Stakeholder meeting was conducted on 10/07/18 for Kerteh complex with the participation of contractors, government bodies and nearby estates. The meeting minutes and attendant list is sighted. Actions have been taken to resolve the issues raised during the meeting.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	KS Kerteh has developed a SOP on Handling Complaints and Grievances with Doc. Ref. No. FGV/ML-1A/L2-Pr13, Issue 1 with effective date 01.06.16. The procedure has covering below scope: <ul style="list-style-type: none"> a. Project management issue b. Housing maintenance c. Estate management d. Complaint on amenities e. Complaint on worker’s welfare f. Freedom of expression in meeting <p>As references, the Policy and Procedure on whistleblowing, Ministry of Human Resource website and Akta Perhubungan Perusahaan 1967 were cross-referenced. There were internal (5 steps) and external complaint steps need to be followed.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	Most of the complaints were related to house repair work such as broken fan or door recorded in Complaint Book and other complaints were recorded in Permohonan Membaiki Kerosakan Rumah. The management has taken action to rectify the problems. The complainants have acknowledged after the problems been rectified. For example: <ol style="list-style-type: none"> 1. 03.03.2018 the complaint received on Surau’s broken fan on 06.03.2018 in KS Kerteh. 2. 08.08.18 broken sink and lamp at Semaring 01 Estate. 3. 20.3.18 broken pipe at House no 25187 at Kerteh Estate. 	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	For land dispute, there is document ‘Pengenalpastian dan Penyelesaian Pertikaian Tanah’ FGV/ML-1A/L2-Pr10 issue 1 version 0 dated 01.6.2016 if there is any land dispute occur. The objective of the procedure is to handle and monitor issue raised from local communities on customary or user rights. Procedure on the compensation to the people entitled and monitoring of boundary stone was detailing in the procedure. Compensation will be paid according to basic cost/ acre and market land price.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	Procedure as per the criteria 6.4.1.	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 -	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit through interviewed with the settlers.	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.			

<p>6.5.1</p>	<p>Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>FGV Plantations (M) Sdn Bhd has developed a guideline on the payment rate of work for workers in plantations as per Surat Pekeliling Bil 30 (Pindaan 1) dated 21 Sept 2007 and Surat Pekeliling Bil 30 (Pindaan 2) dated 9 April 2012.</p> <p>The management has included basic pay, net pay, gross pay, deduction of salary, days of attended to work and allowances in the pay slip. All mill workers are local workers. No female work in nighshift. No overtime more than limit of 104 hours/month.</p> <p>Sampled below pay slip for Aug 18, June 18 and Apr 18 for workers below:</p> <ol style="list-style-type: none"> 1. Employee id (KKS Kerteh): 01203173 2. Employee id (KKS Kerteh): 1211089 3. Employee id (KKS Kerteh): 1202977 4. Employee id (KKS Kerteh): 1403936 5. Employee id (Semaring 1 Estate): FW04880526 6. Employee id (Semaring 1 Estate): FW04880563 7. Employee id (Semaring 1 Estate): LW04880027 8. Employee id (Semaring 1 Estate): FW04880431 9. Employee id (Kerteh Estate): 1503030005 10. Employee id (Kerteh Estate): 1706150002 11. Employee id (Kerteh Estate): 1712160006 <p>Seen the payslip found that deduction of salary was implemented. The deduction of salary are such as Felkop fee, Takaful Insurance, KEPF, SOCSO, Electricity, Water and etc. Consent letter signed by the workers on the stated items and approval letter from Jabatan Buruh Semenanjung Malaysia:</p> <ol style="list-style-type: none"> 1. 25.10.96 to Felda Palm Industries Sdn Bhd with Ref. No. (13)010/HQ/840A/61 to make deduction on salary for Skim Perumahan FPISB, Skim Koperasi Permodalan Felda Berhad 	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>(KPF); Yuran Asrama Semai Bakti; Bayaran Rawatan Perubatan/Bersalin; Tabung Kebajikan Felda; Yuran Kelab Sukan Rekreasi (KSRF); Skim Pinjaman Kenderaan FPISB; Skim Insuran Takaful Berkelompok dan Bayaran Bil Elektrik dan Air.</p> <p>2. 13.5.1999 with Ref. No. PP3/34/0247 for all Felda and Subsidiaries Company for the deductions on Insurans Hayat (Barakah) and Pendidikan Iqra' dari Syarikat Takaful National.</p> <p>3. 05.02.2005 to Felda Palm Industries Sdn Bhd with Ref. No. PP3/34/1013 for the deduction of yuran bulanan Badan Kebajikan Petugas Felda Palm Industries.</p> <p>4. 26.04.2016 with ref no: (22)dlm BHG. PU/9/129 Jld 23 for FGV Plantations (Malaysia) Sdn Bhd for the deduction on salary for excess of electric bill, water bill and medical bill.</p>	

