

**RSPO PRINCIPLE AND CRITERIA –
INITIAL ASSESSMENT
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: Waha Palm Oil Mill and supply base Location of Certification Unit: FGV Palm Industries Sdn Bhd Kilang Kelapa Sawit Wa Ha 81907 Kota Tinggi 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 Waha Palm Oil Mill		
Address	Certification unit : FGV Palm Industries Sdn Bhd Waha Palm Oil Mill 81907 Kota Tinggi, Johor, Malaysia		
Contact Name	Mr. Norazam Abdul Hameed		
Website	http://www.fgvholdings.com	Email address	norazam.ah@fgvholdings.com
Telephone	+603 2859 1995	Fax No.	+603 2859 1311

2. Certification Information			
Certificate Number	RSPO 693243	Date of First Certification	22/02/2019
		Certificate Start Date	22/02/2019
		Certificate Expiry Date	21/02/2024
Scope of Certification	Palm Oil and Palm Kernel Production from Waha Palm Oil Mill and Supply Base (FGVPM Bukit Aping Selatan 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
N/A			

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
Waha Palm Oil Mill	Kilang Sawit Waha, Karung Kunci 55, 81907 Kota Tinggi, Johor	1° 47' 45" N	104° 4' 30" E
FGVPM Bukit Aping Selatan	Pejabat Ladang FGVPM Bukit Aping Selatan, D/A Felda Bukit Wa Ha, 81900 Kota Tinggi, Johor	1° 45' 18.3" N	104° 04' 24" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Aping Selatan	851.96	0	236.85	1,088.81	78

6. Plantings & Cycle							
Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Aping Selatan	0	432.09	419.87	0	0	851.96	0

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual	Forecast (Feb 19 – Jan 20)
FGVPM Bukit Aping Selatan	-	-	11,818.73

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated	Actual	Forecast
	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 (Feb 19 – Jan 20)
Arummugam A/L Shanmugem	N/A	N/A	500.00
Riduan Bin A. Hamid			630.00
Pertubuhan Peladang Negeri Johor			3,880.00
Wan Le Hin Enterprise			2,420.00
Moideen Bin Saidu			720.00
Koperasi Peneroka Bukit Aping Barat			220.00
Riduan Kasmongin			400.00
Ladang Petri Tenggara Sdn Bhd			7,400.00
Kop.Pembangunan Kg.Tersusun			1,260.00
Soon Ker Lang Reality Sdn Bhd			1,370.00
Pineapple Cannery Of Malaysia			2,100.00
Santex Enterprise Sdn Bhd			3,350.00
Lai Brother Trading			1,950.00
Agro Bis Venture Sdn Bhd			1,640.00
Aa Sawit Sdn Bhd			7,130.00
Kawtar Business Resources			15,100.00
Lambang Gandingan Sdn Bhd			910.00
Paloh Agriculture (Johor)			1,550.00
Watisas			5,460.00
Kawtar Business Resources			500.00
Total			58,490.00

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10. Certified Tonnage			
Mill Capacity: 54 MT/hr SCC Model: MB	Estimated	Actual	Forecast (Feb 19 – Jan 20)
	FFB	FFB	FFB
	-	-	11,818.73
	CPO (OER:%)	CPO (OER:%)	CPO (OER: 22 %)
	-	-	2,600.12
	PK (KER:%)	PK (KER: %)	PK (KER: 5.45 %)
	-	-	644.12

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

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

13. Actual Group certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	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: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

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

2.1 Assessment Methodology, Programme, Site Visits

The on-site initial assessment was conducted from 17-19/07/2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 03/01/2019. The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criteria 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on 27 December 2017 through BSI and RSPO website as per following link: https://www.bsigroup.com/globalassets/localfiles/en-my/rspo/Public%20Notification/2018/sept-2018/fgvpm_-_waha-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 estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates

- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

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

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

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.

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 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Waha Palm Oil Mill	√	√	√	√	√
FGVPM Bukit Aping Selatan	√	√	√	√	√

Tentative Date of Next Visit: October 2, 2019 – October 3, 2019

Total No. of Mandays: 6.0 mandays

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2.2 BSI Assessment Team:

Team Member Name	Role	Qualifications
Mohd Hafiz Mat Hussain	Lead auditor	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 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 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 aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation.
Valence Shem	Team member	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Elzy Ovktafia	Team member	She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing the AISP level (professional certificate and recognition from the Incorporated Society of Planters). She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2 nd Party Audit for Social Compliance Programme (URSA, ETI) for 2 years in more than 11 countries. She is a qualified Lead

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		Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During this assessment, she assessed on the aspects of legal, SCC for CPO mill, social and stakeholder engagement. Able to communicate in Bahasa Malaysia and English.
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Accompanying Persons:

No.	Name	Role
1.	Muhammad Fadzli	Observer

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2.3 Assessment Plan

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

Date	Time	Subjects	MH	VS	EO
Monday, 16/07/2018	PM	Audit team travel to Kota Tinggi			√
Tuesday, 17/07/2018	PM	Audit team travel to Kota Tinggi	√	√	
	09.00 am	RSPO Supply Chain for Waha POM General Chain of custody: Element 5.1 – 5.13			√
	12.30 pm – 01.30 pm	LUNCH			√
	01.30 pm	RSPO Supply Chain for Waha POM CPO Mill Supply Chain Assessment Report (Module E - CPO Mills: <i>Mass Balance</i>)			√
	04.30 pm – 05.00 pm	Interim Closing Briefing			√
Wednesday, 18/07/2018	09.00 am	Opening Meeting: Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan. Presentation by Waha CU	√	√	√
	09.30 am – 12.30 pm	Waha POM Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	10.30 am – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√
	12.30 pm – 01.30 pm	LUNCH			
	01.30 pm – 04.30 pm	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.	√	√	√
	04.30 pm – 05.00 pm	Interim Closing Briefing	√	√	√
Thursday 19/07/2018	09.00 am – 12.30 pm	FGVPM Bukit Aping Selatan 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).	√	√	√
	10.30 am – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)			√
	12.30 pm – 01.30 pm	LUNCH			

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Date	Time	Subjects	MH	VS	EO
	01.30 pm – 03.30 pm	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).	√	√	√
	03.30 pm	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	04.30 pm	Closing meeting	√	√	√

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Section 3: Assessment Findings

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

- ☒ FELDA Global Ventures Holdings Berhad Time Bound Plan
- ☒ RSPO Supply Chain Certification Checklist June 2017
- ☒ RSPO P&C MY-NIWG 2014 Checklist

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	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. 	Yes	Complied
Have there been any changes since the last audit? Are they justified?	N/A	N/A
If there have been changes, what circumstances have occurred?	N/A	N/A
Have there been any stakeholder comments?	No	Complied
Have there been any newly acquired subsidiaries?	No	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?	No	Complied

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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 was an internal audit and has positive assurance statement.</p> <p>Auditor Verification: Yes, at the current status only 23 complexes already have internal audit in year 2017/2018. Seen the internal audit done by Certification & Due Diligence (CDD) Department. The NC during the audit still in progress to close. All certification bodies that will do the audit for FGV need to verify those NC. Others complex will do as per their time bound plan. Overall findings is positive as per before.</p>	Complied																											
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> Primary forest. Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>Auditor Verification: As per this year audit, there has been no replacement of primary forest area. 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> <tr> <td></td><td>Investigation finding presentation to FGV management</td><td>9th May 2016</td></tr> <tr> <td></td><td>Brief presentation to RSPO on the investigation findings</td><td>10 May 2016</td></tr> <tr> <td></td><td>Letter to stop all operation in HCV area</td><td>10 May 2016</td></tr> <tr> <td></td><td>1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td><td>22nd May</td></tr> <tr> <td></td><td>Discussion on Conservation and remediation plan with RSPO technical Director</td><td>23 May 2016</td></tr> <tr> <td></td><td>2nd Public statement</td><td>25 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		Investigation finding presentation to FGV management	9 th 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	25 May 2016	Complied
HCV clearance Kalimantan reported by Chain Research Reaction																													
Issue	Action Plan Progress	Date Of Completion																											
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	2nd Public statement	25 May 2016																											

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		on HCV clearance at PT CNP and PT TAA on FGV website		
		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 PT CNP and PT TAA on FGV website	12 August 2016	
		Sent the progress of action taken to RSPO using SRT V	19 August 2016	
		Sent out the Conservation and remediation plan to PT CNP and PT TAA for implementation	7 Oct 2016	
		Meeting with RSPO Technical Director and RSPO Complaint Coordinator on PT CNP and PT TAA issue	14 Oct 2016	
		Sent the progress of action taken to RSPO using SRT V	17 Oct 2016	

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		5th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	5 Nov 2016	
		Meeting with RSP0 secretariat on Compensation Panel feedback and our complaints on HCV updates in WSJ complaint update	25 Nov 2016	
		Received comment and recommendation from RSP0 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 proposal for our Landscape conservation plan	14 Dec 2016	
		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	

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		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																															
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	Company Group/ Holding Statement: There is new planting after 1 st January 2010. Auditor Verification: NPP audit has been carried out for all FGVPM Estate and is currently under review. Data as per below: <table><tr><td>Estate</td><td>Hectarage Involves In NPP</td><td>Status</td></tr><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 ssessment.</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></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 ssessment.	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		Complied
Estate	Hectarage Involves In NPP	Status																																
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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																																	
Any Land conflicts are being resolved through a mutually agreed process, such as	Auditor Verification: There is issue on land conflict although it was captured on Felda Membership, but FGV also indirectly			Complied																														

