

**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: Kulai Palm Oil Mill and supply base Location of Certification Unit: FGV Palm Industries Sdn. Bhd. Kilang Kelapa Sawit Kulai Felda Taib Andak 81000 Kulai Johor, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0225-16-000-00	Membership Approval Date	27/12/2016
Parent Company Name	FGV Holdings Berhad		
Address	Plantations Sustainability Department, Level 20 (W), Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur		
Subsidiary (Certification Unit Name)	FGV Palm Industries Sdn. Bhd. Kulai Palm Oil Mill		
Address	Certification unit : FGV Palm Industries Sdn. Bhd., Kulai Palm Oil Mill, Felda Taib Andak 81000 Kulai, Johor, 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 693237	Date of First Certification	19/02/2019
		Certificate Start Date	19/02/2019
		Certificate Expiry Date	18/02/2024
Scope of Certification	Palm Oil and Palm Kernel Production from Kulai Palm Oil Mill and Supply Base (FGV Agricultural Services Sdn. Bhd. Bukit Besar 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
FGVPISB Kulai Palm Oil Mill	FGV Palm Industries Sdn Bhd (FGVPISB) Kulai Palm Oil Mill, Felda Taib Andak 81000 Kulai, Johor, Malaysia	1° 44' 21" N	103° 38' 50" E
FGVASSB Bukit Besar Estate	FGV Agricultural Services Sdn Bhd, Stesen Penyelidikan Bukit Besar, 81450 Kulai, Johor, Malaysia	1° 44' 52" N	103° 38' 50" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVASSB Bukit Besar Estate	55.26	0.00	3.48	58.74	94.08%

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVASSB Bukit Besar Estate		55.26				55.26	0

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Jan 2018 – Dec 2019)
FGVASSB Bukit Besar Estate	N/A	N/A	519.60

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			
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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)
Smallholders	N/A	N/A	5,150.40
Eng Huat			1,700.00
Pineapple			4,000.50
Che Yu			2,055.80
Bakti Mas			0
PPNJ			1,000.00
Kim Ma Oil Palm			50.00
Ladang Petri			500.00
Pertubuhan Peladang Kawasan JB Timur			720.00
Total			

10. Certified Tonnage			
Mill Capacity: 60 MT/hr SCC Model: MB	Estimated	Actual (Dec 2017 – Nov 2018)	Forecast (Dec 2018 – Nov 2019)
	FFB	FFB	FFB
	N/A	N/A	519.60
	CPO (OER: %)	CPO (OER: %)	CPO (OER: %)
	N/A	N/A	101.32 MT (19.50%)
	PK (KER: %)	PK (KER: %)	PK (KER: 5.75%)
	N/A	N/A	29.88 MT

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

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

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
 (ASI Accreditation Number: ASI-ACC-067)
 Unit 3, Level 10, Tower A
 The Vertical Business Suites, Bangsar South
 No. 8, Jalan Kerinchi
 59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 19-21 September 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 was conducted off-site on 25/11/2018 due to the nature of NC that can be verify through documentations and photographic evidence.

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The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (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 14/08/2018 through BSI & RSPO website as per following link: https://www.bsigroup.com/globalassets/localfiles/en-my/rspo/Public%20Notification/2018/sept-2018/fgvpm_kulai-and-supply-base_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.

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.

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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)
FGVPISB Kulai Palm Oil Mill	√	√	√	√	√
FGVASSB Bukit Besar Estate	√	√	√	√	√

Tentative Date of Next Visit: September 16, 2019 – September 18, 2019

Total No. of Mandays: 7 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>
Hafriazhar Mohd Mokhtar	Team Leader	Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.
Mohd Hafiz Mat Hussain	Team Member	He holds Bachelor Degree in Plantation Technology and Management, graduated from University Technology Mara (UiTM) on 2009. He has 4 years working experience in oil palm plantation industry. He also has the experiences as an auditor for several standards including ISO 9001, ISO 14001, 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 2013, Endorsed RSPO P&C Lead Auditor Course in 2014 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since May 2013 in more than various companies in Malaysia. During this assessment, he assessed on the RSPO Supply Chain elements, aspects of legal,

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		mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Muhammad Fadzli 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. Fluent in Bahasa Malaysia and English Language. He covered Mill & Estate Best Practices, Legal, OSH, Workers Consultation & etc.

Accompanying Persons:

No.	Name	Role
Nil	n/a	

2.3 Assessment Plan

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

Date	Time	Subjects	HMM	MHM	MFM
Tuesday 18/9/2018	PM	Audit Team travelling to Kulai (Creator Hotel)	✓	-	-
Wednesday 19/9/2018	0830 – 1630	RSPO Supply Chain for CPO mill, weighbridge and storage area	✓	-	-
		Audit Team travelling to Kulai (Creator Hotel)	-	✓	✓
		Meeting with stakeholders (local authority) – DOSH, DOE, Forestry, Wildlife, Land Office, Labour Office	-	✓	✓
Thursday 20/9/2018	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). Verification on previous audit findings 	✓	✓	✓
	0900 – 1200	Kulai Palm Oil Mill: Inspection of 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.	✓	✓	✓

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Date	Time	Subjects	HMM	MHM	MFM
	1200 – 1300				
	1300 – 1600	Kulai Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	✓	✓	✓
	1600 – 1630	Interim Closing Briefing	✓	✓	✓
Friday 21/9/2018	0830 – 1200	FGVASSB Estate Kulai Besar 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. Verify previous nonconformities.	✓	✓	✓
	1000 – 1100	Meeting with stakeholders (local community rep. neighbors, smallholders, workers/Union rep, vendor etc.)	✓	-	-
	1200 – 1400	Lunch & Friday Prayer			
	1300 – 1600	FGVASSB Estate Kulai Besar 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). Verify previous nonconformities.	✓	✓	✓
	1600 – 1630	Audit team discussion & findings preparations	✓	✓	✓
	1630 – 1700	Closing Meeting <ul style="list-style-type: none"> • Presentation of report by BSI Lead Auditor – briefing & discussion of findings • Acceptance & acknowledgement by Tereh Palm Oil Mill & Estates 	✓	✓	✓

Date	Time	Subjects	HMM	MHM	MFM
Saturday 22/9/2018	AM	Audit Team travel back to KL	✓	✓	✓

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 complex	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, as of December 2018, 23 complexes have been audited by internal auditor. Seen the internal audit done by internal auditor from Plantations & Sustainability Department (PSD). 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									
No replacement after dates defined in NIs Criterion 7.3: <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. 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"> <thead> <tr> <th colspan="3">HCV clearance Kalimantan reported by Chain Research Reaction</th> </tr> <tr> <th>Issue</th> <th>Action Plan Progress</th> <th>Date Of Completion</th> </tr> </thead> <tbody> <tr> <td>HCV clearance at PT CNP and PT TAA</td> <td>Engaged independent consultant for ground investigation</td> <td>20 April - 4th May 2016</td> </tr> </tbody> </table>	HCV clearance Kalimantan reported by Chain Research Reaction			Issue	Action Plan Progress	Date Of Completion	HCV clearance at PT CNP and PT TAA	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 TAA	Engaged independent consultant for ground investigation	20 April - 4 th May 2016									

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	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	
	4th Public statement on HCV clearance at	12 August 2016	

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	PT CNP and PT TAA on FGV website		
	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 FGVKalimantan at PT CNP office for further engagement with ELC/Aidenvironment 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 proposal to include Aidenvironment	14 Dec 2016	

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	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="469 580 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>
Estate	Hectarage Involves In NPP	Status																														
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FGVPM Setiu 01	130.72																															
Total	1,722.32																															
<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. 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 FGVPI SB 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

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 Kulai Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1683545-201808-M1	Clause & Category (Major / Minor)	Indicator 4.7.2 Major
Date Issued	21/09/2018	Due Date	10/12/2018
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/11/2018
Statement of Nonconformity:	The health and safety issue was not assessed and implemented effectively.		
Requirement Reference:	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.		
Objective Evidence:	FGVASSB Bukit Besar Estate: The activity for transportation of workers was not identified in the HIRADC register (FPM/P/24; Dated 10/3/2018). Furthermore, The tractor (Reg. plate WRD xxxx) used for that activity was not in good condition, eg: no tyre thread for front tyres, tractor fender was broken, ribbed side for trailer too low for passengers.		
Corrections:	The estate management will update the HIRARC and include the transportation of workers to estate		
Root Cause Analysis:	The HIRARC identification was only include the transportation of Pesticides		
Corrective Actions:	Periodical monitoring of the HIRARC assessment by the estate management		
Assessment Conclusion:	Evidence verified: - Tractor repair PO # 400040358 dated 5/11/2018 and evidence of repair in-progress and completed - HIRARC register and monitoring form. Evidence verified confirmed the effectiveness of CAP, hence the major NC was closed on 25/11/2018.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1683545-201808-N1	Clause & Category (Major / Minor)	Indicator 4.2.1 Minor
Date Issued	21/09/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	N/A
Statement of Nonconformity:	The Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield are not effectively implemented		
Requirement Reference:	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		
Objective Evidence:	FGVASSB Bukit Besar Estate: During site visit in block 5 noted the evidence of over spraying as the area was covered with algae. There was also evidence of spraying at the terrace area which cause area eroded. According to Sustainable Palm Oil Manual Procedure, document no MLSL (Ed. 2) Section 4 stated that the area of spraying is at 1.0 to 1.5 meter from the palm basal while for the area adjacent to jungle, area of spraying is at 2.0 meter.		
Corrections:	The estate management will issue warning letter to worker's involves and training on spraying activities		
Root Cause Analysis:	The estate's workers were found to be lack of understanding on Sustainable Palm Oil Manual Procedure (Spraying Procedure)		
Corrective Actions:	The estate management will monitored the spraying activities periodically		
Assessment Conclusion:	CAP accepted and effectiveness will be verified in next assessment.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1683545-201808-N2	Clause & Category (Major / Minor)	Indicator 4.6.10 Minor
Date Issued	21/09/2018	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	N/A
Statement of Nonconformity:	Disposal of waste material were not properly demonstrated		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).		
Objective Evidence:	Kulai POM Housing Area: House no. 15-A & 15-B: - Paint drum been used as dustbin - Storage of lubricants drum at the back of house without proper pollution prevention control measures - Trace of open burning of wastes next to house Adjacent to house no. A-1 & 7-A & 7-B - Waste been dumped inside pit/hole at vacant plot		

Corrections:	The management will come out with warning letter towards staffs involves, all of the area involves will be tidy up and weekly monitoring on housing area
Root Cause Analysis:	The mill management lack of monitoring on domestic waste management
Corrective Actions:	The estate management will monitored the domestic waste periodically
Assessment Conclusion:	CAP accepted and effectiveness will be verified in next assessment

Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Nil

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	4.7.2	21/09/2018	Closed out on 25/11/2018
1683545-201808-N1	Minor	4.2.1	21/09/2018	"Open"
1683545-201808-N2	Minor	4.6.10	21/09/2018	"Open"

3.5. Stakeholders Consultation

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

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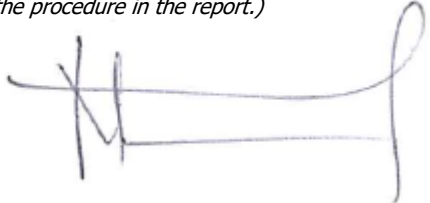
of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as below.