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Major compliance -</p>	<p>Collective Agreement was made between FGV Plantations (M) Sdn Bhd and Workers' Association for FGV Plantations (Malaysia) Sdn Bhd (Semenanjung) which effective from 1/1/2016 – 31/12/2018. The collective agreement has detailed out all the wages, annual leave, welfare and amenities, discipline and etc.</p> <p>Employment contracts/ Offer letters are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc was refer to "Perjanjian Bersama Antara Felda Palm Industries Sdn Bhd dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung" which valid from 1/1/2016 – 31/12/2018 for mill workers. The offer letter/ contract was signed by the workers and sampled as below:</p> <ol style="list-style-type: none"> 1. Employee id (KKS Kerteh): 01203173 2. Employee id (KKS Kerteh): 1211089 3. Employee id (KKS Kerteh): 1202977 4. Employee id (KKS Kerteh): 1403936 5. Employee id (Semaring 1 Estate): FW04880526 6. Employee id (Semaring 1 Estate): FW04880563 7. Employee id (Semaring 1 Estate): LW04880027 8. Employee id (Semaring 1 Estate): FW04880431 9. Employee id (Kerteh Estate): 1503030005 10. Employee id (Kerteh Estate): 1706150002 11. Employee id (Kerteh Estate): 1712160006 	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.3</p> <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>KS Kerteh provides 1 worker with or without family is 1 house to be occupied. In Semaring 01 Estate, the workers live in dormitory house. Estate has the plan to build the new housing complexes as per budget sighted in Felda Engineering Services Sdn Bhd; bill: (01) FESSB/A6/23-50/PAY to Multazam Development Sdn Bhd for house (6 units per block).</p> <p>Water for domestic usage is provided from Syarikat Air Terengganu and Tenaga Nasional Berhad with subsidize rate as per collective agreement which are RM15/month for electric and 35 gallon/people/day or RM3.00/people/month with limit of RM15.00/month/family. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees.</p> <p>For KS Kerteh, the linesite inspection conducted in weekly basis as per record 'Kertas Semak Perumahan Kilang Sawit Kerteh'. The inspector appointed was changed in every month. So far, no poor cleanliness found at linesite area.</p> <p>In Semaring 01 Estate, the linesite inspection been conducted by Mohd Affendi Samsudin for every Thursday in weekly basis while in Kerteh Estate, the linesite inspection been conducted by Saidi Adnan Johar, staff in weekly basis.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Sundry shops were found inside the estates' compound. Both Kerteh mill and Kerteh estate are located in the FELDA settler's village so all the amenities such as mosque, school, police station, nursery and government clinic are available in the complex. In Semaring 01 Estate, the nearest town in Bandar Al-Mukhtafi Bilal Shah which is around 35 km with estate's van. The workers are able to access to adequate, sufficient and affordable foods and goods. Besides, during off day, they will travelled to the nearest town to purchase for grocery.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	FGV Holdings Berhad has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.13, freedom of voicing and form a union. The policy has been briefed to workers during RSPO/SCC training on 28.07.2018.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	The last Felda Palm Industries Sdn Bhd Union Association Cawangan Kerteh meeting 3/2016-2019 was conducted on 14.12.2017 for mill. There were issues such as 'Gotong-Royong di Kawasan Perumahan sebulan sekali', extending and widening the motor parking area. For Semaring 01 Estate, the minutes of meeting sighted for 'Minit Mesyuarat Jawatankuasa Kebajikan dan Pengurusan Pekerjaan (JKPP)' on 8.8.18 attended by 12 people includes the foreign workers. Since only 13 workers in Kerteh Estate, there is no union meeting conducted and the worker did not join any union. During the site visit, it is confirm that workers aware on the worker's union and freely to form or join them.	Complied
Criterion 6.7: Children are not employed or exploited.			

Criterion / Indicator		Assessment Findings	Compliance
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	FGV Holdings Berhad has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment where the group prohibits any individual under the legal age to be employed in accordance with prevailing legislation in jurisdictions in which FGV Group operates. The policy has been communicated through policy training dated 21.07.2018 to workers. In Semaring 01 Estate, briefing of the policy was conducted in series. Sighted the attendance records on 10.01.2018, 15.01.2018 07.02.2018, 25.03.2018 to all workers. For Kerteh Estate, the policy training has been conducted on 04.06.2018 to 16 workers. Document reviewed on the list of workers confirmed that no employee under 18 years old was employed. During site visit to the field confirmed that no child labour was recruited in the plantations.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	FGV Holdings Berhad has Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment. FGV Group also firmly supports the provision of equal opportunity to all and shall seek to ensure that all employees and applicants for employment should receive fair treatment and shall not engage in or support discrimination based on race, nationality, religion, disability, gender, age, sexual orientation, union membership or political affiliation.	Complied

Criterion / Indicator		Assessment Findings	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 -	Through document reviewed on the list of employees found that the composition of workers are local (for KS Kerteh), foreign workers and contract workers, male and female workers. Interviewed with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. They are allowed to transfer work station by getting approval from management if they felt unfit on the station assigned. Overtime was offered fairly to the workers without any prejudice or bias.	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 -	FGV Holdings Berhad has developed Recruitment of Foreign Workers Policy with Doc. No. FGV/ML-1A/L1-Po8(0) dated 1/6/2014 where the company will comply with the Minimum Wage Order and will not discriminate on the selection of workers. Besides, the company has generated procedure on "Kemasukan Pekerja Asing Ke Ladang" with Doc. No. FGV/ML-1A/L5-AP10(0) and "Penempatan Pekerja Asing" with Doc. No. FGV/ML-1A/L5- AP11(0) dated 1/6/2016. Process of recruitment was based on medical fitness, qualities, capabilities and etc. In addition, a procedure titled "Manual Pengurusan Tenaga Kerja Ladang Felda Global Ventures Holding" with Doc. No. FGV/JTK/POL/001 dated 1/3/2017 was developed to explain the process of recruitment of foreign workers based on the medical fitness, physical capabilities and etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			

Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.1</p> <p>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 -</p>	<p>FGV Holdings Berhad has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 and Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. Briefing of the policy was conducted in series. Sighted the attendance records on 10.01.2018, 15.01.2018 07.02.2018, 25.03.2018 to all workers at Semaring 01 Estate. Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. In Kerteh Estate, there is no female workers, however the policy training has been communicated through training on 07.06.2018 to 6 workers.</p>	<p>Complied</p>
<p>6.9.2</p> <p>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 -</p>	<p>FGV Holdings Berhad has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. The women employees were given rights to breast-feeding to their babies. Briefing of the policy was conducted 28.07.2018 to all workers at the mill. Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. In Semaring 01 Estate, there is policy training been conducted on 02.07.18 to workers while in Kerteh Estate, there is no female workers, however the policy training has been communicated through training on 07.06.2018 to 6 workers.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>Complied</p>
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
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 -	All the FFB suppliers' contract and payment are managed under Head Quarters level while for operational level, the contracts are available in mill and estate. For KS Kerteh sampled Aziz bin Jusoh Surat Perintah Kerja, No SPK: 3301297685/20837083, dated 11.07.18 for 'Upah Konkrit Jalan Utama Hadapan Kilang'. In Semaring 1 Estate, sampled Syafiq Jaya, No SPK: 5300004411, dated 01.06.2018 for transporting the oil palm seedlings from nursery to estate (from Ladang Aring to Semaring 1 Estate). In Kerteh Estate, sampled the extension agreement for contractor Raja Ismail B Raja Daud for loading & transporting the FFB from estate to FPISB Kerteh (106.42 Ha); no Contract No: (02)820213501/24-SPK2016 dated 24.07.18 for the work from 01.08.2018 to 31.07.2019.	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 -	Contract is signed within both parties in Surat Perintah Kerja. The terms and conditions available as addendum to the contract above. For KS Kerteh sampled Aziz bin Jusoh Surat Perintah Kerja, No SPK: 3301297685/20837083, dated 11.07.18 for 'Upah Konkrit Jalan Utama Hadapan Kilang'. In Semaring 1 Estate, sampled Syafiq Jaya, No SPK: 5300004411, dated 01.06.2018 for transporting the oil palm seedlings from nursery to estate (from Ladang Aring to Semaring 1 Estate).	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	The evidence for payment voucher, cheque no: 351998179 dated 17.08.2018, payment made per RM 17,960 for Aziz bin Jusoh and RM 2,540 as 'security deposit' until job completion expected on 30.09.2018 (cheque no: 61303277777-011021).	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	<p>As per group level, FGV has launched the Malaysian Sun Bear Conservation Programme with MNS, UKM and department of wild life. The program is for the protecting both endangered species of Rafflesia and Sunbear.</p> <p>For operational level, KS Kerteh, request for donation for staff’s daughter to further study as per letter dated 10.03.2018, hamper gift to Rumah Kebajikan on 07.06.18 and PIBG Sekolah Kebangsaan Felda Kerteh 1 (RM200) on 22.4.16.</p> <p>In Semaring 01 Estate, sighted the request to use estate van for Smart English competition from SK Jongok Batu on 19.04.2018 and the Hari Raya bonus for RM150/pax for locals and foreigners RM50/pax.</p> <p>In Kerteh Estate, there is ‘festive allowance’ been distributed to the workers for RM 50 on 05.06.2018</p>	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholder involve in the certification scope.	Not applicable
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>			

Criterion / Indicator		Assessment Findings	Compliance
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	The company has recruited all the employees with legal identification for local and valid passport and work permit. Contract of employment was signed by the workers prior to work. 1. Employee id (KKS Kerteh): 01203173 2. Employee id (KKS Kerteh): 1211089 3. Employee id (KKS Kerteh): 1202977 4. Employee id (KKS Kerteh): 1403936 5. Employee id (Semaring 1 Estate): FW04880526 6. Employee id (Semaring 1 Estate): FW04880563 7. Employee id (Semaring 1 Estate): LW04880027 8. Employee id (Semaring 1 Estate): FW04880431 9. Employee id (Kerteh Estate): 1503030005 10. Employee id (Kerteh Estate): 1706150002 11. Employee id (Kerteh Estate): 1712160006	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Interviewed with the workers confirmed that there is no contract substitution has occurred. Besides, FGV has also developed a policy where they are committed with no practice of substitution of contract.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	There is no temporary or migrant workers in KS Kerteh.	Not applicable
Criterion 6.13: Growers and millers respect human rights.			