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<p>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>involved as part of the claim involve FGVP 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 communities user rights to the land in breach of Principle 2.2</p> <p>Status : Box F – Action Plan</p> <p>Synopsis</p> <p>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</p> <p>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>
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	<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> <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</p>	
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	<p>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> <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.</p> <p>Further details, please refer to https://www.rspo.org/members/complaints/status-of-complaints/view/79</p>	
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	<p>Synopsis</p> <p>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>	Complied

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	Remarks	
	<p>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.</p> <p>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.</p> <p>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>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>	

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	<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> <p>2) Secretariat to work with the Technical department to develop a formula for identifying the number of units for verification;</p> <p>3) Secretariat to start identifying a team of experts for the verification exercise.</p> <p>26 September 2017 (CP Meeting) -Secretariat to follow up with FGV on the 2 reports.</p> <p>23 October 2017 (CP Meeting) - Secretariat to send CP's response to the Company.</p> <p>21 November 2017 (CP Meeting) -Verification exercise to be carried out once the schedule is confirmed with the verification team.</p> <p>21 December 2017 (CP Meeting) - Verification exercise to be carried out in March.</p> <p>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>	
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<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>Auditor Verification: There is 1 issue happen in FGVPM Palong Timur 04 (Now FGVPM Palong Timur 05) and the details is elaborated below: 1. FGVPM PALONG TIMUR 04 (NOW FGVPM PALONG TIMUR 05): Claims on 19.06.2012 with value of summon RM61,968.60 and summon status is Court Appeal</p> <p>Auditor Verification: During partial audit, 1 issue with DOE in FPISB Selancar 2A POM is sighted. Summon no : SJ 53-4/2016 ; Date 14.04.2016 in Mahkamah Seksyen Kuantan.</p> <p>Fixed for Trial on 01.03.2017, 02.03.2017 and 03.03.2017.</p> <p>All process still in progress and CB will verify this issue in next audit or during audit in this mill.</p>	<p>Complied</p>
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Revision 6 (December /2017)**3.3 Progress of scheme smallholders and/or outgrowers**

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?	Wa Ha POM receive FFB from scheme smallholder and independent outgrower. The process of RSPO certification for scheme smallholder will be observed on next assessment.	Complied