List of Stakeholders Contacted	
Internal Stakeholders GPW Chairperson (Gender Committee Representative) Manager/Assistant Manager Field supervisor Mandore Harvester Sprayer	Union/Contractors/Local Communities Union representative Vendor Contractor Village representative
Government Departments SAJ (Water Authority) representative Teacher (SKSB)	NGO Community nurse

IS #	Description
1	Feedbacks: By GPW Chairperson – good involvement of all women employee including male employee’s spouse in gender committee activities with good support by mill and estate management.
	Management Responses: Positive comment noted.
	Audit Team Findings: No further issue.
2	Feedbacks: Union (NUPW) representative – freedom was fully given by management for employee to involve and participate in union activities. The representative attended the recent annual meeting in Terengganu with unrecorded leave.
	Management Responses: Management always recognized freedom of association and support all activities related.
	Audit Team Findings: Infor included in checklist.
3	Feedbacks: Vendors & contractors – long service to FGV since more than the past 10 years. No issue in pricing and payment.
	Management Responses: Positive comment noted.
	Audit Team Findings: No further issue.
4	Feedbacks: SAJ (Water Authority) representative – seeks continuous support and cooperation in ensuring the source of water especially nearby water intake point is not harmed. There was recent case of water contamination at SAJ treatment plant due to contaminated intake point. Investigation suggest contamination could came from mill/estate along the stream and FGV was among those.
	Management Responses:

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	<p>Management received letter from SAJ on the recent issue of contamination and conducted joint investigation. Based on evidence of water monitoring and the results of effluent sample analysis, the source of contamination was not by either mill or estate. The mill and estate monitored the water quality on frequent basis and take immediate action in case of any violation of quality parameters.</p> <p>Audit Team Findings: Cross reference to effluent and water quality monitoring of relevant time of incident claimed by SAJ shown no evidence of violation of required parameters. Response to SAJ also sighted. Issue will be kept in view for reference in next audit.</p>
5	<p>Feedbacks: SKSB teacher – attended the previous stakeholder meeting and satisfied with info provided.</p>
	<p>Management Responses: All relevant stakeholder will be invited in the periodical stakeholder meeting conducted to share the sustainability info and discuss any issues.</p>
	<p>Audit Team Findings: To cross reference to stakeholder meeting minutes.</p>
6	<p>Feedbacks: Community nurse – no any viral case among both local and foreign workers. FGV have own panel clinics and not so often use the community clinic facility.</p>
	<p>Management Responses: FGV have own panel clinics for all medical requirements by employees. However they are allowed to seek for any other facility in case of urgent medical requirements.</p>
	<p>Audit Team Findings: No further issue.</p>
7	<p>Feedbacks: Local & Foreign Workers – no issue in provision of housing and accommodation. PPE always provided by management. Contract agreements terms and conditions were fully explained by management.</p>
	<p>Management Responses: Workers conditions are always priority to management.</p>
	<p>Audit Team Findings: All feedbacks from workers were used as the input to the checklist.</p>

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Kulai Palm Oil Mill has complied with the RSP0 P&C MY-NI 2014 & RSP0 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 Sungai Tong Palm Oil Mill is approved.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Hafriazhar Mohd Mokhtar	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: 25/1/2019	Date: 31/1/2019

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 Regulatory Department such as DOSH, MPOB, DOE visiting log book were attended accordingly. Mill and estate assistant at each operating unit responsible on providing & updating the information to relevant stakeholder.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	<p>DOSH annual mill inspection visit dated 9/8/2017 and issue notice of improvement no 125490. Notice were closed and accepted on 29/8/2017. Refer letter no (30)840A/4004/KL/17.</p> <p>Performance monitoring CEMS, EPMC and ERCMC recorded in Monthly Environmental Performance.</p> <p>Request and response between stakeholders and management was observed in FGVASSB Bukit Besar Estate. Noted the letter from "Pertubuhan Kebajikan Pemulihan Dalam Komuniti" dated 3/1/2018 for invitation to attend ceremony at Felda Taib Andak.</p> <p><u>As per for Rekod Aduan, Rungutan dan Keluhan sighted one Aduan # 001/2018; Dated 15/4/2018 by settlers complaining on the road from mill to mosque and warung too slippery. Mill clean the road immediately on 16/4/2018.</u></p>	Complied
<p>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.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
1.2.1	Publicly available documents shall include, but are not necessary limited to: <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance –	<p>There are no restriction to access document as they are publicly available for review. Information relating to land titles, safety and health plans, pollution prevention plans, environmental improvement plans, waste management plans and continual improvement plans are available at both mill and estate for review.</p> <p>All procedure relating to sustainable palm oil management was documented in:</p> <ul style="list-style-type: none"> i. Plantation Sustainability and Quality Management, ii. Sustainable Palm Oil Manual Procedure iii. Occupational Safety, Health and Environmental Manual <p>Additionally, all policies displayed on notice board on several places at both mill and estate. The policies are communicated top the employee and stakeholders through briefing, training and meetings.</p> <p>Established as FGV Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 0; Effective date: 1/9/2016</p>	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	A written policy established as Code of Business Conduct & Ethics For Employees (CoBCE) book by Mohd. Fadzly bin Zulkifli; Head Industrial Relation Group Human Resource Felda Global Ventures Holding Berhad; Copyright: 290316. This was communicated to all levels of the workforce and operations via company’s website and directly at operating unit’s level.	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.			

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>Legal register covering the applicable local and international laws and regulations are available. Compliance to each applicable law and regulation is monitored by the operating units and head office sustainability team.</p> <p>Kulai POM monitored through Register of Legal and Other Requirements records (FPI/L4/QOSHE-2.1 Pind 0), latest update on 23/1/2018.</p> <ol style="list-style-type: none"> 1. MPOB License: 500161004000 valid until 31/3/2019. 2. All the CF by DOSH found valid, eg: PMT10501, PMT13529, PMD122, PMT 13530 3. Diesel permit : J037033 valid until 13/5/2019 4. Steam Engineer Grade 1 (075/2005) 5. Steam Engineer Grade 2 (255/2015) 6. CePPOME : Mill Engineer (CePPOME/15057) 7. CePSWaM : Mill Engineer (CePSWaM/16073) 8. AESP : FPISB-AESP-00073 9. AGT : NW-HQ-AGT-1141-M 10. Electrical chargeman : PJ-T-4-B-0124-2010, grade A4 11. Electrical chargeman : PJ-T-2-B-0464-2012, grade A1 12. Boiler chargeman : J.148/05, grade 2 13. Boiler chargeman : PA/34/89, grade 1 <p>FGVASSB Bukit Besar Estate monitored through Register of Legal and Other Requirements records (ML-1A/L5-AP11 Pind 0), last reviewed on 1/1/2017.</p> <ol style="list-style-type: none"> 1. MPOB License (Estate): 50267012000, valid until 31/3/2019. 2. Labour Department Peninsular Malaysia Permit for Workers Salary Deduction (Section 24 Employment Act 1955); Serial # PP 3/34/1385; Deduction for purchase of motorcycle, electrical appliances and furniture for amount ranging RM65 	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>to RM241 per month for a period of 48 and 12 months respectively; Effective date: 1/2/2009</p> <p>3. Kebenaran Di Bawah Seksyen 24 Akta Kerja 1955 Bagi Membuat Potongan Daripada Gaji Pekerja-Pekerja – Skim Pinjaman Perumahan FPISB, Skim Koperasi Permodalan Felda Berhad (KPF); Ref. # (16)dIm.BSM.7/ 2/35/68 Bhg. 1; 25/10/1996</p> <p>4. Overtime Permit; (2) dIm PTKJB/10101/02375 (PMT); Dated 22/9/2015</p>	
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>Kulai POM and FGVASSB Bukit Besar Estate monitored through Register of Legal and Other Requirements records (FPI/L4/QOSHE-2.1 Pind 0), latest update on 1/1/2018 which include:</p> <ol style="list-style-type: none"> Factories And Machinery (Exemption Of Certificate Of Fitness For Unfired Pressure Vessel) Order 2017 Employees Provident Fund Act 1991 	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	<p>Kulai POM and FGVASSB Bukit Besar Estate monitored through evaluation on the Register of Legal and Other Requirements records (FPI/L4/QOSHE-2.1 Pind 0), latest evaluation was done on 1/1/2018.</p>	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	<p>Tracking system available to identify changes in the relevant regulations through head office, sustainability regulation unit. FGV have centralised system for tracking any changes in the law. Refer to "Panduan: Sistem Pengesanan Perubahan Undang-undang" dated 23/6.2017, Version:04.</p>	Complied
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>			

Criterion / Indicator	Assessment Findings	Compliance
2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	Kulai POM: Documents showing legal ownership sighted in the form of Agreement between Felda and Felda Palm Industries Sdn. Bhd.; Scheme: Felda Taib Andak; Date: 25/11/1996; License to occupy a portion of land approximately 13.09ha; Period: 1/1/1994 – 31/12/2023 (30 years). FGVASSB Bukit Besar Estate: Documents showing legal ownership sighted in the form of Tenancy Agreement between Felda and Felda Agricultural Services Sdn. Bhd.; Date: 7/2/2018; Period: 1/1/2018 – 31/12/2018; Sighted also the Approval (<i>Kebenaran Kepada Felda Agricultural Services Sdn. Bhd. Untuk Menjalankan Operasi Di Tanah Felda</i>) Letter Ref. # (06) JPLDG1151/02-30; Dated: 18/1/2018. Original expiry date of leasing agreement 31/12/2017. Negotiation on revised price still on-going, latest meeting on leasing between Felda and FGVASSB dated 20/4/2018; Minutes of meeting # 01/2018. The meeting outcome was to remain existing agreement until 31/12/2018 pending negotiated decision on the new leasing rate. Rental payment voucher # 340210168; Date: 10/4/2018 for invoice # 220753032.	Complied
2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	During site visit, the boundary stone was clearly demarcated at FGVASSB Bukit Besar Estate with smallholders.	Complied
2.2.3 Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Land ownership document clearly indicate that land could be used for palm plantation activities. There isn't any conflict on the condition of land use as per land title. The land was obtained from the state government through legal process.	Complied

Criterion / Indicator		Assessment Findings	Compliance
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	No disputes, conflicts or a customary right as the land belongs to state government that leased to FGVP for 99 years. However, there are documented procedures available to manage the situation if needed as following: - Land disputes & customary rights - ML-1A/L2-PR 12 - Negotiation process - ML-1A/L2-PR 1 - Compensation calculation - ML-1A/L2-PR 13	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 are no disputes, conflicts or a customary right hence participatory mapping not required.	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	During field visit and interview with internal/external stakeholders, it was found there was no conflict nor did violence occur within the estate. The presence of security force ensures a safe and harmonized environment at all time.	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 -	There is no land dispute in the Kulai Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers and local villages. Interview with the stakeholders confirmed that no encroachment of land by the FGVPMSB.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>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:</p> <ul style="list-style-type: none"> 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. <p>- Minor compliance -</p>	<p>There is no land dispute in the Kulai Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers and local villages. Interview with the stakeholders confirmed that no encroachment of land by the FGVPMBSB.</p>	<p>Complied</p>
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>There is no land dispute in the Kulai Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers and local villages. Interview with the stakeholders confirmed that no encroachment of land by the FGVPMBSB.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
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	There is no land dispute in the Kulai Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers and local villages. Interview with the stakeholders confirmed that no encroachment of land by the FGVMSB.	Complied
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	The annual business plan is established and available during the audit. Both estates and the mill had a similar format i.e. in the form of annual budget with 4 years projection. This business plan is prepared as guidance for the forthcoming year and future planning. The mill budget 2018 (<i>30 mt milling capacity</i>) had the following component in the expenditure details; FFB process, OER, CPO, KER, Process Cost, equipment, management cost and other cost. The FGVASSB Bukit Besar Estate budget 2018 had the following component in the expenditure details; Fertilizer cost, chemical/diesel cost, FFB tonnage, equipment, management cost and other cost.	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 programme for FGVASSB Bukit Besar Estate. Current stand was planted in 2014. Replanting will be done for palm age at 25 years and above as per FGV Replanting Policy dated 1/6/2014 signed by the CEO	Complied
Principle 4: Use of appropriate best practices by growers and millers			