Criterion / Indicator		Assessment Findings	Compliance
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 -	FGV Holdings Berhad has developed Human Rights Policy with Doc. No. ML-1A/L1- Po12(0) dated 1/6/2014. FGV is committed and support human rights. Briefing of the policy was conducted in series. Sighted the attendance records on 28.07.18 in Kerteh Mill and on 10.01.2018, 15.01.2018 07.02.2018, 25.03.2018 to all workers at Semaring 01 Estate. In Kerteh Estate, the policy has been communicated through training conducted on 8.6.2018 to 16 workers.	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.	Not applicable for the certification unit as the unit is located in Peninsular Malaysia.	Not applicable
Principle 7: Responsible development of new plantings			
Kerteh 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 certification 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.			

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. - Major compliance - 	<p>Operating units have established continual improvement plan for FY 2018 and the implementation is still in progress. The document is available for review.</p> <p><u>Semaring 1 Estate</u> The estate has established the continual improvement plan and documentation are available for review. The plan covers social and environmental impacts. Implementation of the CIP as follows:</p> <ol style="list-style-type: none"> i. The planting of beneficial plant ii. Monitoring of RTE species iii. Reducing diesel usage iv. Induction course for new join workers <p><u>Kerteh Estate</u> The estate has established the continual improvement plan and documentation are available for review. The plan covers social and environmental impacts. Implementation of the CIP as follows:</p> <ol style="list-style-type: none"> i. The planting of beneficial plant ii. Increase usage of organic fertiliser iii. Reducing diesel usage 	<p>Complied</p>

Appendix B: Approved Time Bound Plan

Time Bound Plan Forecast For RSPO Certification of All FGV Palm Oil Mills & Supply Bases					
	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	2017	MYNI 2014	Certified
		FGVPM Selendang 4	2017	MYNI 2014	
		FGVPM Selendang 5	2017	MYNI 2014	
		FGVPM Berabong 1	2017	MYNI 2014	
4	KS Bukit Sagu	FGVPM Bukit Sagu 04	2017	MYNI 2014	Certified
		FGVPM Bukit Sagu 06	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 Maokil	FGVPM Maokil 6	2018	MYNI 2014	Certified

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		FGVPM Maokil 7	2018	MYNI 2014	
8	KS Kemasul	FGVPM Mengkarak 1	2018	MYNI 2014	Certified
		FGVPM Mengkarak 2	2018	MYNI 2014	
9	KS Krau	FGVPM Krau 2	2018	MYNI 2014	Certified
		FGVPM Krau 4	2018	MYNI 2014	
10	KS Lepar Hilir	FGVPM Lepar Hilir 5	2017	MYNI 2014	Certified
		FGVPM Lepar Hilir 6	2017	MYNI 2014	
		FGVPM Lepar Hilir 8	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 6	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	
17	KS Chiku	FGVPM Ciku 4	2018	MYNI 2014	Main Audit
		FGVPM Ciku 8	2018	MYNI 2014	
18	KS Keratong 2	FGVPM Bera Selatan 3	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	2018	MYNI 2014	

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20	KS Keratong 3	FGVPM Keratong 11	2018	MYNI 2014	Main Audit
21	KS Kerteh	FASSB Kerteh	2019	MYNI 2014	Main Audit
		FGVPM Semaring 01	2019	MYNI 2014	
22	KS Kota Gelanggi	FASSB PPTTR	2018	MYNI 2014	Main Audit
		FASSB Kota Gelanggi 5/6	2018	MYNI 2014	
23	KS Jengka 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	2019	MYNI 2014	Main Audit
		FGVPM Bukit Tongkat B	2019	MYNI 2014	
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	
		FASSB Serting Hilir	2018	MYNI 2014	
29	KS Bukit Kepayang	FGVPM Terapai 3	2018	MYNI 2014	Main Audit
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	
32	KS Nitar	FGVPM Nitar Timur	2018	MYNI 2014	Main Audit
33	KS Chalok	FGVPM Setiu 1	2018	MYNI 2014	Main Audit
34	KS Waha	FGVPM Bukit Aping Selatan	2018	MYNI 2014	Main Audit
35	KS Sampadi	FGVPM Sampadi 1	2018	MYNI 2014	Internal Audit
		FGVPM Sampadi 3	2018	MYNI 2014	
		FGVPM Sampadi 4	2018	MYNI 2014	
		FGVPM Sampadi 5	2018	MYNI 2014	
		FGVPM Sampadi 6	2018	MYNI 2014	
36	KS Mempaga	n/a	n/a	n/a	Internal Audit

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		n/a	n/a	n/a	
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 30	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	
43	KS Embara Budi	FGVPM Sahabat 11	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 12	2019	MYNI 2014	

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		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	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat	2019	MYNI 2014	
		FGVPM Sahabat	2019	MYNI 2014	
45	KS Umas	FGVPM Sahabat	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat	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 Audit
52	KS Padang Piol	n/a	n/a	n/a	Internal Audit
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 Hilco	2017	MYNI 2014	
		Rawajaya Sdn Bhd	2017	MYNI 2014	
		Blossom	2017	MYNI 2014	
55	KS Tementi	FGVPM Bera Selatan 1	2018	MYNI 2014	Internal Audit
		FGVPM Bera Selatan 4	2018	MYNI 2014	
56	KS Kemahang	n/a	n/a	n/a	Internal Audit
57	KS Chini 2	n/a	n/a	n/a	Internal Audit
58	KS Jerangau Barat	n/a	n/a	n/a	Internal Audit
59	KS Trolak	n/a	n/a	n/a	Internal Audit
60	KS Semenchu	n/a	n/a	n/a	Internal Audit
61	KS Panching	n/a	n/a	n/a	Internal Audit
62	KS Air Tawar	n/a	n/a	n/a	Internal Audit