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3.4 Details of findings

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

During the Certification Assessment there were nine (9) Major & five (5) Minor nonconformities raised. The FGVP (M) Waha Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly during on-site verification on 03/01/2019.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M1	Clause & Category (Major/Minor)	Indicator 4.6.2 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	Records of pesticide use (a.i/ha, and their LD50, area treated, amount of active ingredients applied per ha and number of applications) were not available		
Requirement Reference	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.		
Objective Evidence	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) were not available at FGVP Bukit Aping Selatan.		
Corrections	FGVPM Bukit Aping Selatan Record the use of pesticides (a.i / ha) for all types of pesticides used in the estate.		
Root Cause Analysis	Management weaknesses in monitoring to ensure total quantity of active ingredients in chemicals		
Corrective Action	FGVPM Bukit Aping Selatan Estate management to do continuous updated records of pesticide use (a.i/ha), area treated, amount of active ingredients applied per ha and number of applications. Major NC close out verification: 1. The record of a.i/ha for 2017 and 2018 was established for all chemical (eg: cypermethrin-0.023 % a.i/ha, round up-0.027 % a.i/ha) 2. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M2	Clause & Category (Major/Minor)	Indicator 4.6.5 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	Handling on Highly Toxic Pesticides was not implemented effectively.		
Requirement Reference	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		
Objective Evidence	1) There was no MSDS/CSDS for Bullet 55 (monocrothophos) during site visit at FGVPB Bukit Aping Selatan. 2) No form I, II and III were used for application of Paraquat (date application: 8/2/2018, 12/2/2018, 15/2/2018)		
Corrections	FGVPB Bukit Aping Selatan - Obtain a copy of MSDS / CSDS for Bullet 55 in pesticides store and at work - Fills out Forms i, ii and ii for the use of Paraquat pesticide (8/2/2018, 12/2/2018, 15/2/2018)		
Root Cause Analysis	Management's weakness in ensuring all the use of chemicals is complied with		
Corrective Action	FGVPB Bukit Aping Selatan -Estate management to do continues updated of MSDS / CSDS of all pesticides that are used in the estate - Appoint person in charge of filling up Forms i, ii and ii for the use of grade 1 pesticides. Major NC close out verification: 1. MSDS for Bullet was available at chemical store 2. Form I, II and III were used accordingly. 3. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M3	Clause & Category (Major/Minor)	Indicator 4.7.2 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	HIRARC for FGVPB Bukit Aping Selatan was not adequately identified.		
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	The HIRARC was not fully identified for the activities involved in the estate (eg: harvesting, trunk injection, FFB transportation, manuring)		
Corrections	FGVPB Bukit Aping Selatan - Identify hazards in all types of work in the estate - Provides complete HIRARC Report		
Root Cause Analysis	Management weaknesses in ensuring HIRARC's Report is identified in the field of estate operations		
Corrective Action	FGVPB Bukit Aping Selatan - To continuously identify of hazards in all types of work in the estate - Appoint person in charge of HIRARC's report in ensuring that it is up to date Major NC close out verification: 1. HIRARC for harvesting, trunk injection, FFB transportation, manuring was established which identified all the hazard during the activities. The HIRARC was update on 3/10/2018 by Assistant Manager. 2. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M4	Clause & Category (Major/Minor)	Indicator 4.7.4 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	Health and safety meeting was not conducted.		
Requirement Reference	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.		
Objective Evidence	There was no meeting was conducted after last safety and health meeting on 15/2/2017.		
Corrections	FGVPM Bukit Aping Selatan To organize the Occupational Safety and Health (DOSH) meeting (4 times a year / quarterly)		
Root Cause Analysis	The weaknesses in management monitoring of ensuring safety and health meetings are implemented within the prescribed period		
Corrective Action	FGVPM Bukit Aping Selatan Appoint person in charge in ensuring that safety and health meeting is within the stipulated time frame. Major NC close out verification: 1. The safety and health meeting last was conducted on 3/9/2018 and 15/11/2018. The minutes of safety and health meeting were sighted. 2. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M5	Clause & Category (Major/Minor)	Indicator 4.8.1 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	Training programme was not available at FGVPB Bukit Aping Selatan		
Requirement Reference	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.		
Objective Evidence	There was no training programme established at FGVPB Bukit Aping Selatan.		
Corrections	FGVPB Bukit Aping Selatan Provide annual training programs and training exercises.		
Root Cause Analysis	Management weaknesses in ensuring that training programs are implemented in the estate		
Corrective Action	FGVPB Bukit Aping Selatan Appoint person in charge in ensuring that training programs are implemented on the estate. Major NC close out verification: 1. The annual training programme for 2019 was sighted 2. Training for harvesting, manuring and spraying was done on 8/8/2019 while training on all the policies related to RSPO was done on 2/7/2018. The record of training was sighted. 3. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M6	Clause & Category (Major/Minor)	Indicator 8.1.1 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	The action plan for continual improvement was not established.		
Requirement Reference	<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. 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; • Environmental impacts; • Waste reduction; • Pollution and greenhouse gas (GHG) emissions; • Social impacts; • Optimising the yield of the supply base. 		
Objective Evidence	There was no continual improvement plan established at FGVPM Bukit Aping Selatan.		
Corrections	<p>FGVPM Bukit Aping Selatan Provide continuous improvement programs especially in:</p> <ul style="list-style-type: none"> • Reduction of pesticide use; • Environmental impacts; • Garbage reduction; • Pollution and emissions of greenhouse gases (GHG); • Social impacts; • Optimize production. 		
Root Cause Analysis	Management weaknesses in ensuring that continuous improvement programs are implemented in the estate		
Corrective Action	<p>Appoint person in charge by the management in ensuring continuous improvement programs are implemented on the estate.</p> <p>Major NC close out verification:</p> <ol style="list-style-type: none"> 1. The continual improvement for Bukit Aping Selatan was established which was prepared by the Assistant Manager 2. Appointment letter for staff that handle on the documentation was sighted 		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M7	Clause & Category (Major/Minor)	Indicator 5.1.1 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	The evaluation of environmental aspect and impact of Bukit Aping Selatan Estate is not completed.		
Requirement Reference	An environmental impact assessment (EIA) shall be documented.		
Objective Evidence	A form, "Pengenalpastian Aspek dan Penilaian Impek" [form no.: FGV/FGVPM/IV/IMS/15/1.6 Pind 1] was used to evaluate EAI by areas of work. However the evaluation has not been conducted whereby the evaluation scoring sections in the form was still empty.		
Corrections	FGVPM Bukit Aping Selatan Provide Identification Aspect and Impact Assessment Report as well as assess the correct scores.		
Root Cause Analysis	The weaknesses in ensuring that the "Laporan Pengenalpastian Aspek dan Penilaian Impek" are done correctly and completely		
Corrective Action	FGVPM Bukit Aping Selatan Appoint person in charge in continuously monitored the Identification Aspect and Impact Assessment report. Major NC close out verification: 1. The management had improve on the evaluation EAI to include the evaluation scoring section in the form. The form was prepared by the Assistant Manager. 2. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M8	Clause & Category (Major/Minor)	Indicator 5.3.2 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	The method of disposal of empty chemical container was not clear.		
Requirement Reference	All chemicals and their containers shall be disposed of responsibly.		
Objective Evidence	There were 14 units of 20 lt empty chemical containers placed just outside the chemical store of BAS. However, there is no clear evidence of how the empty containers eventually end up. The previous empty containers were also not traceable. Moreover, it was found at the workers' hostel 2 units of empty containers with unknown purpose.		
Corrections	FGVPB Bukit Aping Selatan - Updating used empty chemicals records. - Updates the 3X rinsing record. - Perform cleaning of empty chemical containers in the worker's dormitory - Provide the sale of used empty chemicals that have been rinsed 3X.		
Root Cause Analysis	Management weaknesses in monitoring and managing wastes of scheduled waste materials		
Corrective Action	FGVPB Bukit Aping Selatan Estate to continuously monitored used empty chemicals, 3X rinsing records, to do weekly clean up of all empty chemical containers in the worker's dormitory. To also provide the sale of used empty chemicals that have been rinsed 3X. Major NC close out verification: 1. The record of empty pesticide containers was established to indicate type of disposal. The records of disposal (recycle waste) was sighted. As todate, the empty containers that had been triple rinsed were stored in the store. No latest disposal for recycle empty container. 2. Site visit to store found that all the empty containers were done triple rinsing accordingly. 3. Site visit to dormitory found that no empty containers were used at dormitory. 4. Appointment letter for staff that handle on the documentation was sighted		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-M9	Clause & Category (Major/Minor)	Indicator 5.2.2 Major
Date Issued	19/07/2018	Due Date	18/07/2019
Closed (Yes/No)	Yes	Date of nonconformity closure	03/01/2019
Statement of Nonconformity	The established action plan derived from the HCV report was not adequately implemented.		
Requirement Reference	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.		
Objective Evidence	<p>With reference to Table 7.2 Action Plan in the HCV Assessment Report dated 1/7/2011, some of the action plan for Sungai Panti Forest Reserve area have yet to be implemented, i.e.:</p> <ul style="list-style-type: none"> • Awareness briefing to stakeholders • Printing and distribution of brochure about biodiversity in estate for stakeholders and workers • Water sampling analysis to monitor presence of agrochemicals in the river 		
Corrections	<p>FGVPM Bukit Aping Selatan</p> <ul style="list-style-type: none"> - Conducted HCV awareness briefings to stakeholders - Provides printing and distribution of brochures on biodiversity on estate for stakeholders and employees - Provide water sampling analysis to monitor the presence of agrochemicals in the river 		
Root Cause Analysis	Management's weakness in ensuring HCV Action Plan is not well implemented		
Corrective Action	<p>FGVPM Bukit Aping Selatan</p> <p>To continuously brief HCV awareness to stakeholders and distribute brochures on biodiversity on estate for stakeholders and employees by the management in ensuring that the HCV Action Plan is implemented properly.</p> <p>Major NC close out verification:</p> <ol style="list-style-type: none"> 1. The awareness training to stakeholders was done on 19/8/18. The attendance record, the brochure and the training records were sighted. 2. Water sampling analysis was done on 13/10/2018. The report was sighted. <p>The record of empty pesticide containers was established to indicate type of disposal. The records of disposal (recycle) was sighted.</p> <ol style="list-style-type: none"> 2. Site visit to store found that all the empty containers were done triple rinsing accordingly. 3. Appointment letter for staff that handle on the documentation was sighted 		
Assessment Conclusion	Corrective action is found to be effective, thus the major NC was closed on 03/01/19 based on-site verification and supported with sufficient documented evidence. Continuous implementation will be further verified in the assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-N1	Clause & Category (Major/Minor)	Indicator 4.5.2 Minor
Date Issued	19/07/2018	Due Date	Next annual surveillance
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	Training for IPM implementation was not demonstrated.		
Requirement Reference	Training of those involved in IPM implementation shall be demonstrated.		
Objective Evidence	No evidence to show that the training for IPM was conducted at FGVPM Bukit Aping Selatan		
Corrections	FGVPM Bukit Aping Selatan Provide IPM trainings in estate.		
Root Cause Analysis	Weaknesses from the management in managing IPM training in estate		
Corrective Action	FGVPM Bukit Aping Selatan Appoint person in charge to continuously monitor in IPM trainings in estate by the management.		
Assessment Conclusion	The CAP was accepted, however the effectiveness of the corrective action will be verified during next assessment.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-N2	Clause & Category (Major/Minor)	Indicator 4.8.2 Minor
Date Issued	19/07/2018	Due Date	Next annual surveillance
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	Training records were not available.		
Requirement Reference	Records of training for each employee shall be maintained.		
Objective Evidence	No records of training were available at FGVPM Bukit Aping Selatan (eg: IPM, Spraying, Manuring, Pest & Disease, First aider)		
Corrections	FGVPM Bukit Aping Selatan Provide IPM trainings in estate.		
Root Cause Analysis	The weakness of management in preparing estate training records		
Corrective Action	FGVPM Bukit Aping Selatan Appoint person in charge to continuously monitor in IPM trainings in estate by the management.		
Assessment Conclusion	The CAP was accepted, however the effectiveness of the corrective action will be verified during next assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-N3	Clause & Category (Major/Minor)	Indicator 4.5.3 Major
Date Issued	19/07/2018	Due Date	Next annual surveillance
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	The linesite inspection was inconsistently conducted.		
Requirement Reference	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		
Objective Evidence	FGVPM Bukit Aping Selatan: The linesite inspection was inconsistently conducted. The records showed that the linesite inspection been done on 12.06.18 and 10.03.18.		
Corrections	FGVPM Bukit Aping Selatan Conduct weekly inspection on the linesite.		
Root Cause Analysis	Management weaknesses in regular monitoring the linesite inspection		
Corrective Action	FGVPM Bukit Aping Selatan Appoint person in charge to continuously monitor in linesite inspections by the estate management.		
Assessment Conclusion	The CAP was accepted, however the effectiveness of the corrective action will be verified during next assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-N4	Clause & Category (Major/Minor)	Indicator 4.7.5 Major
Date Issued	19/07/2018	Due Date	Next annual surveillance
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	Accident and emergency procedures was not effectively implemented.		
Requirement Reference	Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Objective Evidence	1. FGVPM Bukit Aping Selatan and Wa Ha POM, the items in the first aid boxes were not adequate. 2. Fire drill was not conducted accordingly at FGVPM Bukit Aping Selatan.		
Corrections	FGVPM Bukit Aping Selatan 1. Provide adequate first aid boxes with enough items. 2. Perform "Fire Drill" activities.		
Root Cause Analysis	Management weaknesses in monitoring the employee safety and health management procedures		
Corrective Action	FGVPM Bukit Aping Selatan Continuously monitor by listing the first aid box item and conduct "Fire Drill" activities by the estate management.		
Assessment Conclusion	The CAP was accepted, however the effectiveness of the corrective action will be verified during next assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1652907-201804-N5	Clause & Category (Major/Minor)	Indicator 5.6.3 Minor
Date Issued	19/07/2018	Due Date	Next annual surveillance
Closed (Yes/No)	No	Date of nonconformity closure	"Open"
Statement of Nonconformity	The monitoring of air quality was not adequately evident.		
Requirement Reference	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.		
Objective Evidence	<p>Found lapses as follows:</p> <ul style="list-style-type: none"> Monitoring of ambient air was only conducted 3 times (report nos.: ETD/A/FPIKSWH/2017-04/15794, ETD/A/FPIKSWH/2017-06/16111 and ETD/A/FPIKSWH/2017-12/17241 in 2017) instead of 4 times/year as required in the DOE's compliance schedule Stack sampling was only done once (report no.: CKB/2P(1)/(6)/1709-2) instead of twice/year in 2017 The smoke density meters for both chimneys were not functioning well. When tested, the indicator could not reach to 40% opacity and the alarms therefore did not triggered The quantity of 2017's diesel consumption reported in the RSPO GHG calculator is not tally with the figure stated in the estate's ERML system i.e. 16,838.99 lt (GHG calculator) vs. 20,795.07 lt (ERML) 		
Corrections	<p>FPISB Kilang Sawit Waha</p> <ol style="list-style-type: none"> 1) Provide "ambient water" monitoring 4 times / year. 2) Perform "Stack sampling" twice / year. 3) Fixed the density of meters for both chimneys. <p>FGVPM Bukit Aping Selatan Report the quantity of diesel usage in 2017 for the calculation of RSPO GHG calculators.</p>		
Root Cause Analysis	Mill management weaknesses in manage the air quality monitoring system Estate management weaknesses in managing the diesel consumption records.		
Corrective Action	FPISB Kilang Sawit Waha/ FGVPM Bukit Aping Selatan Continuous monitoring "ambient water" by the mill management in the air quality monitoring system. Continuous monitoring on the quantity of diesel consumption by the estate management.		
Assessment Conclusion	The CAP was accepted, however the effectiveness of the corrective action will be verified during next assessment.		