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	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. Estate holds three SOP and documented in Plantation Sustainability and Quality Management, Sustainable Palm Oil Manual Procedure and Occupational Safety, Health and Environmental Manual Sighted the latest review in Sustainability Palm Oil Manual on procedure for competency, awareness and training dated 1/6/2016.	Complied
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	FGVPM has established mechanism to monitor the implementation of their procedure by Mill/Plantation Advisor Visit, Agronomist Visit and Audit on compliance to SOP (P&D). The visit conducted on annually basis.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p>	<p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p> <p><u>Kulai POM</u></p> <p>Noted the latest Mill Advisor visit conducted on 23-24 May 2018. Refer report no (44) 010/13/FPISB/Report/2018 dated 31/5/2018. The report covers on Product quality, Process and Maintenance cost, mill throughput, compliances to law and regulation, OSH and cleanliness.</p> <p>Noted the reply from Kulai POM in Plantation Advisory Progress Report dated 18/9/2018.</p> <p>POM and estate sent water sample to Felda Analytical Laboratory for Pesticides in Water analysis and Effluent Water analysis for monitoring. All sampling results are available for review. Observed the sample result:</p> <p>Effluent analysis report to DOE for the month of July and August 2018 sighted at the mill. Verified report no. MAP 775/18 dated 4/8/2018 for July 2018 and MAP 910/18 dated 28/8/2018 for August 2018. BOD result recorded at 61 mg/L and 37 mg/L respectively. Final discharge conforms to parameter limits for land application.</p> <p><u>FGVASSB Bukit Besar Estate</u></p> <p>Agronomist visited on annually basis. Sighted the latest Agronomist visit on 25/10/2017. The report covers on crop achievement, manuring standard, maintenance of oil palm and pest and disease management.</p> <p>Pesticides water analysis was taken once a year as per procedure no FGV/ML-1A/L3 GP1. Analysis was done base on NWQI – Class 3. Sighted the pesticides water analysis for 2018 dated 12/7/2018. Refer certificate no 217/2018W. Result conforms to NWQI – Class 3.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Record the origins of all third-party sourced Fresh Fruit Bunches (FFB) was clearly identified in the despatch note.	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 -	<p>Group Sustainable Palm Oil Manual Procedure contains Standard Operating Procedures to ensure soil fertility is managed to a level that ensures optimal and sustained yield.</p> <p>During site visit in block 5 noted the evidence of over spraying as the area was covered with algae. There was also evidence of spraying at the terrace area which cause area eroded.</p> <p>According to Sustainable Palm Oil Manual Procedure, document no MLSL (Ed. 2) Section 4 stated that the area of spraying is at 1.0 to 1.5 meter from the palm basal while for the area adjacent to jungle, area of spraying is at 2.0 meter.</p> <p>Minor NC was raised. 1683545-201808-N1</p>	Minor nonconformance

Criterion / Indicator		Assessment Findings	Compliance
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	<p>Fertilizer application program is based on the recommendation by Agronomist base on the leaf sampling. Sighted the fertiliser application records as follows:</p> <p>Month program: Mar 18 (Trial – Subsoil) Ha program: 1.45 ha Type: NK Mix Rate/palm: 4.5 kg/palm Month applied: Mar 18 Ha applied: 1.45 ha</p> <p>Month program: Jul – Aug 18 Ha program: 56.74 ha Type: Kieserite Rate/palm: 1.00 kg/palm Month applied: Jul – Aug 18 Ha applied: 56.74</p> <p>Noted the fertiliser application was done as per agronomist recommendation.</p>	Complied
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>FGVASSB Bukit Besar Estate</p> <p>Leaf sampling conducted to determine nutrient deficiency and the result is use as base for fertiliser recommendation. The sampling was conducted by Agronomist team. Latest leaf sampling was conducted on 7/5/2018 for fertiliser recommendation FY 2019. Refer report no FRF20190481.</p> <p>Soil sampling was done at 5 years interval as per FGVPM SOP. Latest Soil Sampling was done in June 2015 by external parties. Report are available for review.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance				
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 -	<p>Nutrient recycling strategy is in place and includes use of Empty Fruit Bunches (EFB), which applied at the estate at 20 ton/ha as per recommendation by Agronomist. The application was mainly to conserve the soil moisture. Verified the record of payment for transporting EFB to the estate for the month of August 2018. Refer invoice no 3310276360 dated 4/9/2018.</p> <p>Verified sampled EFB application program at FGVASSB Bukit Besar Estate. Sample of application record checked:</p> <p>Month: Jun 2018 Tonnage: 64.97 ton</p> <p>Month: July 2018 Tonnage: 171.89 ton.</p>	Complied				
Criterion 4.3:							
Practices minimise and control erosion and degradation of soils.							
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	<p>Soil maps were available for FGVASSB Bukit Besar Estate.</p> <p>Details of soil type are shown below.</p> <table border="1"> <thead> <tr> <th>No.</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rengam-Jerangau series</td> </tr> </tbody> </table>	No.	Type	1	Rengam-Jerangau series	Complied
No.	Type						
1	Rengam-Jerangau series						

Criterion / Indicator		Assessment Findings	Compliance								
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 -	As per Soils of FGVASSB Bukit Besar Estate by Param-Agricultural Soil Surveys (M) Sdn Bhd, there was no slope above than 25 °. The slope category identified as follow: <table border="1" data-bbox="1025 507 1659 644"> <thead> <tr> <th>Slope</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>0-4</td> <td>2.30</td> </tr> <tr> <td>4-12</td> <td>15.10</td> </tr> <tr> <td>12-24</td> <td>82.60</td> </tr> </tbody> </table>	Slope	%	0-4	2.30	4-12	15.10	12-24	82.60	Complied
Slope	%										
0-4	2.30										
4-12	15.10										
12-24	82.60										
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Road maintenance programme for FGVASSB Bukit Besar Estate was established. The progress record was sighted with monitored using map. The latest road maintenance programme was done at block 5 and block 2 (970 meter). The maintenance was done by Hashim Engineering & Construction on 10/6/2018-9/7/2018.	Complied								
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	No peat soil at FGVASSB Bukit Besar Estate	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 -	No peat soil at FGVASSB Bukit Besar Estate	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 -	No peat soil or other problematic soil at FGVASSB Bukit Besar Estate	Complied								
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.											

Criterion / Indicator		Assessment Findings	Compliance
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	<p><u>Kulai POM</u> Mill has established the Water Management Plan and latest review was sighted on 20/7/2018. The management plan focusing on water shortage/contamination and water usage efficiency. In the plan stated the root cause, mitigation plan and Person In Charge for each plan programmed. Sighted the implementation of water management plan as follows:</p> <ul style="list-style-type: none"> i. Monthly record of water usage/ton FFB, sighted the records in Monthly Environmental Performance Indicators ii. Effluent analysis report to DOE for the month of July and August 2018 sighted at the mill. Verified report no. MAP 775/18 dated 4/8/2018 for July 2018 and MAP 910/18 dated 28/8/2018 for August 2018. <p><u>FGVASSB Bukit Besar Estate</u> Estate has established Water Management Plan for FY 2018/19. The plan focusing on water shortage, water contamination, and keeping soil moisture. In the plan stated the root cause, mitigation plan and Person In Charge for each plan programmed. Sighted the implementation of the plan as follows:</p> <ul style="list-style-type: none"> i. Buffer zone has been demarcated with concrete pole. No evidence of chemical application activities along the buffer zone. <p>Pesticides water analysis for 2018 dated 12/7/2018. Refer certificate no 217/2018W. Result conforms to NWQI – Class 3.</p>	Complied

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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 -	<p>FGVPM has established procedure to identify river buffer zone and documented in Sustainable Palm Oil Manual Procedure. Refer document no ML-1A/L2-Pr8(0) as follows:</p> <table border="1"> <thead> <tr> <th>River Width</th> <th>Buffer Zone (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>1-5</td> <td>5</td> </tr> </tbody> </table> <p>Sighted during site visit the estate has marked the river buffer zone with concrete pole. No evidence of chemical activities along the river buffer zone.</p>	River Width	Buffer Zone (m)	>40	50	>20 – 40	40	>10 – 20	20	>5 - 10	10	1-5	5	Complied
River Width	Buffer Zone (m)														
>40	50														
>20 – 40	40														
>10 – 20	20														
>5 - 10	10														
1-5	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 -	<p>Mill effluent have been treated including trough bio polishing plant before released to natural watercourse. Effluent analysis was done by Felda Analytical Laboratory. Sighted the Effluent analysis report to DOE for the month of July and August 2018 sighted at the mill. Verified report no. MAP 775/18 dated 4/8/2018 for July 2018 and MAP 910/18 dated 28/8/2018 for August 2018. BOD result recorded at 61 mg/L and 37 mg/L respectively. Final discharge conforms to parameter limits for land application.</p>	Complied												

Criterion / Indicator		Assessment Findings	Compliance																																										
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	<p>Kulai POM The POM has established monitoring of water usage/ton FFB to monitor the efficiency of water usage in the mill. The data was recorded in Monthly Environmental Performance Indicators. Sighted the record for FY 2017 and FY 2018 as at August 2018. Record of usage as follows: FY 2017:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>2017</th> <th>2018</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>0.76</td><td>1.04</td></tr> <tr><td>Feb</td><td>1.15</td><td>1.27</td></tr> <tr><td>Mar</td><td>0.94</td><td>0.70</td></tr> <tr><td>Apr</td><td>1.08</td><td>1.31</td></tr> <tr><td>May</td><td>1.00</td><td>1.47</td></tr> <tr><td>Jun</td><td>1.02</td><td>1.59</td></tr> <tr><td>July</td><td>0.97</td><td>1.34</td></tr> <tr><td>Aug</td><td>1.05</td><td>1.24</td></tr> <tr><td>Sep</td><td>1.12</td><td></td></tr> <tr><td>Oct</td><td>1.28</td><td></td></tr> <tr><td>Nov</td><td>1.16</td><td></td></tr> <tr><td>Dec</td><td>0.91</td><td></td></tr> <tr><td>AVERAGE</td><td>1.04</td><td></td></tr> </tbody> </table> <p>Noted the usage of water at the month of May to August 2018 was higher compare to same period of 2017 due to hot water tank was leak and need replace. The mill has rectify the issue and the replacing work has been commenced.</p>	Month	2017	2018	Jan	0.76	1.04	Feb	1.15	1.27	Mar	0.94	0.70	Apr	1.08	1.31	May	1.00	1.47	Jun	1.02	1.59	July	0.97	1.34	Aug	1.05	1.24	Sep	1.12		Oct	1.28		Nov	1.16		Dec	0.91		AVERAGE	1.04		Complied
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<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>																																													

Criterion / Indicator		Assessment Findings	Compliance
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	<p>The IPM management is similar to the other FGVP estates. Both Besout 06 and 07 estates had in place a documented integrated pest management (IPM) systems. The procedure referred was in the Manual Lestari under section - Plant Protection. The IPM program among others includes pest management of rats, bagworms, nettle caterpillars, rhinoceros beetles and ganoderma. The IPM technique for rats includes rearing barn owls (<i>tyto alba</i>), bagworm control includes the planting of beneficial plants such as <i>Cassia cobanensis</i>, <i>Antigonan leptopus</i> and <i>Turnera sublata</i>. Documents on the operations related to the following was available and sighted ;</p> <ul style="list-style-type: none"> a) Barn Owl Boxes (BOB) location in the estates. 6 units sighted in the estates for(as per records of BOB) b) BOB occupancy census record, latest census on 27/6/18 (occupancy rate-0%). c) Training relating to IPM operations and management d) Cultivation of beneficial plant in the nursery and planting location in the field. During the field visit, it was observed a number of beneficial plants had been planted. e) Rat baiting was by calendar baiting at 2 campaigns per year. Baiting was continued until bait acceptance fell below 20%. Rat baiting was by calendar baiting at 2 campaigns per year. Baiting was continued until bait acceptance fell below 20%. The latest census shown that the percentage was 2%. 	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training on IPM was done on 14/7/2018 by the staff to the workers involved with IPM.	Complied
<p>Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.1</p> <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 written justification in Standard Operating Procedure (SOP) of all agrochemicals are available and related in the following manual/documents</p> <ul style="list-style-type: none"> a) Manual Ladang Sawit Lestari b) Manual Keselamatan c) Manual Sustainability <p>Selected products are specific to the target pest, weed and disease. Quoted few of recommended pesticides are as follows:</p> <ul style="list-style-type: none"> a) Immature planting <ul style="list-style-type: none"> General weeds : Glyphosate Legume & broad leave : Metsulfuron Methyl Stenochlaena palustris : Sodium chlorate b) Mature fields <ul style="list-style-type: none"> VOPs : glyphosate & sodium chlorate <p>The selection is also evaluated by the agronomist during his visit to the estate through sighting of the chemical records applied in the estates.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance								
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 -	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) was made available. Records were sighted and verified in both estates. The record of pesticides used was sighted. <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="2">Jan - Aug 18</th> </tr> </thead> <tbody> <tr> <td>FGVASSB Bukit Besar Estate</td> <td></td> <td>35.24</td> <td>% a.i/ha</td> </tr> </tbody> </table> The ai/ha was higher due to high round of spraying for newly mature area (7 rounds/yr)			Jan - Aug 18		FGVASSB Bukit Besar Estate		35.24	% a.i/ha	Complied
		Jan - Aug 18									
FGVASSB Bukit Besar Estate		35.24	% a.i/ha								
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 -	The quantity of agrochemicals required for various field conditions are documented and justified in the described manuals a) Manual Ladang Sawit Lestari b) Manual Keselamatan c) Manual Sustainability The implementation in the field is consistent with the Manual Lestari / Sustainability. In the implementation of the IPM plans the following practices are adopted by both estates; Established growth of beneficial plants (<i>Cassia cobanensis</i> , <i>Antigonan leptopus</i> and <i>Turnera sublata</i>) for continuous planting in order to attract natural predators and thus to reduce use of insecticides. As described in 4.5.1, during the site visit the auditor observed notable quantity of beneficial plants been planted. Cultivation was made at the estates mini nurseries.	Complied								