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63	KS Lok Heng	n/a	n/a	n/a	Internal Audit
64	KS Sg Tenggi	n/a	n/a	n/a	Internal Audit
65	KS Pasoh	n/a	n/a	n/a	Internal Audit
66	KS Kahang	n/a	n/a	n/a	Internal Audit
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	Tanah Emas Corporation Berhad (TECB)	2021	Group Cert	Internal Audit
		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 mill (Paloh)	Paloh	2021	INA-NIWG	Internal Audit

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2017** for **Kerteh 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 datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

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

Emission per product	tCO ₂ e/tProduct
CPO	2.22
PKO	2.22

Extraction	%
OER	19.99
KER	5.04

Production	t/yr
FFB Process	231,850
CPO Produced	46,366.10
PKO Produced	11,680.13

Land Use	Ha
OP Planted Area	1087.47
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	1087.47

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	10740.54	0.81	0	0	0	0	0	0
CO ₂ Emission from fertilizer	778.15	0.06	0	0	0	0	0	0
NO ₂ Emission	638.26	0.05	0	0	0	0	0	0
Fuel Consumption	57.71	0	0	0	0	0	0	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-10180.61	-0.77	0	0	0	0	0	0
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	2034.05	0.15	0	0	0	0	0	0

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**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	2587.21	0.2
Fuel Consumption	316.57	0.02
Grid Electricity Utilisation	2389.3	0.18
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	5293.08	0.4

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	1475.13
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

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

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100%
Divert to methane captured (flaring) (%)	N/A
Divert to methane captured (energy generation) (%)	N/A

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

General Chain of Custody Requirements for the Supply Chain			
Requirement	Evidence	Compliance (Yes/No/N/A)	
5.1 Applicability of the general chain of custody requirements for the supply chain			
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 Kerteh 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 Kerteh 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.: 1-0016-04-000-00) – <i>at the time of the assessment the membership number is still applicable.</i> Palm Trace registration ID: RSPO_PO1000001907.	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.	N/A
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 Kerteh Palm Oil Mill will be using one module MB or conventional only.	Yes
5.3. Documented Procedures			
5.3.1	<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", FGVPM-RSPO SCC, issue:3 rev:3 dated 11/6/18. 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) 	Yes
	<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 	Yes
	<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 FGVPM Kerteh 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>	Yes
5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization;	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	Yes

	<p>i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>internal audit process (pre and post audit activity) including timeline for NC closure and verification.</p>	
	<p>ii) Effectively implements and maintains the standard requirements within its organization.</p>	<p>Last internal audit was conducted on 22/5/18 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.</p>	<p>Yes</p>
<p>5.4. Purchasing and goods in</p>			
<p>5.4.1</p>	<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. 11/9/2018 • Delivery note number. e.g 0769361 <p>The weighbridge operator issues weighbridge ticket which has the information about:</p> <ul style="list-style-type: none"> • Weighbridge ticket no. e.g. 01286233 • Grading information • Delivery date – e.g.11/9/2018 • Supplier information <ul style="list-style-type: none"> - Lorry, driver - KPA/KPG 	<p>Yes</p>
	<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>

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	<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 per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	Not applicable as this is an initial audit.	N/A
	<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 (w32) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Validity will be checked if there is any diversion from other certified group estates or mill. Information such as copy of certificate will be kept for reference at mill. Mechanism to check validity explained under Supply Chain Verification – FFB Delivery Plantation to Mill, FGVPM-RSPO SCC, issue:3 rev:3 dated 11/6/18.	Yes
	<ul style="list-style-type: none"> The validity of license 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:3 dated 11/6/18, 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	In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced	Not applicable. No outsourcing activity FTSSB managed the movement and delivery of palm product from palm oil	N/A

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	<p>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 controlled by the certified organization (not the tank farm manager).</p>	<p>mill (transportation, storage @ bulking and refinery) Transport arrangement is handled by FTPSB Bulking installation under Felda bulkers.</p>	
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a. The site has legal ownership of all input material to be included in outsourced processes;</p>	Not applicable. No outsourcing activity	N/A
	<p>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.</p>	Not applicable. No outsourcing activity	N/A
	<p>c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p>	Not applicable. No outsourcing activity	N/A
	<p>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.</p>	Not applicable. No outsourcing activity	N/A
5.5.3	<p>The site shall record the names and contact details of all contractors used</p>	Not applicable. No outsourcing activity	N/A

	for the processing or physical handling of RSPO certified oil palm products.		
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	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available 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><u>Crude Palm Oil</u> Shipping Instruction (SI): SI/4027/40BH/0818/01, quantity: 4,750 mt dated 1/8/18</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-Kerteh - stated in sales contract • Delivery order: H0000608 • Tanker weight: 39.64 mt • Specification: PORAM • Commodity: non-certified, Certificate number: triggered 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): K21506977, quantity: 1,000 mt dated 1/8/18</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-Kerteh - stated in sales contract • Delivery order: L00000144 • Cargo weight: 40.26 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) 	Yes
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of 	The information was available in various documents as mentioned above.	Yes