Opportunity for Improvements	
OFI #	Description
Nil	

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Positive Findings	
PF #	Description
PF 1	Nil
PF 2	

3.4.1 Status of Nonconformities Previously Identified and Observations

Not applicable as this is the initial assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	N/A	Clause & Category (Major/Minor)	
Closed (Yes/No)		Date of nonconformity closure	
Statement of Nonconformity			
Requirement Reference			
Objective Evidence			
Corrective Action			
Assessment Conclusion			

Opportunity for Improvement	
OFI#	Description
OFI 1	

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3.4.2 Summary of the Nonconformities and Status

CAR Ref.	CATEGORY (MAJOR/ MINOR)	ISSUED	STATUS & DATE (Closure)
1652907-201804-M1 (4.6.2)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M2 (4.6.5)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M3 (4.7.2)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M4 (4.7.4)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M5 (4.8.1)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M6 (8.1.1)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M7 (5.1.1)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M8 (5.3.2)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-M9 (5.2.2)	Major	19/07/2018	Closed out on 3/1/2019
1652907-201804-N1 (4.5.2)	Minor	19/07/2018	"Open"
1652907-201804-N2 (4.8.2)	Minor	19/07/2018	"Open"
1652907-201804-N3 (4.5.3)	Minor	19/07/2018	"Open"
1652907-201804-N4 (4.7.5)	Minor	19/07/2018	"Open"
1652907-201804-N5 (5.6.3)	Minor	19/07/2018	"Open"

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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 Waha Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.

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

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

List of Stakeholders Contacted	
Internal Stakeholders Foreign Workers Representative Sprayer Manurer Harvester Mill Operator	Union/Contractors/Local Communities Representative from Kg Felda Bukit Easter Contractor (Syarikat Aneka Giat)
Government Departments Police Officer, Pondok Polis Waha SK Bukit Waha	NGO No complaint by NGO for Wa Ha CU. Stakeholder Consultation Invitation was sent on 14/7/2018.

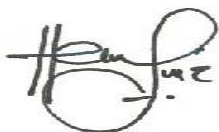
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IS #	Description
1	<p>Feedback: <u>SK Bukit Waha</u> Both KKS Waha and Bukit Aping Selatan has given the good cooperation to the school management through the donation and respond to requests.</p> <p>Management Responses: The management will continue to give support and cooperation to the school.</p> <p>Audit Team Findings: No further issue.</p>
2	<p>Feedback: <u>KKS Waha Representative, Police Officer and Felda Bukit Easter villager</u> Concerns made to the road condition on 2 spots which are:</p> <ol style="list-style-type: none"> 1. The way from KKS Waha to Pekan Simpang Waha (in front of kedai Haji Kahar) is slippery due to oil leakage from tankers and may lead to accident especially for motorbike. 2. Road to the KKS Waha is having many holes and slippery due to oil leakage from tankers and EFB fallen down on the road. <p>Management Responses: The management responded that the leakage is happened because of bad road condition and currently KKS Waha is in the process of road repair (1st phase) and will discuss further on the management.</p> <p>Audit Team Findings: Will verified during the next surveillance assessment.</p>
3	<p>Feedback: <u>Gender Committee</u> So far, there is no critical or any sexual harassment reported.</p> <p>Management Responses Management will continue to maintain the mechanism in grievance and complaint regarding sexual harassment.</p> <p>Audit Team Findings No further issue.</p>
4	<p>Feedback: <u>Contractors (Syarikat Aneka Giat)</u> So far, payment was made in timely manner and accurate to all the contractors engaged.</p> <p>Management Responses Management will maintain good relationship with the contractors.</p> <p>Audit Team Findings No further issue.</p>
5	<p>Feedback: <u>Pondok Polis Waha</u> - No criminal reported regarding KKS Waha complexes so far.</p> <p>Management Responses: - Management will continue to give best security to the complex.</p> <p>Audit Team Findings: No further issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that Wa Ha Palm Oil Mill Certification Unit has complied with the RSPO P&C MYNI 2014, RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of Wa Ha Palm Oil Mill Certification Unit is approved.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Mohd Hafiz Mat Hussain	Name:
Company Name: BSI Services Malaysia Sdn Bhd	Company Name:
Title: Lead auditor	Title:
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: 14/01/2019	Date:

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Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the stakeholders were recorded and answered. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available. The response and action taken by the management also been recorded and maintained. 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	<p>Records of requests for information and responses shall be maintained. -Major compliance</p> <p>The management has implemented Request and Respond record form, Borang Pertanyaan dan Maklum Balas to record any request of assistance and information from stakeholders. Sighted the recent request:</p> <ol style="list-style-type: none"> 1. Contractor (Ismail Ghani) asking about the segregation of the ripe FFB and unripe before processed on 07.6.18 and responded on 10.6.18. 2. Contractor (Haji Misban) asking about ripe and unripe FFB colour and responded on 15.6.18. <p>Other than that, for whistleblowing procedure, anonymous can log in the request or feedback to the website: http://www.feldaglobal.com/our-company/whistleblowing/ and there is suggestion box placed in front of office.</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	<p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none">• Land titles/user rights (Criterion 2.2);• Occupational health and safety plans (Criterion 4.7);• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);• HCV documentation (Criteria 5.2 and 7.3);• Pollution prevention and reduction plans (Criterion 5.6);• Details of complaints and grievances (Criterion 6.3);• Negotiation procedures (Criterion 6.4);• Continual improvement plans (Criterion 8.1);• Public summary of certification assessment report;• Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>FGV has established "<i>Komunikasi, Penglibatan dan Rundangan</i>" procedure with Doc. No. ML-1A/L2-Pr12(0) dated 1/6/2016. Types of communication were listed in the procedure such as through management to employees and vice versa via morning muster, notice board, suggestion box, workers' representative and etc. Communication process with external stakeholders, medias and contractors was detailing in the procedure. List of documents that was made publicly available was included into the procedure. Documents such as meeting minutes, OSH plan, HCV report, policies, SEIA and etc were publicly available upon request. The procedure was briefed to the stakeholders during RSPO stakeholder meeting.</p> <p><u>Wa Ha POM and FGVPB Bukit Aping Selatan</u></p> <ul style="list-style-type: none">• Land tiles are only available upon justify reason• OHS, EIA and SIA plans for both mill and estate are readily available at main office and during external stakeholder meetings.• Procedures on Complaint & Grievances are made available as Public Document.• Policies in regard to sustainability programs are available on notice boards and as and when required by stakeholders.	Complied
Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>There was 'Perjanjian Bersama antara Felda Palm Industries Sdn Bhd Dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung effective on 01.01.2016-31.12.2018' covering on the ethic code to all the workers. Training for the ethic code has been conducted to every newly join worker and latest was conducted to 3 workers on 26.6.18 (KKS Waha) and in Bukit Aping Selatan Estate, there is policy training been conducted on 02.07.18 to all workers.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1:			
There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	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. Wa Ha POM monitored through Register of Legal and Other Requirements records (FPI/L4/QOSHE-2.1 Pind 0), latest update on 1/1/2018. Bukit Aping Selatan monitored through Register of Legal and Other Requirements records (ML-1A/L5-AP11 Pind 0), last reviewed on 1/1/2018.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	<p>Identification and documentation of applicable legal requirements is guided by Manual Procedure, Legal and Other Requirements [FPI/L2/QOSHE 2.0, 15/9/2014].</p> <p>The applicable legal requirements for the mill and estate were registered in "Daftar Perundangan dan Lain-lain Keperluan" (Register of Legal and Other Requirements) [FPI/L4/QOSHE-2.1 Pind 0] which was last updated 1/1/2018. The register has info about:</p> <ul style="list-style-type: none"> • Act/Section/regulation • Enforcer • Main requirement (e.g. menjaga kebajikan petugas di tempat pekerjaan) • Environment aspect • Enforcement standard • Penalty • PIC • Compliance status <p>Among the Acts included: OSHA, FMA, Electric Supply Act, BOMBA, EQA, Poison Act, Weigh & Measure Act, SOCSO Act, MPOB Act and Employment Act to name a few.</p>	Complied
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The mechanism is guided by Manual Procedure, Evaluation of Compliance to Legal and Other Requirements [FPI/L2/QOSHE-17.0]. The Assistant Mill and/or Estate Managers are the persons responsible to conduct the evaluation of compliance. In the legal register there is a column to record the status of compliance and it was done by the assistant managers. The report of status of compliance helps the management to get the information about non-compliance with legal requirement (if any) and subsequently take the necessary action.	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking of any changes in law is uided by a procedure "Perundangan dan Lain-lain Keperluan Kawalan (Legal and Other requirements) [FPI/L2/QOSHE-2.0, rev. 3, dated 29/11/2016]. Among the medium used to keep the management updated in law changes are government agencies websites, news and circulars.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 2.2:			
The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	The mill is situated in FELDA Wa Ha Estate and the right to use land is under Lease Agreement between FELDA and FGVPM. For Bukit Aping Selatan, only 717.511 Ha of the total area has land title. The remaining is still covered under the Lease Agreement between FELDA and FGVPM.	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Boundary with smallholders were clearly demarcated at field PM10P/19 and PM10P/14.	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 -	There is 'Perjanjian Bersama antara Felda Palm Industries Sdn Bhd Dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung effective on 01.01.2016-31.12.2018' covering on the ethic code to all the workers.	Complied
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	Training for the ethic code has been conducted to every newly join worker and latest was conducted to 3 workers on 26.6.18 (KKS Waha) and in Bukit Aping Selatan Estate, there is policy training been conducted on 02.07.18 to all workers.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is 'Perjanjian Bersama antara Felda Palm Industries Sdn Bhd Dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung effective on 01.01.2016-31.12.2018' covering on the ethic code to all the workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	Training for the ethic code has been conducted to every newly join worker and latest was conducted to 3 workers on 26.6.18 (KKS Waha) and in Bukit Aping Selatan Estate, there is policy training been conducted on 02.07.18 to all workers.	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 KKS Waha 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. Interviewed with the stakeholders confirmed that no encroachment of land by the FGV Holding Sdn Bhd.	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.3.2	<p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in the KKS Waha 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. Interviewed with the stakeholders confirmed that no encroachment of land by the FGV Holding Sdn Bhd.</p> <p>Complied</p>
2.3.3	<p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>There is no land dispute in the KKS Waha 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. Interviewed with the stakeholders confirmed that no encroachment of land by the FGV Holding Sdn Bhd.</p> <p>Complied</p>