Criterion / Indicator	Assessment Findings	Compliance
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 -	There is no chemical class 1A and 1B at FGVASSB Bukit Besar Estate.	Complied
4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	Pesticide operators given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers. #cross refer with indicator 4.8.2	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	<p>The storage of pesticides at FGVASSB Bukit Besar Estate was observed to be in compliance with the Occupational Safety and Health Act 1994 (Act 514) as well as in the Pesticides Act 1974 (Act 149) and Regulations having he following characteristics;</p> <ul style="list-style-type: none"> a) The chemical and fertiliser stores (with cemented floors) are locked & handled only by authorised personnel i.e. storekeeper. b) All the chemicals were arranged/segregated according to the type. The fertilizers were well stacked. c) Relevant MSDS /CSDS were seen displayed in the stores. Adequate Safety Signage have been placed at both internal and external of the building. d) A proper premixing area with eye wash facilities and bathing area is available. <p>The empty pesticides container was disposed using recycle contractor.</p>	Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	<p>The quantity of agrochemicals required for various field conditions are documented and justified in Manual Lestari and Sustainability.</p> <ul style="list-style-type: none"> a) The implementation in the field is consistent with the Manual Lestari (Agriculture Reference Manual) b) Pesticide applications were guided by FGVP ARM, Pictorial Guide, CHRA and by MSDS supplied by the manufacturer. <p>The chemicals used in the Company's estates are the common chemicals used and established in the palm oil industry records of which have proven having minimum risks and impacts.</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 aerial spray at FGVASSB Bukit Besar Estate	Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	The FGV Kulai POM complex did not associate itself with smallholders. The FGVASSB Bukit Besar Store Clerk, Sprayers and Manurers demonstrated knowledge and skills on pesticide handling. They understood the danger of these chemicals and were seen following the proper handling procedure, observing safety pictorial poster and PPE requirements, both at the agrochemical store and as sighted during application in the field. The latest training was carried out on 14/7/2018 on the Safe Handling of Chemical and SDS Training for the pesticide handler. Safety Data Sheet for each chemical in both Bahasa Malaysia and English was seen available in docket in the agrochemical store.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.10</p> <p>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 -</p>	<p>During site visit and interview with operation staff shows understanding on disposal of waste material. Sighted training record for SW store keeper (Foreman) dated 17/8/2018.</p> <p>Disposal record for SW 409, 410 and 422 dated 25/6/2018 by Kualiti Alam Sdn. Bhd. Refer CN no 0119083, 0119082 and 0118824 FGVASSB Bukit Besar Estate</p> <p>Scheduled waste has been kept in designated stored before transferred to a central collection unit at Pusat Penyelidikan Tun Razak. Inventory of scheduled waste was done using the E-SWISS. The vehicle used to transport Scheduled Waste has been registered with DOE as per letter dated 8/8/2016. Refer letter no (BB)91/110/619/161.</p> <p>Understanding on scheduled waste disposal procedure was good as observed during the interview with field supervisor and clerk in charge of Scheduled Waste. Sighted the Scheduled Waste Management training dated 10/7/2018.</p> <p>The Disposal of waste material were not properly demonstrated during visit at Kulai POM Housing Area due to following:</p> <ul style="list-style-type: none"> - House no. 15-A & 15-B: - Paint drum been used as dustbin - Storage of lubricants drum at the back of house without proper pollution prevention control measures - Trace of open burning of wastes next to house Adjacent to house no. A-1 & 7-A & 7-B - Waste been dumped inside pit/hole at vacant plot <p>Hence, a minor noncompliance has been raised on this matter</p>	<p>Minor nonconformance</p>

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Criterion / Indicator		Assessment Findings				Compliance								
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	Annual medical surveillance for sprayers and pesticide operators were demonstrated. Medical examination programme established for sprayers which conducted by Klinik Sulaiman (HQ/08/DOC/00/387). <table border="1" data-bbox="1025 555 1635 721"> <thead> <tr> <th>ID No</th> <th>Date of Medical check up</th> <th>Result</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>2102119</td> <td>21/3/17</td> <td>Fit</td> <td>FGVASSB Bukit Besar Estate</td> </tr> </tbody> </table> 3 sprayers was repatriated in 2018.				ID No	Date of Medical check up	Result	Estate	2102119	21/3/17	Fit	FGVASSB Bukit Besar Estate	Complied
ID No	Date of Medical check up	Result	Estate											
2102119	21/3/17	Fit	FGVASSB Bukit Besar Estate											
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	No female sprayer and worker at FGVASSB Bukit Besar Estate.				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>Group Occupational Safety & Health Management Policy had been established and implemented. There are 2 levels of the Policies</p> <p>a) <i>Dasar Kesihatan, Keselamatan Dan Alam Sekitar</i> signed on 15/10/2016 by The <i>Presiden Kumpulan</i>.</p> <p>b) <i>Dasar Keselamatan Dan Kesihatan Pekerjaan</i> endorsed by 30/3/2012 with revision on 01/2/2017 by The Chief Executive Officer (Ketua Pegawai Eksekutif) of FGVP. A similar policy <i>Dasar Kualiti, Keselamatan, Kesihatan Pekerjaan Dan Alam Sekitar</i> for the mill operations was signed by the Ketua Pegawai Eksekutif Felda Palm Industries Sdn Bhd dated on 10/8/1999 with a revision made on 20/11/2017.</p> <p>All Policies are displayed prominently on notice boards in English and local language Bahasa Malaysia in the estates and the mill respectively. The Policy is implemented through the OSH activities by the Regional CDD Executives and monitored by CDD Unit at Head Office. Included in the policy is the commitment of the Company to provide and maintain a safe and healthy working environment of its employees & contractors & visitors. In interviews with the staff, mandores & workers during the site visit revealed that the employees had been briefed and had understood the policy.</p> <p>OHS plan for 2018 was available for all the estates/mill audited to include program as follows: <u>Chemical Health Risk Assessment</u> Kulai POM - CHRA was conducted on 20/9/2014 by registered assessor, JKPP IH 127/171-2(08) [Occumed Consultancy & Services Sdn Bhd. Based on the CHRA, a total of 5 findings/recommendations reported. FGVASSB Bukit Besar Estate – CHRA was conducted on 6/5/2014 by registered assessor, JKPP HIE 127/171-2(303). Based on the CHRA, a total of 21 findings/recommendations reported.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>Chemical Exposure Monitoring</u> Kulai POM - The chemical exposure monitoring was conducted on 28/6/2018 by MZ Enviro Testing & Consulting (HQ/14/JHI/00/193) for the laboratory operators. The report, MZ/CEM/KSK/0618 dated June 2018 was sighted. The exposure results of personal monitoring at Laboratory for n-Hexane was compliance with the permissible exposure limit as specified under OSH USECHH Regulation 2000.</p> <p><u>LEV inspection and testing</u> Kulai POM - LEV inspection and testing was conducted on 10/5/2018 by registered hygiene tech II assessor (JKKP HIE 127/171-3/2(160)). Sighted the report (MZ/KSK/LEV/0518) dated 11/6/2018. From the assessment, the assessor conclude that the LEVs system at chemical lab was found effective to capture and transport the contaminants away from the work place.</p> <p><u>Baseline & Annual Audiometric Testing</u> Kulai POM – Baseline & Annual Audiometric testing completed on 2/6/2018 by Industrial Safety Management Services. Total of 56 workers were sent for the annual testing. Results from testing: 3 workers found hearing impairment and 2 workers with standard threshold shift (STS). The workers identified with STS was recommended by the assessor to be retest and the retest was plan to be conducted on 2/10/2018. The quotation from Industrial Safety Management Services, dated 24/7/2018 was sighted.</p> <p><u>Medical Surveillance</u> Medical surveillance was conducted on 3/3/2018 by Klinik Dhillon (HQ/08/DOC/00(72)). Total 7 workers were sent for medical surveillance. All workers were found fit to work.</p>	

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>Kulai POM and estate had established and identified significant hazards and risks and determined appropriate risk control measures based on HIRADC procedure (FPI/L2/QOHSE-1.0). The hazard identification, risk assessment and risk control (HIRADC) records was sighted. Appropriate control measure has been determined and revised in the HIRADC register.</p> <p>Kulai POM - HIRADC was reviewed on 3/7/2018 and approved by the Manager. Mill activities was identified and risk assessed with respect to reception station, fruit handling station, Sterilizer Station, threshing station, pressing station, Clarification station, depericarping station, kernel recovery station, boiler station, power generation station, despatch laboratory, oil recovery station, water treatment plant, Effluent operation, workshop, mill compound, store, laboratory, office and EB press.</p> <p>FGVASSB Bukit Besar Estate - HIRADC was reviewed on 19/3/2018 and approved by the Manager. Estate activities was identified and risk assessed with respect to harvesting, spraying, construction of platform, grading, office, pollination, foliar sampling, soil sampling, manuring, pest and disease, transportation using tractor.</p> <p>The activity for transportation of workers was not identified in the HIRADC register. Furthermore, The tractor used for that activity was not in good condition, eg: no tyre thread, tractor fender, ribbed side for trailer too low for passengers. Thus, the Major NC was raised.</p>	<p>Major nonconformance</p>

Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Minor compliance -</p> <p>Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. #cross refer to indicator 4.8.2.</p> <p>Suitable PPE has been provided to the workers based on the information in the MSDS and CHRA assessor’s recommendation.</p> <p>List of Personal Protective Equipment (PPE) Provided – identifies the type of PPE for the respective activities.</p> <ul style="list-style-type: none"> i. Press/workshop operator – Safety Helmet, Safety Shoes, Safety Vest and Ear plug/muff ii. Field workers (harvester) – glove, wellington boots and sickle cover. <p>During the site visit, it was noted that the PPE will be replaced by the workers when damaged or lost.</p> <p>The chemical store was found to be adequately organized, properly labelled, secured and person in charge understands the OSH procedures. CSDS was placed at the chemical stores and is available. The person in charge understands the information written in CSDS.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<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.</p> <p>- Major compliance -</p> <p>OSH policy is well briefed to all workers. Interview with workers reveal that they understand the policy and the importance of safety at work. OSH organization chart was established which chaired (chairman) by the manager.</p> <p><u>Kulai POM</u> OSH meeting conducted on quarterly basis and last meeting conducted on 30/5/2018. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 30/5/2018, 19/3/2018, 24/1/2018 and 13/9/2017.</p> <p><u>FGVASSB Bukit Besar Estate</u> OSH meeting conducted on quarterly basis and last meeting conducted on 26/6/2018. The work place inspection and review of accident record was discussed during the OSH meeting. No any unresolved safety and health issues noted. OSH/EHS meeting: 26/6/2018, 30/3/2018, 29/9/2017 and 9/6/2017.</p>	<p>Complied</p>