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	documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).		
	<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. 	Shipping announcements will be made once certified. Announcement is made per contract or group of shipments after completion delivery per contract.	Yes
5.7. Registration of transactions			
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. 	The registration of Palm Trace is carried out by the FGVPM Logistic Department, HQ. All transaction will be registered in the Palm Trace.	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. 	No shipping announcement made. FGVPM Kerteh POM not yet certified.	N/A
	<ul style="list-style-type: none"> 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 	Not applicable. Products are not sold beyond refinery.	N/A

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	a unique traceability number. Tracing can be done in a consolidated way at least annually.		
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	FGVPM Kerteh POM not yet certified. No removal of volume as of today.	N/A
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	No shipping announcement/ acknowledgement made. FGVPM Kerteh POM not yet certified.	N/A
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 plan for 2017/2018 were available which training for RSPO Supply Chain has been included.	Yes
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.	Relevant personnel to supply chain implementation as defined by the CU are the personnel that involve in supply chain implementation such as mill manager, assistant managers, clerk, FFB grader, lab supervisor & assistant, weighbridge operators. At Kerteh POM case, 10 personnel were identified. The latest RSPO training was carried out on 22/5/18 facilitated by CDD personnel from HQ. .	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.	All the sampled records related to the movements of RSPO certified materials and products were found to be accurate, complete, up-to-date and accessible.	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.	As spelt out in its supply chain procedure, Clause 5.4, records are to be maintained minimum of two 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)	Not applicable. The product of the facility is containing 100% palm oil.	Yes

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	and claimed (output) over a period of twelve (12) months.		
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 Oleo-chemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleo-chemical and personal care industries.	Conversion factor of CPO and PK production is depending on the actual OER and KER. Last year's average from January 2018 to December 2018 were 19.99 % (OER) & 5.04 % (KER).	Yes
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.	N/A
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.	RSPO trademark was not used. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims	Yes
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	FGVPM Kerteh POM is not yet certified. No off-product claim made by the mill and verified through document and site review (notice board, business card, shipping documentation, procurement/purchasing document and promotional material etc).	Yes
4.2	In corporate communications a member is allowed to: a. display its RSPO membership status b. display the RSPO web address (www.rspo.org) c. state that the member supports the work of the RSPO	Not applicable as no off-product claim made by FGVPM Kerteh POM as to date.	N/A

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	<p>d. state the member’s history with regard to the RSPO.</p> <p>e. Use the RSPO trademark to promote its membership of the RSPO.</p> <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>		
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	FGVPM Kerteh POM is not yet certified. Not applicable as no off-product claim made by FGVPM Kerteh POM as to date.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member’s own products.	FGVPM Kerteh POM is not yet certified. Not applicable as no off-product claim made by FGVPM Kerteh POM as to date.	N/A
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by FGVPM Kerteh POM and verified through document and site review (notice board, business card, shipping documentation, procurement/purchasing document and promotional material etc).	Yes
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Yes
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the weighbridge ticket, it will be stated that i.e product/commodity with SCC model (MB) and RSPO certificate number; XXXXXXXX once certified.	Yes
5.3	Where a distributor or wholesaler takes title to products containing certified	FGVPM Kerteh POM is not under distributor or wholesaler category.	Yes

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	<p>sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <p>A. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer's SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation.</p> <p>B. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	<p>Thus, this requirement is not applicable.</p>	
5.4	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM.</p>	Yes
Business to consumer communication			
6.1	<p>Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.</p>	<p>No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.</p>	Yes
6.2	<p>Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label,</p>	<p>No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished</p>	Yes

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	with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	product. This is not applicable for FGVPM Kerteh POM.	
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm	No business to consumer communication on product specific claim made FGVPM Kerteh POM and only producing crude and unfinished product. This is not applicable for FGVPM Kerteh POM.	Yes

	<p>oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>		
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p>			
<p>Certified oil palm content (IP)</p>			
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>		
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 		
<p>Messaging (IP)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p>		

	<ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 		
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MODULE B – MASS BALANCE SPECIFIC RULES

Minimum Mass Balance content

	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>FGVPM Kerteh POM is producing crude palm products</p>	<p>Yes</p>
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Labelling and trademark (MB)

	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and 	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>
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	<p>outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim.</p> <ul style="list-style-type: none"> • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 		
Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. 	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>

MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p> <ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>
	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p>	<p>FGVPM Kerteh POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>Yes</p>

	95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made		
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:3 dated 11/6/18 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	Management review was last conducted on 16/7/2018. It was chaired by Mill Manager and attended by 7 mill staff which include AMs, Head of AP, office clerk, lab supervisor, quality supervisor and mill supervisor.	Yes
5.13.2	The input to management review shall include information on: <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. 	Based on the minutes of meeting, the following agendas were adequately recorded: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. (item 1.8) • Customer feedback. (item 1.0.1) • Status of preventive and corrective actions. (item 1.8) • Follow-up actions from management reviews. (item 1.0.2) • Changes that could affect the management system. (item 3.0) • Recommendations for improvement. (item 4.0) 	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes • Resource needs. 	Discussion about the improvement of the effectiveness of the management system and its processes, and any resource needs were found to be included in the meeting minute.	Yes