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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 KKS Waha 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. Interviewed with the stakeholders confirmed that no encroachment of land by the FGV Holding Sdn Bhd.	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.			

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Criterion / Indicator	Assessment Findings	Compliance
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 -	<p>The annual business plan is available as per the Group Financial Procedure. & Guidelines. Both estates and the mill had a similar format i.e. in the form of annual budget with a 3 year projection (Budget year,2019, 2020) This business plan is prepared as guidance for the forthcoming year and future planning.</p> <p>The mill budget (<i>30 mt milling capacity</i>) had the following component in the expenditure details.</p> <ul style="list-style-type: none"> a) Manning Level - Total no of employees required at each station. b) FFB Source and annual estimate c) Extraction ratios OER, KER d) Expenditure on Administration / Compound Upkeep / Medical e) Maintenance / Consumables / PPE / Tools <p>Similarly the estates budget contain the following information;</p> <ul style="list-style-type: none"> a) palm year of planting, age categories, and FFB production. b) Component of operating expenditure includes; <ul style="list-style-type: none"> - Administration/labour overhead - harvesting & collection, - field upkeep - transportation, road and bridges, - EVIT (running accounts for engines, vehicles, implements & tractors <p>Inclusive in the business plan such as Capital Expenditure (CAPEX) among others replacement / upgrading of building, vehicles replacement and workers amenities. The budget for 2018 for both the estates/mill was sighted and verified.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 -	There was no replanting until 2025 at FGVPM Bukit Aping Selatan.	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			

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Criterion / Indicator	Assessment Findings	Compliance
4.1.1	<p>Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -</p> <p>The estates operations are guided by the following manual and procedures established for the Group Estates. The manuals and documents were introduced on the various year i.e. manual lestari in June 2012. Thereafter being subject to review as changes are made with new work method and amendments in agricultural policies.</p> <ul style="list-style-type: none"> a) Manual Ladang Sawit Lestari b) Manual Keselamatan c) Manual Sustainability d) Manual Greeding BTB – MPOB e) Buku KUK 4 (Kadar Upah Kerja) Pekerja f) Manual Perolehan (Procurement) g) Pictorial Safety Standards h) Security Guidelines. <p>The mill similarly adopted the following manuals and procedures. Among others as listed below;</p> <ul style="list-style-type: none"> a) Manual Pengurusan Kilang Sawit (18/11/2016) b) Manual Operasi Kilang Sawit (02/1/2001) c) Manual Operasi Makmal (02/1/2002) d) Manual Kualiti, Keselamatan, Kesihatan & Alam Sekitar (14/7/2010) e) Prosedur Kerja Selamat <p>In addition, technical guidelines are also provided during visits of Agronomists, Planting and Mill Advisors. Contents of the Manual were disseminated to the workers through morning roll call, mill weekly briefings and trainings. The Manuals are also kept in the administration office to facilitate reference by any interested parties. Site inspection and interview with workers confirmed that the SOP had been implemented and they understood the requirements of the SOP.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	<p>The estates use the following reporting system among others in monitoring the daily operation in ensuring the procedures are adhered to.</p> <ul style="list-style-type: none"> a) Daily production report system b) Program Kerja c) Lapuran Mandor/Penyelia Kepada Pengurusan d) Lapuran Hasil/Prestasi/Kos Bulanan e) Lawatan/lapuran Pengurus Besar Wilayah /Zon/Ibu Pejabat f) Lawatan/lapuran Agronomist g) Lawatan / Audit Ibu Pejabat – Unit CDD <p>The mill adopted a similar monitoring system for its operations</p> <ul style="list-style-type: none"> a) Daily production report system b) Borang Kertas Semak c) Buku Lapuran Kerosakan d) Laporan Penyelia Kepada Pengurusan. e) Lawatan Pengurus Besar Wilayah/Zon f) Monthly Report/Meeting g) Lapuran Kualiti Makmal h) Lawatan / Audit Unit CDD – Certification & Due Diligent 	Complied
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	All the records of monitoring and records of action taken were maintained and available at mill and estate office.	Complied
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.			

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Criterion / Indicator	Assessment Findings	Compliance									
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>FGVPM Bukit Aping Selatan practiced the maintenance of long-term soil fertility by annual application of fertilizers based on periodic foliar and soil analysis, biomass retention (pruned fronds left to decompose in the fields) and EFB (on designated fields) ,water management and by maintaining soft weeds within interlines. The SOP for manuring was available in <i>Manual Ladang Sawit Lestari</i>.</p> <p>Fertilizer application, which was of paramount importance for maintenance of soil fertility, was carried based on the recommendation made by the agronomist the Group Office. Annual fertilizer recommendations were made based on annual foliar sampling and 5 yearly soil sampling.</p> <p>The common fertilizers recommended for mature oil palms for 2017 and 2018 are as follows; The information was extracted from both the estates manuring program.</p> <table border="1" data-bbox="889 863 1458 999"> <thead> <tr> <th></th><th>Fertiliser Name</th><th>Dosage – kg/palm</th></tr> </thead> <tbody> <tr> <td>1</td><td>FELDA 10</td><td>7.50</td></tr> <tr> <td>2</td><td>NPK Mixture</td><td>2.75</td></tr> </tbody> </table> <p>Fertilizer application program was monitored using the program sheets, bin cards, field cost book.</p>		Fertiliser Name	Dosage – kg/palm	1	FELDA 10	7.50	2	NPK Mixture	2.75	Complied
	Fertiliser Name	Dosage – kg/palm									
1	FELDA 10	7.50									
2	NPK Mixture	2.75									

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Criterion / Indicator	Assessment Findings	Compliance																		
4.2.2	<p>Records of fertiliser inputs shall be maintained.</p> <p>- Minor compliance -</p> <p>Records of fertiliser input are maintained in both the estates audited Fertilizer application programs are monitored using the program sheets (dosage and type), bin cards, field cost book, etc. Details of fertiliser type, dosage, field no, dates commence and completions are recorded.</p> <p>There are 2 types of application method.</p> <p>a) Manual b) Subsoil</p> <p>Sighted 2018 manuring program for FGVPM Bukit Aping Selatan as sampled below;</p> <table><tr><td></td><td>Block</td><td>Fertiliser type</td><td>Dosage kg/palm</td><td>Date started</td><td>Date completed</td></tr><tr><td>1</td><td>02</td><td>FELDA 10</td><td>7.50</td><td>7.4.18</td><td>In progress</td></tr><tr><td>2</td><td>08</td><td>NPK Mixture</td><td>2.75</td><td>13.2.18</td><td>In progress</td></tr></table>		Block	Fertiliser type	Dosage kg/palm	Date started	Date completed	1	02	FELDA 10	7.50	7.4.18	In progress	2	08	NPK Mixture	2.75	13.2.18	In progress	Complied
	Block	Fertiliser type	Dosage kg/palm	Date started	Date completed															
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2	08	NPK Mixture	2.75	13.2.18	In progress															

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Criterion / Indicator		Assessment Findings	Compliance						
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The estates conduct both periodic foliar and soil sampling to monitor changes in nutrient status. It was made available in the Agronomist report. Annual foliar sampling for the nutrients N, P, K, Mg, & B had been carried out and the results formed the basis for the fertilizer recommendations to maintain and to improve soil fertility. The latest foliar sampling in FGVPM Bukit Aping Selatan sampling date 22.5.18 for the fertiliser program 2018. Soil maps were made available and reviewed. Details as per indicator 4.3.1. Analysis for soil dated 28/2/2015 i.e. pH, total N, avail –P, ex-K, ex-Ca, ex-Mg was carried at 5 year intervals.	Complied						
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	EFB application was applied at field near to the Wa Ha POM.	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 -	Soil series map available for both estates visited. No other soil categorised as problematic or fragile soil. Sighted the type of soil available at FGVPM Bukit Aping Selatan. <table border="1"><tr><td>No.</td><td>Type of Soil</td></tr><tr><td>1</td><td>Rengam</td></tr><tr><td>2</td><td>Masai</td></tr></table>	No.	Type of Soil	1	Rengam	2	Masai	Complied
No.	Type of Soil								
1	Rengam								
2	Masai								