<p>4.7.5</p>	<p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Accident and emergency procedures are available in adherence to the FGVP on <i>Crisis Management & Emergency Response</i> plan and "Accident and Reporting and Investigation Procedure" in <i>Manual Keselamatan</i>. The estates identified the following emergency event requiring an emergency response plan (Prosedur KKP). The procedures were last updated on 18/11/15</p> <ul style="list-style-type: none"> a) <i>Kecelakaan Parah</i> b) <i>Kebakaran (Fire)</i> c) <i>Kecelakaan Ringan</i> d) <i>Banjir Di Ladang</i> <p>The mill similarly had the following incidences documented as the potential emergency event in relation to the mill operations;</p> <ul style="list-style-type: none"> a) <i>Kebakaran</i> b) <i>Kecelakaan yang menyebabkan hilang upaya/cacat</i> c) <i>Kecelakaan yang menyebabkan cuti sakit melebihi 4 hari.</i> d) <i>Letupan Boiler, turbin dan lain-lain</i> e) <i>Keruntuhan Struktur Kilang</i> <p>There are formation of ERP Team & ERP for all the identified incidences. The organisation chart for the ERP team was established and displayed for information of the employees. The important telephone contact numbers were also provided therein. Procedures guidelines were produced by CDD unit and amended to tailor to the situation differences in the estates and mills. Sighted drills conducted by the estates and mill as follows;</p> <table border="1" data-bbox="1028 1201 1594 1366"> <thead> <tr> <th>Estate / Mill</th> <th>Date</th> <th>ERP Drill / Exercise</th> </tr> </thead> <tbody> <tr> <td>Kulai POM</td> <td>1/12/17</td> <td>Fire drill</td> </tr> <tr> <td>FGVASSB</td> <td>12/12/17</td> <td>Fire drill</td> </tr> </tbody> </table>	Estate / Mill	Date	ERP Drill / Exercise	Kulai POM	1/12/17	Fire drill	FGVASSB	12/12/17	Fire drill	<p>Complied</p>
Estate / Mill	Date	ERP Drill / Exercise										
Kulai POM	1/12/17	Fire drill										
FGVASSB	12/12/17	Fire drill										

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Criterion / Indicator	Assessment Findings	Compliance
	<p>The first aider were present during site visit at estate (spraying and manuring activities) and mill (office, operation). First aid box was sighted at mill (operation and office), last inventory inspection was done on 30/7/18. The first aider was attended the training which was conducted by PBSM on 5-6/9/2018.</p> <p>Records of all accidents are kept in both estates. Accidents were recorded using LTA Lost Time Accident. Cases if any are reviewed during safety meetings.</p> <p>a) FGVASSB Bukit Besar Estate recorded 1 accident in 2018 (eg: date of accident: 19/4/18 at <i>peringkat 2</i>). JKPP 6 was submit to DOSH on 22/4/18. JKPP 8 for the year 2017 was sent to DOSH on 19/1/2018.</p> <p>Kulai Palm Oil Mill recorded 2 accidents for 2017. The accident report was sighted (eg: date of accident: 16/3/17 at process area). JKPP 6 for the accident was sent to DOSH on 20/3/17. JKPP 8 for the year 2017 was sent to DOSH on 11/1/2018.</p>	

Criterion / Indicator		Assessment Findings	Compliance								
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<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>Malaysian workers are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial). Refer to form 8A, "Jadual Caruman" for June 2018, July 2018 and August 2018 (Emp. ID: 1204104, 1209667, 1209666)</p> <p>Foreign workers are covered by Foreign Workers Compensation Scheme Certificate of Insurance.</p> <table border="1"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>AXA Affin General Insurance Bhd (LWX/93259764/26/12/MRW)</td> <td>6/12/17 – 5/12/18</td> <td rowspan="2">FGVASSB Estate</td> </tr> <tr> <td>AXA Affin General Insurance Bhd (LWX/93277262/26/04/MRW)</td> <td>7/4/18 – 6/4/19</td> </tr> </tbody> </table>	Insurance	Period	Remark	AXA Affin General Insurance Bhd (LWX/93259764/26/12/MRW)	6/12/17 – 5/12/18	FGVASSB Estate	AXA Affin General Insurance Bhd (LWX/93277262/26/04/MRW)	7/4/18 – 6/4/19	Complied
Insurance	Period	Remark									
AXA Affin General Insurance Bhd (LWX/93259764/26/12/MRW)	6/12/17 – 5/12/18	FGVASSB Estate									
AXA Affin General Insurance Bhd (LWX/93277262/26/04/MRW)	7/4/18 – 6/4/19										
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>Kulai POM</th> <th>FE</th> </tr> </thead> <tbody> <tr> <td>2017</td> <td>2 (LTA 294)</td> <td>1 (LTA 132)</td> </tr> </tbody> </table> <p>*LTA is equivalent to lost man days</p>	Year	Kulai POM	FE	2017	2 (LTA 294)	1 (LTA 132)	Complied		
Year	Kulai POM	FE									
2017	2 (LTA 294)	1 (LTA 132)									
<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 RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>Kulai POM has established training programme for each employee and documented in Schedule training for Employee/Contractor FY 2018. Refer form no FPI/L4/QOSHE-5.1 Pind 0. Sighted training plan for FY 2018 reviewed on 1/8/2018 approved by the Sr. Manager. The training plan covers on main and support operation.</p> <p>FGVASSB Bukit Besar Estate</p> <p>Estate has established the annual training programme FY 2018 and documented in Safety, health and Environmental Program FY 2018. The plan cover training for Safety and Health, Environmental, Emergency Procedure, SOP and etc.</p>	<p>Complied</p>
<p>4.8.2</p> <p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Kulai POM has established training records for each employee and the records are available for review.</p> <p>Sighted training records for employee no. 1206189</p> <ul style="list-style-type: none"> i. Briefing PKS, JSA, Lotto, Working Permit, PPE awareness and working on high place dated 7/7/2018 ii. Training on safety in oil room and sludge pit dated 11/7/2018 iii. Training on SW handling dated 17/8/2018 iv. Training on First aid and CPR dated 5-6/9/2018 <p>FGVASSB Bukit Besar Estate</p> <p>Training records for each workers has been maintained for references and available for review. Sighted sampled training records as follows:</p> <ul style="list-style-type: none"> i. HCV management, RTE and Wildlife protection Act briefing dated 13/9/2018 ii. Emergency Response Procedure training dated 12/7/2018 <p>RSPO/MSPO awareness training dated 9/7/2018</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	The mill and estate has established the environmental Impact assessment and documented in Identification of Environmental Aspect and Evaluation of Significance. The assessment covers all mill activities. FGVASSB Bukit Besar Estate Estate has established the environmental Impact assessment and documented in Environmental Aspect Impact through Plantation, Waste and Pollution Report dated 20/5/2018.	Complied

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 -	Kulai POM EAI management plan has been established and documented Significance Environmental Aspect and Impact. In the plan stated the mitigation plan and references documentation and person in charge of the management plan. Latest review was done on 5/7/2018 FGVASSB Bukit Besar Estate Estate has established EAI Management Plan and documented in Environmental Aspect Impact through Plantation, Waste and Pollution Report, Scheduled 4.2 and 4.3 dated 20/5/2018. In the management plan stated the impact, root cause, action plan, person responsible and time plan.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.3</p> <p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>Kulai POM</p> <p>Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling. Observed the stack emission monitoring report to Dept. of Environmental as follows</p> <ul style="list-style-type: none"> i. Monitored date: 6/12/2017 Report date: 22/12/2017 Report no.: ETD/FPISB/SE/2017/12/17220 Result: 0.014 g/m3 dry@ 12% CO2 ii. Monitored date: 5/7/2018 Report date: 18/7/2018 Report no.: ETD/FPISB/SE/2018/07/18028 Result: 0.017 g/m3 dry@ 12% CO2 <p>FGVASSB Bukit Besar Estate</p> <p>Estate has established monitoring plan and reviewed annually. Sighted the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. Triple rinsing training conducted on 20/8/2018 ii. Wildlife sighting monitoring records has been maintained. Sighted the records for month of March and Jun 2018. iii. Scheduled waste management training was conducted on 10/7/2018 	<p>Complied</p>
<p>Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.</p>		

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Criterion / Indicator		Assessment Findings	Compliance
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	Estate has conducted HCV assessment and documented in High Conservation Value and Biodiversity Report dated 13/9/2018. No HCV identified during the assessment.	Complied
5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	No HCV identified during the assessment as per report dated 13/9/2018	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Staff and workers were given briefing on company policies that prohibit disturbance of designated protected areas. The policy has displayed on notice board at several strategic places. Sighted the training records for HCV Management, RTE and Wildlife Protection Act conducted on 13/9/2018. Signage were maintained at the entrance to the estates prohibiting illegal hunting, fishing and the use of fire.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	No HCV and RTE species identified during the assessment as per report dated 13/9/2018. The estate maintained animal sighting records. Sighted animal sighting records for the month of March and Jun 2018.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 identified during the assessment as per report dated 13/9/2018	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 -	<p>Kulai POM has identified waste products and sources of pollution and documented in Waste Management Plan. The waste identified as follows:</p> <ul style="list-style-type: none"> i. EFB ii. Shredded Fibre iii. Mesocarp Fibre iv. Wet Shell v. Scheduled Waste vi. Paper, Plastic Bottle vii. Scrap Iron viii. Waste Water <p><u>FGVASSB Bukit Besar Estate</u> Estate has identified waste products and sources of pollution and documented in Environmental Aspect Impact through Plantation, Waste and Pollution Report. Waste identified as follows:</p> <ul style="list-style-type: none"> i. Empty Fertiliser bags ii. Paper, plastic, Glass. Scrap iron, boxes and woods iii. Used PPE iv. Used Tyre v. Empty Pesticides Container vi. Domestic Waste 	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<p>5.3.2</p>	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Kulai POM</p> <p>Mill has designated storage area to keep Scheduled waste. The empty chemical containers has been disposed as per regulation. Observed the disposal records for Scheduled Waste as follows:</p> <ul style="list-style-type: none"> i. Disposal record for SW 409, 410 and 422 dated 25/6/2018 by Kualiti Alam Sdn. Bhd. Refer CN no 0119083, 0119082 and 0118824 <p>FGVASSB Bukit Besar Estate</p> <p>Estate has kept the empty container in designated storage. All empty container has been triple rinsed before storage and categorized as non-scheduled waste/recycled waste. Sighted the triple rinsed record from Jan-Aug 2018. Noted the disposal records of empty pesticides container. Sighted official receipt no 5282 dated 26/5/2018 to recycle company Abdul Wahid Rabu.</p>	<p>Complied</p>

<p>5.3.3</p>	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p><u>Kulai POM</u> Mill has established a waste management plan and pollution reduction plan. They are documented in Pollution Reduction Management Plan and Domestic Waste Management Plan. Observed the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. Monitoring of domestic waste collection was done monthly. Sighted the monthly monitoring form done by Operation Supervisor for month of July and August dated 1/8/2018 and 1/9/2018 respectively. ii. EFB has been disposed to surrounding estate. Noted the payment for transporting EFB to contractors for month of August. Refer invoice no 3301276360 dated 4/9/2018. iii. Effluent analysis report to DOE for the month of July and August 2018 sighted at the mill. Verified report no. MAP 775/18 dated 4/8/2018 for July 2018 and MAP 910/18 dated 28/8/2018 for August 2018. BOD result recorded at 61 mg/L and 37 mg/L respectively. Final discharge conforms to parameter limits for land application. <p><u>FGVASSB Bukit Besar Estate</u> Estate has established waste and pollution management plan and documented Environmental Aspect Impact through Plantation, Waste and Pollution Report. Observed the implementation of the management plan as follows:</p> <ul style="list-style-type: none"> i. Sighted records for recycle paper send to recycle collection centre as follows: <table border="1" data-bbox="1173 1203 1554 1326"> <thead> <tr> <th>Date</th> <th>KG</th> </tr> </thead> <tbody> <tr> <td>24/5/2018</td> <td>4.0</td> </tr> <tr> <td>27/7/2018</td> <td>1.5</td> </tr> </tbody> </table>	Date	KG	24/5/2018	4.0	27/7/2018	1.5	<p>Complied</p>
Date	KG								
24/5/2018	4.0								
27/7/2018	1.5								