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

Requirements	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
E.1 Definition		
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>FGVPM Kerteh POM receives and process both certified and non-certified FFB Therefore, it uses the Mass Balance supply chain system and module. During this initial P&C assessment, the audit team verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and readiness on production and sales of RSPO certified Products.</p>	<p>Yes</p>
E.2 Explanation		
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. (see Table 10)</p>	<p>Yes</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>FGVPM Kerteh POM has registered and 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) under Palm Trace registration ID: RSPO_PO1000001907.</p>	<p>Yes</p>
E.3 Documented procedures		

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<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Latest written documented procedures for the chain of custody is with Mass Balance (IMB) model covering all the RSPO Supply Chain Certification Standard and Traceability for handling certified and non-certified FFB under SOP for Mill RSPO SCC FGVP-MSPO SCC, issue:3 rev:3 dated 11/6/18 This 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>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>	<p>Yes</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>	<p>Yes</p>
<p>E.4 Purchasing and goods in</p>		
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Records verified by internal and external audit.</p> <p>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, seal 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 is recorded in the mill's ticket number.</p> <p>For non-certified third party crop (e.g. Kim Ma Oil Palm and Tai Ichi), they presents their DO to the mill and mill's issues weighbridge ticket as confirmation of receipt</p>	<p>Yes</p>

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<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The facility is aware of this requirement under reporting extension of volume and reporting period explained in SOP for Mill RSPO SCC FGVP-MSPO SCC, issue:3 rev:3 dated 11/6/18</p>	<p>Yes</p>
<p>E.5 Record keeping</p>		
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short.(ie product can be sold before it is in stock.)</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and noncertified FFB. Computerized system in place. Records verified by internal and external audit.</p> <p>Computerized system in place with the delivery deducted accordingly based on monthly summary MPR for FFB, CPO and PK (FPIMP756, FPIMP755 and FPIMP757)</p> <p>Based on verification of MPR report for MB accounting under FFB, CPO and PK summary report (FPIMP756, FPIMP755 and FPIMP757), the mill opted for monthly basis recording.</p>	<p>Yes</p>
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>NA</p>	<p>NA</p>

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	Nil			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
Note:				

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	Nil		
2			
3			
4			
5			
6			
7			
8			
9			
10			

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11			
12			
13			
	Total		

Note:**C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)**

No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
Nil				

Note:**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				

Note:**E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)**

No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
	Nil		

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Note:

F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)

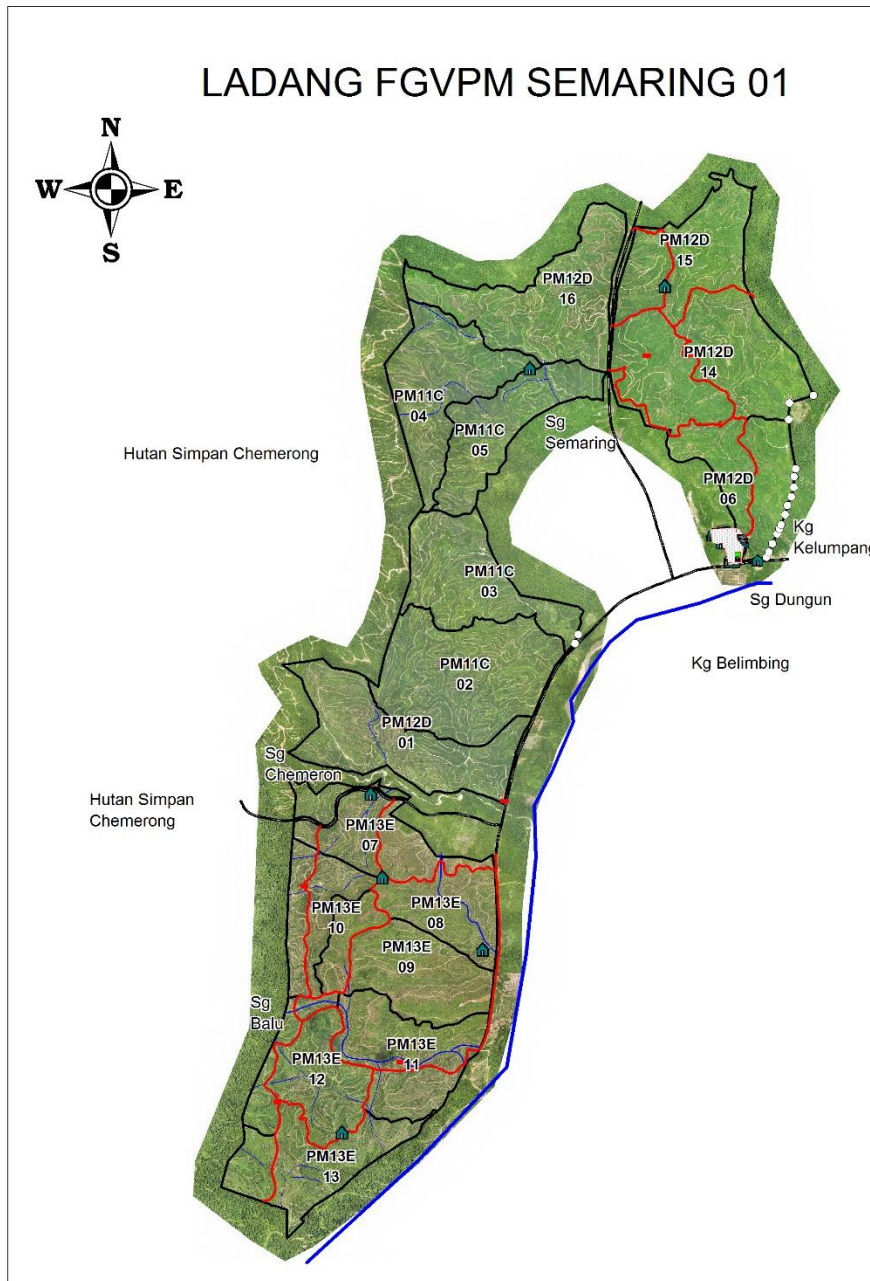
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)