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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 -	In addressing the difference of the estate terrain FGVPM had established a management strategy in place for planting on slopes and to minimise and control erosion and degradation of soils. At FGVPM Bukit Aping Selatan there was a total 32.5% of slope between 12 -16 degrees. The strategy in place for plantings on slopes between 9 and 25 degrees was stated in <i>Polisi Perlindungan Tanah Curam Dan Rezab Sungai</i> formalised on 01/6/2014. In addition there are also guidelines and procedures as stated in <i>Manual Lestari</i> . Both estates had complied with this strategy.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	During the field visit, it was noted that road conditions were well maintained in FGVPM Bukit Aping Selatan. Accessibility was made possible by regular maintenance guided by its road maintenance programs. The program had been supported by adequate provisions in the budgets. The road maintenance was completed in May 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 -	As sighted from the soils maps and agronomist visit report provided, there were no peat soil.	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 -	As sighted from the soils maps and agronomist visit report provided, there were no peat soil.	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 -	As sighted from the soils maps provided there were no other fragile and problem soils in both the estate.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

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Criterion / Indicator		Assessment Findings	Compliance												
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	The water management plans for both mill and estate have been established with main intention of to maintain the quality and availability of surface and ground water. Among the implemented plans were to effectively treat the mill effluent before discharging it to water ways and establishment of riparian zone to minimise pollutants from reaching the river.	Complied												
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	<div>The visited estate was able to demonstrate its protection of water course in accordance to established procedure [Ref.: Pengenalpastian Kawasan Cerun dan Rizab Sungai [ML-1A/L2-Pr8(0), pind. 0, 1/6/2016]]. Based on the guidance, the width of buffer zones are as follows:</div> <table><thead><tr><th>River width (m)</th><th>Buffer zones (m)</th></tr></thead><tbody><tr><td>> 40</td><td>50</td></tr><tr><td>20 – 40</td><td>40</td></tr><tr><td>10 – 20</td><td>20</td></tr><tr><td>5 – 10</td><td>10</td></tr><tr><td>< 5</td><td>5</td></tr></tbody></table>	River width (m)	Buffer zones (m)	> 40	50	20 – 40	40	10 – 20	20	5 – 10	10	< 5	5	Complied
River width (m)	Buffer zones (m)														
> 40	50														
20 – 40	40														
10 – 20	20														
5 – 10	10														
< 5	5														
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	The mill applies the biological system with 14 ponds in series for its treatment of effluent. The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. Last 12 months results were verified where highest BOD=49 ppm while lowest was 12 ppm. The results complied with the regulated requirement i.e. 100 ppm.	Complied												
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill has been monitoring its consumption of water on daily basis. The water was sourced from Sg Bahan. Based on the daily records, the consumption in 2017 was 1.20 m³/mt FFB whereas for 2018, 1.28 m³/mt FFB	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	The IPM management is similar to the other FGVP estates. FGVP Bukit Aping Selatan 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 ; a) Barn Owl Boxes (BOB) location in the estates. b) Training relating to IPM operations and management c) Cultivation of beneficial plant in the nursery and planting location in the field. Current ratio at 10 m per ha. During the field visit, it was observed a number of beneficial plants had been planted. d) Monthly observation for detection of leaf eating pests, rat damage and diseases like <i>Ganoderma</i> . These detection and observations were carried by staff. When damaged/disease was observed, proper census was then carried out. There were history of bagworms attack in FGVP Bukit Aping Selatan. Rat baiting was by calendar baiting at 2 campaigns per year.	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	No training related to IPM was conducted. Thus, minor NC was raised.	Minor nonconformance
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment			

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Criterion / Indicator	Assessment Findings	Compliance
4.6.1 Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	<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>	Complied
4.6.2 Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	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 not available at FGVPM Bukit Aping Selatan. Thus, the Major NC was raised.	Major nonconformance

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Criterion / Indicator	Assessment Findings	Compliance
4.6.3	<p>Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.</p> <p>- Major compliance -</p> <p>The quantity of agrochemicals required for various field conditions are documented and justified in the described manuals</p> <ul style="list-style-type: none"> a) Manual Ladang Sawit Lestari b) Manual Keselamatan c) Manual Sustainability <p>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;</p> <ul style="list-style-type: none"> a) Established growth of beneficial plants (<i>Cassia cobanensis</i>, <i>Antigonon leptopus</i> and <i>Turnera sublata</i>) nurseries 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. b) The estates aimed to reduce the use of rat baits to control rats, uses barn owls boxes. Census was conducted and recorded. The current ratio is maintained at 1 box: 10 ha as per the manual guidelines. The establishment of barn owl boxes was monitored using map. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.4 Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p> <p>- Minor compliance -</p>	<p>FGVPM Bukit Aping Selatan had history of bagworms attack in the fields. Remedy used in method of trunk injection using chemical 'Bullet 55' (monocrotophos 55%)- permit number:JHR/2017/MONO/67(GL) dated 14/5/2017.</p> <p>Both estates only used pesticides that were officially registered under the Pesticides Act 1974 (Act 149) and the relevant provision (Section 53A); and in accordance with USECHH Regulations 2000. It was noted that in addition to the above chemicals, all other pesticides used are of class III & class IV.</p> <p>There is policy of usage of paraquat established for all FGVP estates. This is however used at the very minimal and in the phasing out permanently. The permit from DOA was sighted (JHR/2017/PARA/349(GL)).</p> <p>Through records and site interviews with workers, staff and estate assistants, concluded that they were trained taking all precautions and complied to all legal requirements.</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>Records showed that pesticides were handled, used and applied by trained employees. In the indicator 4.6.1 both estates had established SOPs for the safe-handling of pesticides.</p> <p>However, the handling of Highly Toxic pesticide not implemented effectively:</p> <ol style="list-style-type: none"> 1) There is no MSDS/CSDS for Bullet 55 (monocrothophos) during site visit at FGVPB Bukit Aping Selatan. 2) No form I, II and III were used for application of Paraquat. (date application: 8/2/2018, 12/2/2018, 15/2/2018) <p>Thus , Major NC was raised.</p> <p>Appropriate safety PPE and application equipment such as gloves, boot, apron were provided and used as per the recommendations in the CHRA. Personnel such as the storekeepers, sprayers, fertilizers and rat bait handlers were trained and were known to the potential hazards and methods the chemicals should be used in a safe manner.</p> <p>Training including refresher sessions were provided to the workers involved in such activities to ensure a continued understanding of chemicals / hazard. The following training was captured from the records. Refer to indicator 4.8.1.</p>
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation</p>

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Criterion / Indicator	Assessment Findings	Compliance
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Manual Lestari and Sustainability. 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 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.	Complied
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 spraying at FGVP Bukit Aping Selatan.	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 -	There is no associated smallholder at FGVP Bukit Aping Selatan.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	The disposal of waste materials is guided by the established procedures that are fully understood by workers. Based on the interview with workers and site visit verification, the implementation of the procedures were found to be needing for some improvement (see Criterion 5.3).	Complied

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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 -	<p>Annual medical surveillance for sprayers and pesticide operators were demonstrated.</p> <p>Medical examination programme established for sprayers which conducted by Poliklinik Desaru (HQ/15/DOC/00/447) for FGVPM Bukit Aping Selatan.</p> <table border="1"> <thead> <tr> <th>ID No</th><th>Date of Medical check up</th><th>Result</th><th>Estate</th></tr> </thead> <tbody> <tr> <td>06680013</td><td rowspan="4">3/1/2018</td><td>Fit</td><td rowspan="4">FGVPM Bukit Aping Selatan</td></tr> <tr> <td>06680044</td><td>Fit</td></tr> <tr> <td>06680042</td><td>Fit</td></tr> <tr> <td>06670403</td><td>Fit</td></tr> </tbody> </table>	ID No	Date of Medical check up	Result	Estate	06680013	3/1/2018	Fit	FGVPM Bukit Aping Selatan	06680044	Fit	06680042	Fit	06670403	Fit	Complied
ID No	Date of Medical check up	Result	Estate														
06680013	3/1/2018	Fit	FGVPM Bukit Aping Selatan														
06680044		Fit															
06680042		Fit															
06670403		Fit															
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	There were no female pesticide operators at FGVPM Bukit Aping Selatan.	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:																	