Criterion / Indicator		Assessment Findings	Compliance
		Records of landfill monitoring for the month of August and September 2018.	
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 -	<p><u>Kulai POM</u></p> <p>Mill has established plan to improve efficiency of use of fossil fuel and documented Environmental Quality, Safety and Health Management Programme. The Mill has set a target to maintain the usage of fossil fuel (diesel) < 1L/ton FFB. In the plan stated the action plan, time frame and PIC. The latest reviewed was done on 5/1/2018</p> <p>Noted the implementation of fossil fuel improvement plan as follows:</p> <ul style="list-style-type: none"> i. Records of preventive maintenance dated 24/8/2018 and 28/8/2018 ii. Records of shredded fibre usage as August 2018. Total of 265 ton of shredded fibre use as fuel for boiler. 	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	No land preparation carried out since the latest replanting was completed in 2014.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	No land preparation carried out since the latest replanting was completed in 2014.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			

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<p>5.6.1</p>	<p>An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -</p> <p>Assessment of pollution was conducted through various monitoring method including the effluent analysis, stack monitoring and river water monitoring. Observed the stack emission monitoring report to Dept. of Environmental as follows</p> <ul style="list-style-type: none"> i. Monitored date: 6/12/2017 Report date: 22/12/2017 Report no.: ETD/FPISB/SE/2017/12/17220 Result: 0.014 g/m3 dry@ 12% CO2 ii. Monitored date: 5/7/2018 Report date: 18/7/2018 Report no.: ETD/FPISB/SE/2018/07/18028 Result: 0.017 g/m3 dry@ 12% CO2 <p>Mill also has sent Effluent sample to Felda Analytical Laboratory for analysis. Effluent analysis report to DOE for the month of July and August 2018 sighted at the mill. Verified report no. MAP 775/18 dated 4/8/2018 for July 2018 and MAP 910/18 dated 28/8/2018 for August 2018. BOD result recorded at 61 mg/L and 37 mg/L respectively. Final discharge conforms to parameter limits for land application. The estate has conducted annual Pesticides water analysis for 2018 dated 12/7/2018. Refer certificate no 217/2018W. Result conforms to NWQI – Class 3.</p>	<p>Complied</p>

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> <p>- Major compliance</p>	<p>For the estate, GHG emissions identified including CO_x, SO_x and NO_x from various sources including fossil fuel, chemical, crop sequestration and fertilizer consumptions.</p> <p>For mill, GHG emission identified from POME, fuel consumption and grid electricity utilization.</p> <p>Mill has set a target to maintain the usage of fossil fuel (diesel) < 1L/ton FFB. In the plan stated the action plan, time frame and PIC. The latest reviewed was done on 5/1/2018. Noted the implementation of fossil fuel improvement plan as follows:</p> <p>Records of shredded fibre usage as August 2018. Total of 265 ton of shredded fibre use as fuel for boiler.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>5.6.3</p> <p>A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p>- Minor compliance -</p>	<p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Effluent analysis were taken every month and sent to Felda Analytical Laboratory for analysis to ensure compliance to DOE requirements at final discharge points. The mill established monitoring procedure and records the data in Monthly Environmental Performance Indicators report. The monitoring records are maintained and verified on-site to have met the permissible regulatory limits. Quarterly reporting to DOE was also done and record documented.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied.</p> <p>These GHG calculations were done as per certification unit basis. Summary emissions:</p> <p>a. Emission/ mt CPO= 34.2 tCO2 e/mt CPO</p> <p>b. Emission/ mt PK= 34.2 tCO2 e/mt PK</p>	<p>Complied</p>
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>		
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Mill: Document sighted as Laporan Penilaian Impak Sosial KS Kulai; Doc. # RSPO/MSP0 2018; KS Kulai; 1/2018; Date: 9/8/2019 by Plantations Sustainability Department (PSD), Sustainability & Environment Department FGVH. FGVASSB Bukit Besar Estate: Document sighted as <i>Laporan Penilaian Impak Sosial Ladang FGVASSB Bukit Besar</i> , SIA (E6.5.3); Doc. # MSP0/RSPO 2018; FGVASSB Bukit Besar/ 1/2018; Date: 7/8/2018 by Plantations Sustainability Department (PSD), Sustainability & Environment Department FGVH.	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Mill: Based on attendance list of the stakeholder consultation meeting conducted by the PSD on 9/8/2018	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 -	Mill: Plans for avoidance or mitigation of negative impacts and promotion of positive ones were established in the Table 4 Management Plan for Social Impact of Kulai POM. The plan specify the time frame of action to be taken as Immediate Action (6 months), Intermediate Action (12 months) and Long Term Action (18 months). Sighted the monitored status as of August 2018 for actions taken for few negative impacts were completed and some were still in progress. Actions to promote positive action were continuously implemented. Specific person-in-charge has been assigned including Mill Manager, Assistant Mill Managers, OSH Committee, Admin Clerk and etc. for each actions to be taken. FGVASSB Bukit Besar Estate: Stakeholder meeting conducted on 7/8/2018.	Complied

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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 -	Mill: A specific action plan to a negative impact which related to both social and environmental due to the incident of oil spillage from storage tank was still on-going. The plan also been discussed with the relevant authority (DOE) as well as local community impacted during the consultation meeting conducted on 9/8/2018. The previous stakeholder consultation meeting was done on 12/1/2016 at Mayres Hotel, Kota Tinggi, Johor. FGVASSB Bukit Besar Estate: Stakeholder meeting dated 7/8/2018.	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 Kulai 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.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	The consultation and communication procedures were established as Procedure Communication, Participation and Consultation; Doc. # FPI/L2/QOSHE-6.0; Issue # 2; Issue date: 2/1/2008; Rev. 3; Rev. date: 29/11/2016 and Doc. # ML-1A/L2-Pr12(0); Rev. 0; Effective date: 1/6/2016	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Mill: Management official responsible nominated was Suzinorliani Samsudin, Admin Clerk of Kulai POM as per letter of appointment Ref. # (3)840/4004/KL/1.6; Dated 10/8/2018. Estate: Management official responsible nominated was Assistant Manager as per letter of appointment Dated 1/7/2018.	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 -	At both mill and estate, the list of stakeholders were recorded in file E1.4.2 (Stakeholder) that has listed few categories of stakeholders including neighbours, internal stakeholders and external stakeholders.	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 -	The system established as Procedure to Handle Complaints and Grievance; Doc. # ML-1A/L2-Pr13(0); Rev. # 0; Effective date: 1/6/2016. The procedure also specify measures ensuring anonymity of complainants and whistleblowers in case being requested as per Whistleblowing Policy; Doc. # ML-1A/L1-Po18(0); Rev. 0; Effective date: 24/2/2015.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	The information of the process by which a dispute was resolved with and its outcome were both to be documented in the Grievances/Complaints/Requests log book maintained by the Communication and Social Responsible Person (Management Official).	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 -	The procedure was established as the Procedure of Identification and Land Dispute Resolution; Doc. # ML-1A/L2-Pr10(0); Rev. 0; Effective date: 1/6/2016. The procedure specifying the identification of people entitled to compensation under the subtitle of 3.1.4: <i>Prosedur Mengenalpasti Hak Perundangan dan Adat</i> ; Doc. No.: ML-1A/L2-PR13(0); Issue date: Mac 2012	Complied

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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 -	The same Procedure of Identification and Land Dispute Resolution; Doc. # ML-1A/L2-Pr10(0); Rev. 0; Effective date: 1/6/2016 also specifying the calculation and distribution method of compensation which to be done in a participatory way. Relevant factors including gender, ethnics and other differences, were taken into account in the process.	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. Boundary stone and trenches were available to demarcate the boundary of land between the neighboring stakeholders.	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.			

Criterion / Indicator		Assessment Findings	Compliance
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	<p>Mill: Documentation of pay and conditions sighted available as per following samples:</p> <ul style="list-style-type: none"> - Employee # 1211175; Work station: Laboratory; Date joined: 1/12/2016; Nationality: Malaysia - Employee # 1211151; Work station: Mechanical Workshop; Date joined: 1/9/2016; Nationality: Malaysia - Employee # 1211149; Work station: Mechanical Workshop; Date joined: 1/9/2016; Nationality: Malaysia - Employee # 1211150; Work station: General; Nationality: Malaysia - Employee # 1202714; Work station: FFB Shredder; Date joined: 24/9/1998 (transferred in 17/12/2017); Nationality: Malaysia <p>FGVASSB Bukit Besar Estate: Documentation of pay and conditions sighted available as per following samples:</p> <ul style="list-style-type: none"> - Employee # 2102119; Work station: Mandore; Date joined: 1/8/2011; Nationality: Indonesia - Employee # 1605250002; Work station: Field Upkeep; Date joined: 25/5/2016; Nationality: Indonesia - Employee # 1605250003; Work station: Field Upkeep; Date joined: 25/5/2016; Nationality: Indonesia - Employee # 1711220040; Work station: Harvester; Date joined: 22/11/2017; Nationality: Bangladesh - Employee # 1805050050; Work station: Field Upkeep; Date joined: 5/5/2018; Nationality: Bangladesh 	Complied

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>Employment Process Based Procedure “<i>Manual Pengurusan Tenaga Kerja Ladang Felda Global Ventures Holding</i>”; Doc. # FGV/JTK/POL/001; Rev. 0; Effective date: 1/3/2017.</p> <p>- Mill: All work agreements were according to the <i>Perjanjian Bersama Antara Felda Palm Industries Sdn. Bhd. Dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn. Bhd. Semenanjung</i>; 1/1/2016 – 31/12/2018; Collective agreement COG # 016/2016.</p> <p>- Estate: All work agreements were according to the <i>Feldd Agricultural Services Sdn. Bhd. Ladang Stesen-stesen Penyelidikan; Kadar Upah Kerja (KUK); Pekerja Operasi Ladang KUK Bil 01/2016 FGVASSB; Berkuatkuasa Mulai 1/7/2016 as per letter Panduan Kadar Upah Gaji Minima; Bil (05) 820105004/01-01/2016</i>; 16/6/2016 by General Manager FGVASSB</p> <p>For extension of contracts of foreign workers, <i>Borang Kebenaran Bagi Pennyambungan Permit/Penamatan Kontrak TKL</i>; SOP # UTK-SOP-BSP/TK; Rev. 0; Effective date: 21/11/2014 was in used.</p> <p>No foreign workers in the mill while for estate, all foreign workers were briefed on their contracts as per sample <i>Latihan Kepada Pekerja; Taklimat Penerangan Kontrak Kerja Dan Kadar Upah; Date: 11/6/2018; Ladang Sawit FGVASSB Bukit Besar Estate</i>.</p>	<p>Complied</p>
<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>Housing is provided for free to the workers. Free medical treatment for workers are available at government Clinic and company panel clinics which is located in nearby town of Kulai and Bandar Tenggara. Mill provides dedicated van for transport to clinic.</p> <p>Government schools are within close proximity of the Estate and Mill. Electricity and water are available from government supply.</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 -	Foods are accessible through sundry shops at the vicinity of the operating units as well as nearby town of Kulai and Bandar Tenggara. Most of the sundry shops are operated by the settlers (Felda) through its Village Committee (JKKR) and there's also FGV parent company's (Felda) own supermarket i.e. Felda D'Mart which sell sundries at reasonable prices.	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 -	A statement recognising freedom of association available publicly on the signboards at strategic location in mill and estate published in local language as <i>Polisi Hak Kebebasan Bersuara & Meanggotai Kesatuan</i> ; Doc. # ML-1A/L1-Po11(0); Rev. 0; Effective date: 1/6/2014.	Complied
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Minutes of meetings with main trade unions or workers representatives documented as following samples: - National level <i>Mesyuarat Jawatankuasa Kerja Kali Ke-5 Sesi 2016-2019</i> ; Date: 18/9/2018 at Hotel Tanjung Vista Kuala Terengganu - <i>Minit Mesyuarat Ahli Jawatkuasa dan Pengurusan Kesatuan Cawangan Kilang Sawit Kulai Bil. 1/2018</i> ; Date: 6/4/2018 - <i>Minit Mesyuarat Kebajikan TKL Stesen Penyelidikan Bukit Besar Kulai, Johor; Bil: 02/2018</i> ; Date: 22/6/2018	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 -	Felda Global Ventures has developed Child Labour Policy with Doc. No. ML-1A/L1-Po5(0) dated 1/6/2014 where the company will not recruit any individual who less than 18 years old to work in plantations. Besides, " <i>Mengelak Penggajian Buruh Kanak-kanak</i> " procedure with Doc. No. ML-1A/L2-Pr18(0) dated 1/6/2016 was developed to ensure no child labour was recruited. Document reviewed on the list of workers confirmed that all the employees were above 18 years old.	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 -	Felda Global Ventures has established Equal Opportunity Policy with Doc. No. ML-1A/L1-Po2(0) dated 1/6/2014. The company was committed to ensure all the employees were treated equally. This policy was displayed publicly in strategic locations within all operating units and communicated directly to employees as well through general assembly and relevant meetings.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Through document reviewed on the list of employees found that the composition of workers are local, foreign workers and contract workers, male and female workers. No discrimination was sighted based on interview with the workers. The management treated all the workers fairly and equally without discrimination. All the workers were provided with housing and medical facilities.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	The Policy to prevent sexual and all other forms of harassment and violence implemented as per <i>Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi; Signed By Pengarah Besar Felda;</i> Date: 1/6/2014. The policy was communicated through a sample session of <i>Taklimat & Mesyuarat</i> Gender Committee dated 9/8/2018.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Felda Global Ventures has developed Sexual Harassment, Violence and Reproductive Rights Policy 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 on 1/4/2017 at the mill and attendance list was sighted. Sighted the appointment of person in-charge i.e. <i>Perlantikan sebagai AJK Wanita RSPO Stesen Penyelidikan Bukit Besar Tahun 2018;</i> Ref. # (11) JKKAS/02/2018; Date: 4/1/2018 through meeting i.e. <i>Mesyuarat perlantikan jawatankuasa wanita RSPO (Gender Committee) FGVASSB Stesen Bukit Besar & Ulu Belitong; Bil.: 01/2018;</i> Date: 12/2/2018	Complied