Note:

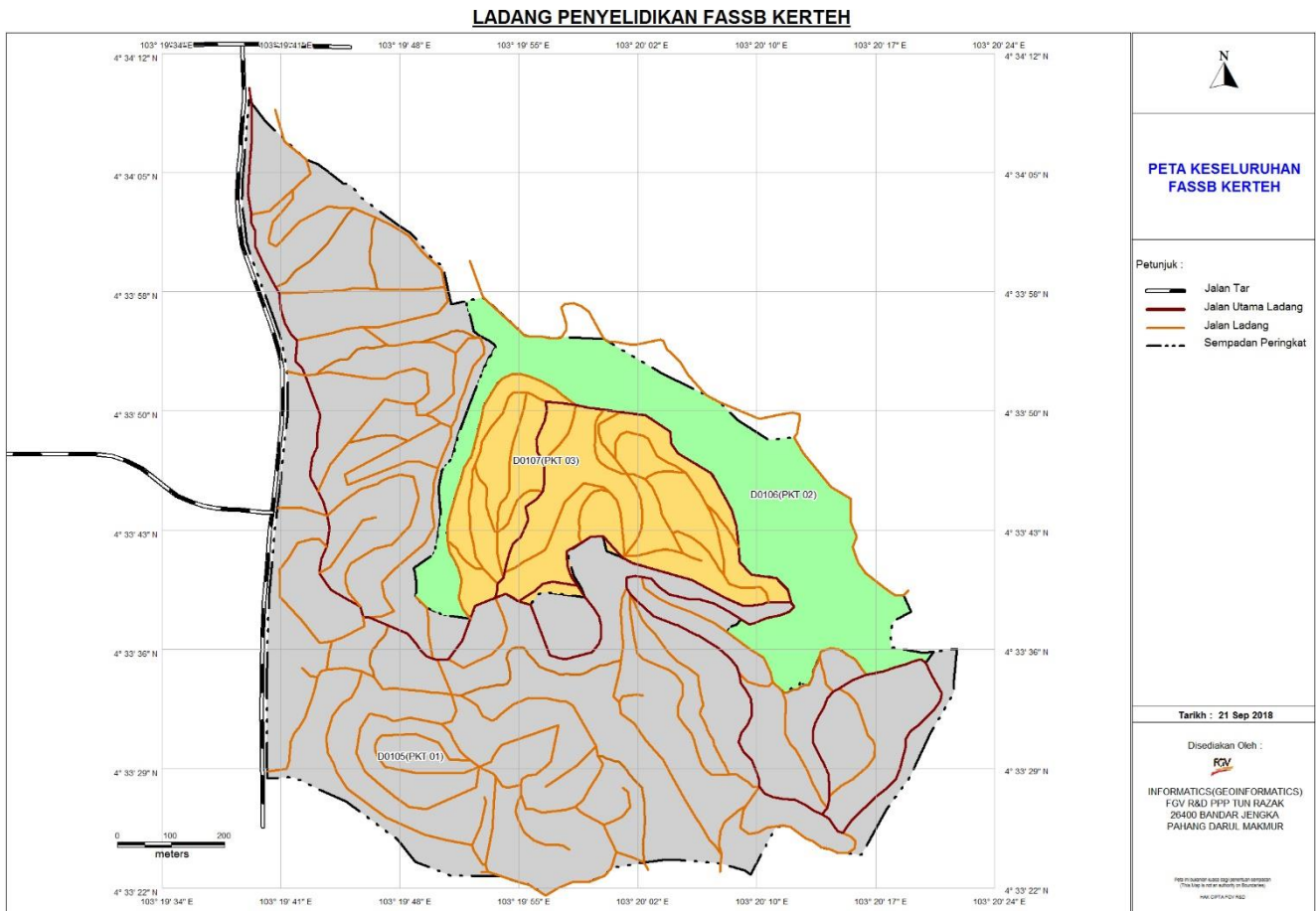
Appendix F: Location Map of Kerteh Certification Unit and Supply bases



Appendix G: FGV Semaring 1 Estate



Appendix G: FASSB Kerteh Estate



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

Not applicable

Appendix I: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FASSB	Felda Agricultural Services Sdn Bhd
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
FPISB	Felda Plantation Industrial Sdn Bhd
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
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