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Criterion / Indicator	Assessment Findings	Compliance
4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	<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>a) Wa ha Palm Oil Mill – loading ramp, sterilizer station, press station, oil room b) FGVPM Bukit Aping Selatan – Harvesting (PM10P)</p> <p>OHS plan for 2018 was available for all the estates/mill audited to include program as follows:</p> <ul style="list-style-type: none"> a) ESH Legal & Other requirements b) Safe handling of chemical mixing/application c) Use & Standard Exposure of Chemical Hazardous to Health (USECHH) 2000 d) Accident Investigation Techniques/Document e) Emergency Respond Plan Training (e.g. Chemical spill, poisoning, Fire. Lightning) f) Competent First Aider Training g) First Aid Awareness Training – Palm Workers h) Scheduled waste management i) Safe Work Procedure for All Stations. j) Tractors Driving/Maintenance Training 	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																
4.7.2 All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -	<p>Procedure for HIRADC was established (FPI/L2/QOHSE-1.0:mill and 1/2010: estate). HIRARC for both estates and the mill are available and formalise. Thereafter there were amendment in event;</p> <p>a) New work process / work change b) Event of accident requiring a review in the risk assessment.</p> <p>All the main activities were covered and within the common estates/mill operations within the industry. HIRARC for Wa Ha POM and FGVPM Bukit Aping Selatan were sighted at random having details among others as follows</p> <table><tr><td>No</td><td>Activity</td></tr><tr><td>1</td><td>Station Sterilizer</td></tr><tr><td>2</td><td>Station Press</td></tr><tr><td>3</td><td>Kernel Plant</td></tr><tr><td>4</td><td>Laboratory</td></tr><tr><td>5</td><td>Confined Space</td></tr><tr><td>6</td><td>Engine Room</td></tr><tr><td>7</td><td>Mill compound</td></tr><tr><td>8</td><td>Water treatment plant</td></tr><tr><td>9</td><td>Working at height</td></tr><tr><td>10</td><td>Oil Room</td></tr><tr><td>11</td><td>Rat Baiting</td></tr><tr><td>12</td><td>Manual Weeding</td></tr><tr><td>13</td><td>Pre-Lining</td></tr><tr><td>14</td><td>Chemical Handling</td></tr><tr><td>15</td><td>Spraying</td></tr></table> <p>However, the HIRARC was not completed to identified all the activities involved in the estate (eg: harvesting, trunk injection, FFB transportation, manuring). Thus, Major NC was raised.</p>	No	Activity	1	Station Sterilizer	2	Station Press	3	Kernel Plant	4	Laboratory	5	Confined Space	6	Engine Room	7	Mill compound	8	Water treatment plant	9	Working at height	10	Oil Room	11	Rat Baiting	12	Manual Weeding	13	Pre-Lining	14	Chemical Handling	15	Spraying	Major nonconformance
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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Field visits to the following sites demonstrated that the employees were fully equipped the respective required PPE. Workers at site were interviewed with regards to PPE adherence.</p> <p><u>FGVPM Bukit Aping Selatan</u> Field number PM10P to witness harvesting operations . Harvesters were wearing proper PPE.</p> <p><u>Wa Ha POM</u> All stations from weighbridge to despatches including the ETP were visited. All staff, operators were in safety shoes, gloves where applicable, safety vest and ear plug.</p> <p>Trainings were provided during musters and also in session held in the estate community hall. The following training made for the employees were recorded as follows. Subjects extracted among others were mainly related to ESH, SOPs, chemical handlings, cross refer to indicator 4.8.1.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>The person in-charge for safety and health was established at mill and estate. Sighted the OHS organization chart for 2018.</p> <p><u>Wa Ha POM</u> OSH meeting was conducted on quarterly. OSH/EHS meeting: 23/1/2018 and 28/5/2018 were sighted.</p> <p><u>FGVPM Bukit Aping Selatan</u> OSH meeting last was conducted on 15/2/2017. The report was sighted for review. However, there was no meeting was conducted after last meeting on 15/2/2017. Thus, Major NC was raised.</p>	<p>Major nonconformance</p>

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Criterion / Indicator	Assessment Findings	Compliance												
4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -	<p>Accident and emergency procedures are available in adherence to the FGVP on Crisis Management & Emergency Response plan, Accident and Reporting and Investigation Procedure and emergency preparedness and response in the manual. The mill and estate 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>Kecederaan Parah</i>b) <i>Kebakaran (Fire)</i>c) <i>Kecederaan 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>Kecederaan yang menyebabkan hilang upaya/cacat</i>c) <i>Kecederaan 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 were formations 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><tr><td></td><td>Estate / Mill</td><td>Date</td><td>ERP Drill / Exercise</td></tr><tr><td>1</td><td>Wa Ha POM</td><td>16/9/17</td><td>Fire Drill</td></tr><tr><td></td><td></td><td></td><td></td></tr></table> <p>The first aider were present during site visit at mill (office, operation, lab).</p> <p>At FGVP Bukit Aping Selatan and Wa Ha POM, the items in the first aid boxes were not adequate.</p> <p>Thus, minor NC was raised.</p>		Estate / Mill	Date	ERP Drill / Exercise	1	Wa Ha POM	16/9/17	Fire Drill					Minor nonconformance
	Estate / Mill	Date	ERP Drill / Exercise											
1	Wa Ha POM	16/9/17	Fire Drill											

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Criterion / Indicator	Assessment Findings	Compliance												
4.7.6	<div>All workers shall be provided with medical care, and covered by accident insurance.</div> <div>- Minor compliance -</div> <div><table><tr><th>Type</th><th>Remark</th><th>Remark</th></tr><tr><td>SOC SO</td><td>Wa Ha POM</td><td>May 18 and June 18 (ID No:01200837, 01202389)</td></tr><tr><td>SOC SO</td><td>FGVPM Bukit Aping</td><td>May 18 and June 18 (ID No: 06670058, 06670109)</td></tr><tr><td>FWCS</td><td>Selatan</td><td>ID Number: 0667092, 06670293, 06670127, 06670403</td></tr></table></div>	Type	Remark	Remark	SOC SO	Wa Ha POM	May 18 and June 18 (ID No:01200837, 01202389)	SOC SO	FGVPM Bukit Aping	May 18 and June 18 (ID No: 06670058, 06670109)	FWCS	Selatan	ID Number: 0667092, 06670293, 06670127, 06670403	Complied
Type	Remark	Remark												
SOC SO	Wa Ha POM	May 18 and June 18 (ID No:01200837, 01202389)												
SOC SO	FGVPM Bukit Aping	May 18 and June 18 (ID No: 06670058, 06670109)												
FWCS	Selatan	ID Number: 0667092, 06670293, 06670127, 06670403												

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Criterion / Indicator		Assessment Findings	Compliance						
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained and based on JKPP 6, 7 & 8. Sample of accident statistic as shown below : <table border="1"><tr><td>Year</td><td>Wa Ha POM</td><td>FGVPM Bukit Aping Selatan</td></tr><tr><td>2017</td><td>0</td><td>0</td></tr></table> *LTA is equivalent to lost man days	Year	Wa Ha POM	FGVPM Bukit Aping Selatan	2017	0	0	Complied
Year	Wa Ha POM	FGVPM Bukit Aping Selatan							
2017	0	0							
Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.									
4.8.1	A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme. - Major compliance -	The records of training were available at mill office. However, there was no training programme established at FGVPM Bukit Aping Selatan. Thus Major NC was raised.	Major nonconformance						

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Criterion / Indicator		Assessment Findings	Compliance																						
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Training records for employees available and maintained at the office. Records are verified on a sampling basis which covers all aspect of training and RSPO P&C requirement.	Minor nonconformance																						
		<table><tr><th>Date</th><th>Training</th><th>Remark</th></tr><tr><td>2/2/18</td><td>Station Sterilizer, Loading Ramp</td><td rowspan="5">Wa Ha POM</td></tr><tr><td>1/3/18</td><td>Laboratory</td></tr><tr><td>12/1/18</td><td>Station Weighbridge</td></tr><tr><td>10/3/18</td><td>Procedure for Mechanical and Electrical</td></tr><tr><td>9/3/18</td><td>Station Boiler</td></tr><tr><td>2/3/18</td><td>Nut/Kernel Plant and Oil Room</td><td rowspan="2">FGVPM Bukit Aping Selatan</td></tr><tr><td>6/2/18</td><td>Harvesting</td></tr><tr><td></td><td></td><td></td></tr></table>		Date	Training	Remark	2/2/18	Station Sterilizer, Loading Ramp	Wa Ha POM	1/3/18	Laboratory	12/1/18	Station Weighbridge	10/3/18	Procedure for Mechanical and Electrical	9/3/18	Station Boiler	2/3/18	Nut/Kernel Plant and Oil Room	FGVPM Bukit Aping Selatan	6/2/18	Harvesting			
		Date		Training	Remark																				
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		2/3/18		Nut/Kernel Plant and Oil Room	FGVPM Bukit Aping Selatan																				
		6/2/18		Harvesting																					
No records of training were available at FGVPM Bukit Aping Selatan (eg: IPM, Spraying, Manuring, Pest & Disease, First aider). Thus, minor NC was raised.																									

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.