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6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Specific grievance mechanism established as Procedure to Handle Grievance Through Women Committee; Doc. # ML-1A/L2-Pr14(0); Rev. 0; Effective date: 1/6/2016.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Latest FFB price per 1% OER dated 20/9/2018: - Grade A: RM23.00 - Grade B: RM 22.50	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	Records were kept at Jabatan Belian BTS (FFB Purchase Department) FGV HQ. Sighted the sample explanation done to suppliers among settlers via invitation by mill, <i>Jemputan ke kempen kualiti BTS di KS Kulai</i> , date: 15/1/2018.	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 -	Evidence was available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent as per following sample: - Purchase of FFB Contract doc. # 341663560; Supplier: Din Bin Mohamad - Purchase of FFB Contract doc. # 341663574; Supplier: Ab Rahaman Md Tahir - Purchase of FFB Contract doc. # 341662582; FFB Supplier: J/Kuasa PRKT01 Felda Ulu Tebrau	Complied

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6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Agreed payments shall be made in a timely manner as per sample payments: - Din Bin Mohamad; Voucher # 352005380; Date: 17/9/2018; Contract doc. # 341663560; Ref. # 40041800284 for FFB payment month 09/2018 - Ab Rahaman Md Tahir; Voucher # 352005386; Date: 17/9/2018; Contract doc. # 341663574; Ref. # 40041800290 for FFB payment month 09/2018 - J/Kuasa PRKT01 Felda Ulu Tebrau; Voucher # 352004108; Date: 12/9/2018; Contract doc. # 341662582; Ref. # 40041800280 for FFB payment month 09/2018	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Few contributions were made by FGV towards local communities. Records sighted for the sample contributions of following: - CSR lunch with SAJ dated 12/5/2018 - CSR lunch with BAKAJ dated 11/6/2018 - CSR donation to Felda Taib Andak dated 1/7/2018	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 smallholders involved in the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Felda Global Ventures has developed Recruitment of Foreign Workers Policy with Doc. No. ML-1A/L1-Po8(0) dated 1/6/2014 where the company not discriminate on the selection of workers and no substitution of contract. Besides, orientation program on the language, safety, labour law and cultural practices were included into the policy as sighted in the daily muster briefing records dated 18/5/2017. The company also provide decent living condition and insurance to all the workers.	Complied
Criterion 6.13:			
Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	Felda Global Ventures 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 on 2/9/2017 at the mill. Besides, the policy was publicly displayed at the office area.	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 Peninsular Malaysia.	Not applicable
Principle 7: Responsible development of new plantings			
Kulai 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 / Indicator	Assessment Findings	Compliance	
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>The management (Kulai POM and FGVASSB Bukit Besar Estate) had established continual improvement plan as follow:</p> <ol style="list-style-type: none"> 1. To achieve 19.10% OER 2. To process above 165,470 mt of FFB 3. To achieve 0.75% shell recovery rate 4. To monitor black smoke below than 40% 5. To monitor BOD level at final discharge below than 100ppm 6. Zero accident 7. Reduce usage of paraquat 8. Planting of beneficial plant 9. Reduce chemical usage for spraying activity using rotary slasher for path 	<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	
		FGVASSB 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	
		FGVASSB 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	FGVASSB Kerteh	2019	MYNI 2014	Main Audit
		FGVPM Semaring 01	2019	MYNI 2014	
22	KS Kota Gelanggi	FGVASSB PPTTR	2018	MYNI 2014	Main Audit
		FGVASSB Kota Gelanggi 5/6	2018	MYNI 2014	
23	KS Jengka 21	FGVASSB Jengka 24/25	2018	MYNI 2014	Main Audit
24	KS Penggeli	FGVPM Inas Selatan	2018	MYNI 2014	Main Audit
25	KS Belitong	FGVASSB Ulu Belitong	2019	MYNI 2014	Main Audit
		FGVPM Bukit Tongkat B	2019	MYNI 2014	
26	KS Kulai	FGVASSB Bkt Besar	2019	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	
FGVASSB 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	2019	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 Hambaran 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	
		FGVASSB 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	
		FGVASSB 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	
		FGVASSB 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 **Kulai 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 **Kulai Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	34.2
PKO	34.2

Extraction	%
OER	18.76
KER	5.42

Production	t/yr
FFB Process	166,970
CPO Produced	31,347.13
PKO Produced	0

Land Use	Ha
OP Planted Area	58.74
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	58.74

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	580.15	4.62	0	0	0	0	580.15	4.62
CO ₂ Emission from fertilizer	32.49	0.26	0	0	0	0	32.49	0.26
NO ₂ Emission	25.86	0.21	0	0	0	0	25.86	0.21
Fuel Consumption	1.25	0.01	0	0	0	0	1.25	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-549.91	-4.38	0	0	0	0	-549.91	-4.38
Conservation Sequestration	0	0	0	0	0	0	0	0

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Total	89.84	0.72	0	0	0	0	89.84	0.72
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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	24.61	0.2
Fuel Consumption	888.66	7.08
Grid Electricity Utilisation	35.64	0.28
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	948.91	7.56

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	232.92
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 (%)	0
Divert to anaerobic diversion (%)	0

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond (%)	100%
Divert to methane captured (flaring) (%)	0
Divert to methane captured (energy generation) (%)	0

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

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
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.	FGV headquarter has the physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Marketing & Logistic department at HQ and held the eTrace registration number for respective mill (KS Kulai: RSPO_PO1000001309)	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.	Kulai POM is not a trader or distributor.	Yes
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.	Felda Global Ventures Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: Company name: KS Kulai - Felda Member ID: (RSPO_PO1000001309) Member category : Oil Mil Based on email by RSPO IT Platform admin (noreply-rspo@www.goodinsideportal.org) to FGV PSQM personnel on 23/11/2017.	Yes
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.	Processing aids was not in used at Kulai Palm oil mill.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity	Procedure namely Standard Operating Procedure For Mill RSPO SCC; Doc. # FGPM-RSPO SCC; Issue # 3.0; Distribution date: 11/6/2018 was established by Certification & Due Diligence, Sustainability & Environmental of Felda Global Ventures Holding (FGVH) which covered	Yes

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	Preserved -> Segregated -> Mass Balance.	responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim. The supply chain model for Kulai POM will be Mass Balance Module. There is no transaction yet since this is Initial Assessment.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Kulai Palm Oil Mill will be certified with Mass Balance Module.	Yes
5.3. Documented Procedures			
5.3.1	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: <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. 	Procedure namely Standard Operating Procedure For Mill RSPO SCC; Doc. # FGPM-RSPO SCC; Issue # 3.0; Distribution date: 11/6/2018 was established by Certification & Due Diligence, Sustainability & Environmental of Felda Global Ventures Holding (FGVH) which covered responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim.	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>Procedure namely Standard Operating Procedure For Mill RSPO SCC; Doc. # FGPM-RSPO SCC; Issue # 3.0; Distribution date: 11/6/2018 was established by Certification & Due Diligence, Sustainability & Environmental of Felda Global Ventures Holding (FGVH) which covered responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim.</p> <p>Last training was conducted on 7/8/2018 which involved weighbridge operator, auxiliary police, laboratory analyst, grader and etc. Sighted the minutes of the training and attendance list.</p>	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 	<p>Organization RSPO SCC Supervising System Committee.</p> <p>Role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements was describe in the Procedure for Mill RSPO SCC; Doc. #</p>	Yes

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	procedures for the implementation of this standard.	<p>FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018.</p> <p>The Mill Manager as a chairman for SCC committee at Kulai POM assisted by 2 Assistant Mill Managers. Sighted the letter ref. # (01) RSPO/SCC; Dated 26/6/2018 for appointment as Supply Chain Certification Committee of Assistant Mill Manager, Weighbridge Clerk, Operation Supervisor, Lab Analyst, FFB Grader and Security Guards.</p> <p>The job descriptions were identified in the procedure accordingly.</p>	
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Procedure namely Standard Operating Procedure For Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018.; FGVH (Certification & Due Diligence, Sustainability & Environmental). Organization RSPO SCC Supervising System Committee. The internal audit will be plan annually before CB audit.</p> <p>Internal audit was done on 7/8/2018 by CDD department.</p>	Yes
	ii) effectively implements and maintains the standard requirements within its organization	The procedure was implemented and maintained by the management. The records (for example Internal audit report done on 7/8/2018 by CDD department) was available for verification. No NCR was raised during the internal audit.	
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); 	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB.</p> <p>Records verified by internal and external audit.</p> <p>Kulai POM has system to verify at the weighbridge. Sighted sampled as following:</p> <p>A) Within Kulai Certification Units:</p> <p>1. FGVASSB Bukit Besar Estate MPOB License: 50267010200 Despatch Note: 1234 Date: 15/9/2018 Field: 001; Block: 04 Tonnage: 2.53 mt</p>	Yes

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<ul style="list-style-type: none"> • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; • A unique identification number 	<p>Lorry no.: JGN 2855</p> <p>2. FGVASSB Bukit Besar Estate MPOB License: 50267010200 Despatch Note: 1237 Date: 18/9/2018 Field: 01; Block: 03 Tonnage: 2.14 mt Lorry no.: JGN 2855</p> <p>B) Non-certified Suppliers:</p> <p>1. Pineapple Cannery of Malaysia S/B MPOB License: 568178002000 Despatch Note: 2972 Date: 17/9/2018 Tonnage: 39.71 mt Lorry no.: JSB 6464</p> <p>2. Pineapple Cannery of Malaysia S/B MPOB License: 568178002000 Despatch Note: 2971 Date: 15/9/2018 Tonnage: 8.80 mt Lorry no.: JRH 4301</p> <p>3. Pertubuhan Peladang Kawasan Johor Bahru Timur MPOB License: 5438083015000 Despatch Note: 0331 Date: 16/9/2018 Tonnage: 3.27 mt Lorry no.: MBA 9033</p> <p>4. Din Bin Mohamad MPOB License: 505721615000 Despatch Note: 3611 Date: 18/9/2018 Tonnage: 3.88mt Lorry no.: JPE 7359</p> <p>5. Eng Huat Latex Concentrate S/B MPOB License: 505907315000 Despatch Note: 138041 Date: 18/9/2018 Tonnage: 3.93 mt Lorry no.: JGQ 418</p>	
<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single 	<p>Information was complete and was presented on the sampled delivery notes,</p>	<p>Yes</p>

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	document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).	shipping documents and weighbridge tickets as above.	
	<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. 	Based on Procedure for Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018, the site receiving RSPO certified oil palm products were ensured the RSPO certification states are verified. No transactions to confirm since Kulai POM has not been certified yet.	Yes
	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	Based on Procedure for Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018, the validity checks were ensured for all suppliers. No announcement made since Kulai POM has not been certified yet.	N/A
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	Not applicable.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Mechanism in place for handling nonconforming oil palm products and/or documents was describe in the procedure namely Procedure for Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018.	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 activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification	No outsource activity at Kulai POM.	N/A

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	<p>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>		
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>	No outsource activity at Kulai POM.	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>	No outsource activity at Kulai POM.	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>	No outsource activity at Kulai POM.	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>	No outsource activity at Kulai POM.	N/A
5.5.3	<p>The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.</p>	No outsource activity at Kulai POM.	N/A
5.5.4	<p>The site shall at its next audit inform its CB of the names and contact details of</p>	No outsource activity at Kulai POM.	N/A

	any new contractor used for the processing or physical handling of RSPO certified oil palm products.		
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 	No sales of RSPO certified products, since Kulai POM has not been certified yet.	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 documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	No sales of RSPO certified products, since Kulai POM has not been certified yet.	N/A
	<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. 	No sales of RSPO certified products, since Kulai POM has not been certified yet.	N/A
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; 	Felda Global Ventures Holdings Berhad held RSPO membership # 1-0225-16-000-00 since 27 December 2016.	Yes

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	<ul style="list-style-type: none"> 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. 	<p>Company has registered in PalmTrace system as follows: Member Name: KS Kulai – Felda Member ID: RSPO_PO1000001309 Member category : Oil Mill</p>	
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. 	<p>Procedure for Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018 was established. FGVPIB (logistic department) was responsible announcement in the RSPO IT Platform.</p>	Yes
	<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 a unique traceability number. Tracing can be done in a consolidated way at least annually. 	<p>There are no sales of RSPO certified products yet since Kulai POM has not been certified.</p>	Yes
	<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. 	<p>There are no sales of RSPO certified products yet since Kulai POM has not been certified.</p>	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>There are no sales of RSPO certified products yet since Kulai POM has not been certified.</p>	Yes
5.8. Training			
5.8.1	<p>The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-</p>	<p>Training plan on RSPO Supply Chain Standards requirements was established at mill with support by CDD team from HQ.</p>	Yes

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	going review and is supported by records of the training provided to staff.		
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.	Training was conducted by PSD personnel on 7/8/2018 to all Supply Chain Committee members of Kulai POM i.e. Manager, Assistant Mill Manager, Weighbridge Clerk, Felsco, Lab Analyst, Operation Supervisor and FFB Grader.	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.	Kulai Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	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.	The Procedure for Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018 specified minimum 2 years of retention period for all relevant supply chain records.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for Sep 2018 – Aug 2019: CSPO:101.32mt CSPK: 29.87mt	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against	Not applicable	N/A

	actual performance or industry average if appropriate.		
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.	Not in use	Yes
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	The procedure for complaints (Complaints and grievances procedure, SMP-GPB-19, Rev: 02, dated 5/9/14) was established.	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.	First management review was conducted on 14/8/2018 as per minutes of meeting records # 01/2018. The review was done by Mill Manager together mill RSPO Supply Chain Committee member.	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.	Input to management review has been included with all information required to be reviewed.	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.	Output to management review has been included with all information required to be decided on action to be taken.	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.	Not applicable	n/a

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4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member’s history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. <p>Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text ‘Check our progress at www.rspo.org’ where the link must lead to the member’s profile page.</p>	Not applicable	n/a
4.3	<p>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.</p>	Not applicable	n/a
4.4	<p>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.</p>	Not applicable	n/a
4.5	<p>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.</p>	Not applicable	n/a
Business to business communications			
5.1	<p>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.</p>	Not applicable	n/a
5.2	<p>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.</p>	Not applicable	n/a

5.3	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</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>	Not applicable	n/a
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>	Not applicable	n/a
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>	Not applicable	n/a

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6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	Not applicable	n/a
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Not applicable	n/a
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Not applicable	n/a
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	Not applicable	n/a
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Not applicable	n/a
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Not applicable	n/a
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 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	Not applicable	n/a

	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 .		
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	Not applicable	n/a
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	Not applicable	n/a
	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.	Not applicable	n/a
Labelling and trademark (IP)			
	Members are allowed to use the RSPO label in one of the following ways: <ul style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or b. 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. 	Not applicable	n/a
Messaging (IP)			
	Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:	Not applicable	n/a

	<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. 		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content (MB)			
	95% or above of the oil palm content must be RSPO MB-certified.	Not applicable	n/a
	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.	Not applicable	n/a
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 		

	<p>Balance (MB) supply chain system, which administratively balances inputs and 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. 	Not applicable	n/a
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p>	Not applicable	n/a

	Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product.		
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. 	Not applicable	n/a
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>	Not applicable	n/a

	<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>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</p>	Not applicable	n/a
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Not applicable	n/a
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.	Not applicable	n/a
5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Not applicable	n/a
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	Not applicable	n/a

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		
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.	Kulai POM received from onw certification unit and noncertified FFB supplier. Kulai will be certify with SC Module E: Mass Balance. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products. The volume consists of 25% own estate FFB and 75% outsider FFB.	Yes
E.2 Explanation		
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.	Yes
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).	Felda Global Ventures Holdings Berhad held RSPO membership # 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: Member Name: KS Kulai – Felda Member ID: RSPO_PO1000001309 Member category : Oil Mill	Yes
E.3 Documented procedures		
E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements.	Procedure namely Standard Operating Procedure For Mill RSPO SCC; Doc. # FGPM-RSPO SCC (Mass Balance); Issue # 3.0; Distribution date: 11/6/2018 was established which covered responsibility,	Yes

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<p>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>reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint Communication and Claim and etc.</p>	
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>The site overall relevant supply chain personnel 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.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>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB.</p> <p>Records verified by internal and external audit.</p> <p>Kulai POM has system to verify at the weighbridge. Sighted sampled as following: A) Within Kulai Certification Units:</p> <p>1. FGVASSB Bukit Besar Estate MPOB License: 50267010200 Despatch Note: 1234 Date: 15/9/2018 Field: 001; Block: 04 Tonnage: 2.53 mt Lorry no.: JGN 2855</p> <p>2. FGVASSB Bukit Besar Estate MPOB License: 50267010200 Despatch Note: 1237 Date: 18/9/2018 Field: 01; Block: 03 Tonnage: 2.14 mt Lorry no.: JGN 2855</p>	<p>Yes</p>

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	<p>B) Non-certified Suppliers:</p> <p>1. Pineapple Cannery of Malaysia S/B MPOB License: 568178002000 Despatch Note: 2972 Date: 17/9/2018 Tonnage: 39.71 mt Lorry no.: JSB 6464</p> <p>2. Pineapple Cannery of Malaysia S/B MPOB License: 568178002000 Despatch Note: 2971 Date: 15/9/2018 Tonnage: 8.80 mt Lorry no.: JRH 4301</p> <p>3. Pertubuhan Peladang Kawasan Johor Bahru Timur MPOB License: 5438083015000 Despatch Note: 0331 Date: 16/9/2018 Tonnage: 3.27 mt Lorry no.: MBA 9033</p> <p>4. Din Bin Mohamad MPOB License: 505721615000 Despatch Note: 3611 Date: 18/9/2018 Tonnage: 3.88mt Lorry no.: JPE 7359</p> <p>5. Eng Huat Latex Concentrate S/B MPOB License: 505907315000 Despatch Note: 138041 Date: 18/9/2018 Tonnage: 3.93 mt Lorry no.: JGQ 418</p>	
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The documented procedure above specified the mechanism to notify CB in case of any projected overproduction of certified tonnage. Verification on-site confirmed that the relevant person-in-charge of supply chain aware of this procedure.</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</p>	<p>All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel expeller at Kulai Palm Oil mill. Daily records are prepared at the entry point at the weighbridge.</p>	<p>Yes</p>

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<p>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 summary and monthly summary documented for all the FFB received.</p> <p>No sales/delivery of RSPO certified products, since Kulai POM has not been certified yet.</p>	
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>No outsources activity by Kulai POM.</p>	<p>Yes</p>

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Supply Chain Declaration *(Applicable For Appendix E)*

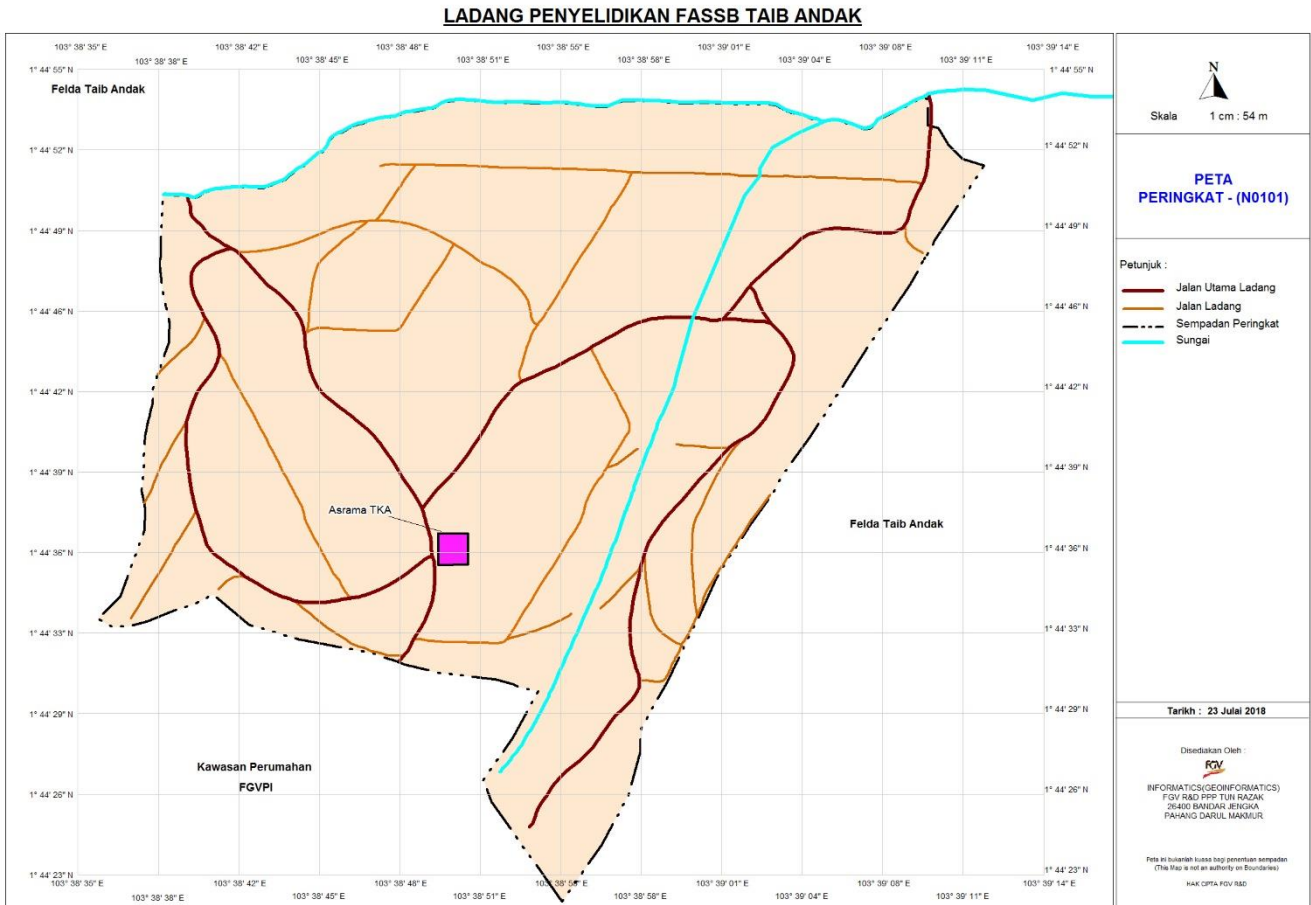
A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	n/a			
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	n/a		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

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



Appendix G: FGVASSB Bukit Besar Estate Field Map



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

n/a

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
FGVASSB	FGV Agricultural Services Sdn Bhd
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
FGVPISB	FGV 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