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Criterion / Indicator	Assessment Findings	Compliance
5.1.1	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p> <p><u>Mill</u> Environmental impact assessment was guided by its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C]. The identification of Environmental Aspects and Evaluation of Significance Form [FPI/L4/QOSHE-1.7 Pind 0] was used to identify and evaluate the environmental aspect and impact. The evaluation was divided by workstations such as loading ramp, sterilizer, trashing & press, incinerator, oil room, bulk storage tank, raw water treatment plant, boiler, ETP, laboratory, diesel tank, workshop, SW store, EFB stock pile to name a few. Significant Environmental Aspect and Impacts Register Form [FPI/L4/QOSHE-1.8 Pind 0] was used to register the mitigation method which basically link to the Manual Operation procedures. The evaluation of EAI was last updated on 3/2/2018 – format of EAI includes</p> <ul style="list-style-type: none"> • Dept./process • Aspect • Impact (type & score) • Usage/discharge quantity (per month or day) • Impact mitigation method and comments <p><u>Estate</u> A form, “Pengenalpastian Aspek dan Penilaian Impek” [form no.: FGV/FGVPM/IV/IMS/15/1.6 Pind 1 was used to evaluate EAI by areas of work e.g. chemical store, fertilizer application, harvesting, chemical spraying and road maintenance. However the evaluation has not been conducted – the form evaluation scoring was empty. Therefore, a non-conformity report was assigned due to this lapse.</p> <p>A form of report entitled “Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran” [doc. No.: 1/2012, dated 14/2/2018], describes about</p> <ul style="list-style-type: none"> - method of identification of aspect and impact - identified significant (>12 points – significant) - scoring matrix and action plan 	Major nonconformance

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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 -	<p><u>Mill</u></p> <p>Mitigation measure is established based on identified significant aspect from the environmental aspect and impact evaluation. In general, among the examples of mitigation measures are:</p> <ul style="list-style-type: none"> • Implementation of standard and/or safe operating procedure • Implementation of emergency response plan • Provision of premix area • Construction of oil trap • Recycling wastes <p>For Bukit Aping Selatan estate, since the evaluation of environmental aspect and impact has yet to be completed, therefore the effectiveness of the mitigation measure established yet to be verified (see finding at 5.1.2).</p> <p>Thus, Major NC was raised.</p>	Complied
5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	<p>The mill is consistently monitoring its effectiveness of mitigation measures through various mechanism such as analysis of ETP final discharge, analysis of monsoon drain discharge, scheduled wastes movements and monitoring of smoke emissions through CEMS and stack sampling, to name a few.</p> <p>For Bukit Aping Selatan estate, since the evaluation of environmental aspect and impact has yet to be completed, therefore the effectiveness of the mitigation measure established yet to be verified (see finding at 5.1.2).</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV assessment has been conducted and reported in " <i>Laporan Pengenalpastian Aspek Bernilai Pemuliharaan Tinggi (HCV), Biodiversiti dan Pengurusannya</i> ", dated 1/7/2011, written by Syarifah Nur Afni Syed Abdullah. The assessment was internally conducted under the coverage of Kledang 2 Estate (also owned by FGVM) whereby Bukit Aping Selatan Estate was one of Kledang 2 Estate's divisions then (therefore not known breakdown of areas yet). Among the methods used in the assessment were census, interview with stakeholders (FELDA officers, FELDA settlers, local communities, government agencies) and literatures review. Based on the assessment report, there is no HCV present within the estate.	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 -	Based on the HCV assessment report mentioned in I5.2.1 above, there was no RTE species or HCVs present or is being affected by the plantation or mill operation. Nonetheless, the estate has established its management plan which was derived from the HCV assessment report. However, the action plan was not adequately implemented. With reference to Table 7.2 Action Plan in the HCV Assessment Report dated 1/7/2011, some of the action plan for Sungai Panti Forest Reserve area have yet to be implemented, i.e.: <ul style="list-style-type: none"> • Awareness briefing to stakeholders • Printing and distribution of brochure about biodiversity in estate for stakeholders and workers • Water sampling analysis to monitor presence of agrochemicals in the river Therefore, a non-conformity report was assigned due to this lapse.	Major nonconformance

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Criterion / Indicator		Assessment Findings	Compliance
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 -	As education programme was part of the management plan mentioned in 5.2.1 above, the effectiveness of the implementation has yet to be verified (see finding at 5.2.1)	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 -	As monitoring programme was part of the management plan mentioned in 5.2.1 above, the effectiveness of the implementation has yet to be verified (see finding at 5.2.1)	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	No HCV with existing rights of local communities was identified that needs to be set aside.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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Criterion / Indicator		Assessment Findings	Compliance
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The types of wastes were generally identified through the evaluation of environmental aspect and impact as mentioned in 5.1.1. Thereafter, documented in RSPO-P8/C5.3/5.3.1 form. The form has the information about: <ul style="list-style-type: none"> Type of wastes – e.g. fertilizer bags, plastic, glass, iron, paper, used PPE, HDPE containers, organic wastes, POME, EFB, shell, fibre, used oil, used oil filter Method of disposal – generally to reduce, reuse and recycle	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	At the mill, most chemicals used were for boiler water treatment. The empty containers were normally returned to the supplier (Maju Perawatan Air dan Alam Sekitar Sdn Bhd). At Bukit Aping Selatan Estate, the management of empty chemical containers can still be improved. During the site visit, it was found that there were 14 units of 20 lt empty chemical containers placed just outside the chemical store. However, there was no clear evidence of how the empty containers eventually end up. The previous empty containers were also not traceable. Moreover, it was found at the workers' hostel 2 units of empty containers with unknown purpose. Therefore, a non-conformity was assigned due to this lapse.	Major nonconformance
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	The disposal plan was documented in RSPO-P8/C5.3/5.3.1 form. Generally, the methods are to reduce, reuse and recycle. Among the evidence sighted <ul style="list-style-type: none"> Sales of scrap iron – sold to HBM Network (M) Sdn Bhd on 15/3/2018, 10.01 mt, weighbridge ticket no. 08025750 Used filters – sent o Kualiti Alam Sdn Bhd on 18/4/2018, 1 drum, Consignment note #0118630 Spent oil – sent to Kualiti Alam Sdn on 18/4/2018, 3 drums x 200lt, CN# 0118626 Spent hydraulic oil – sent to Kualiti Alam Sdn on 18/4/2018, 2 drums x 200lt, CN# 0118629 BAS – spent oil – taken back by the service provider 	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			

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Criterion / Indicator		Assessment Findings	Compliance
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	The mill and estate consistently monitored their fossil fuel consumption and kept records in order to get the information about efficient consumption. Among the management plans to improve efficiency were to ensure mill operation is running smoothly without interruption, therefore maximise the usage of turbine and eventually minimise the usage of generator set; to practice maintenance of machinery (such as tractors, vehicles and shovel) on schedule and continuous education to operators who handle the machinery so that the unnecessary running hours can be minimised.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
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 by burning observed.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	Fire has not been used for preparing land.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			

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Criterion / Indicator		Assessment Findings	Compliance
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The assessment of polluting activities was conducted through the method mentioned in 5.1.1. This includes the gaseous emissions, particulate/soot emissions and effluent.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants were identified through evaluation of aspect and impact. Emission of GHG was identified and the main sources were generation of mill effluent and consumption of diesel. Based on the mitigation method spelt out in EAI register form [FPI/L4/QOSHE Pind 0], the plans are: - to set up a methane gas capture - to control the consumption of water/mt FFB at 1:1 ratio - regular maintenance of diesel powered machinery	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	RSPO GHG calculator was used to calculate the GHG emission of the certification unit. The report had been submitted to RSPO on 18/7/2018 for 2017 performance. Nonetheless, verification of raw data showed some lapses as follows: <ul style="list-style-type: none"> Monitoring of ambient air was only conducted 3 times (report nos.: ETD/A/FPIKSWH/2017-04/15794, ETD/A/FPIKSWH/2017-06/16111 and ETD/A/FPIKSWH/2017-12/17241 in 2017) instead of 4 times/year as required in the DOE's compliance schedule Stack sampling was only done once (report no.: CKB/2P(1)/(6)/1709-2) instead of twice/year in 2017 The quantity of 2017's diesel consumption reported in the RSPO GHG calculator is not tally with the figure stated in the estate's ERML system i.e. 16,838.99 lt (GHG calculator) vs. 20,795.07 lt (ERML) Therefore, a non-conformity was assigned due to this lapse.	Minor nonconformance

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

Criterion 6.1:

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

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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 -	There is 'Laporan Penilaian Impak Sosial KS Waha, RSPO 2018 (Kriteria 6.1), KS Waha, 1/2018 dated 20.2.2018'. The social impact assessment conducted by Hilie Zaifruetz and Barath a/l Munasamy from CRR team. For Bukit Aping Selatan, there is Laporan Penilaian Impak Sosial FGVPM Bukit Aping Selatan RSPO 2018 (Kriteria 6.1), FGVPM Bukit Aping Selatan, 1/2018 dated 22.2.2018'. The social impact assessment conducted by Mohd Yusuf bin Salbani from CDD unit. For external stakeholders, the assessment been conducted through Joint Consultation Committee, feedback form and stakeholder consultation (2 years once).	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	Sighted the attendant list for stakeholder consultation on 20-22.2.18 to all 18 attendants with photos as evidence. The stakeholders varies from internal and external including suppliers, JKPP, DOE, NGO, contractor, canteen, Felsco and Felda Settlers. This meeting is includes Bukit Aping Selatan Estate too.	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 -	The management plan is available in the SIA includes the action taken by who and its deadline. The plan also includes the negative and positive impacts with its action need to be taken. Example for KKS Waha are instalment of safety signboard, purchasing of fan and union meeting and for Bukit Aping Selatan are lack of awareness on the company policies, foreign workers not understand the employment contract and no training for sprayers.	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 -	This is initial assessment. There are various of stakeholders involved including JKKP, DOE, NGO, contractors, FELSCO, Settlers, and etc involved in the SIA and the management plan.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No smallholder scheme involved in the scope of certification.	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 -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Communication Policy dated 1/6/2014 to communicate with internal and external parties related to quality, environmental issues, safety and health and etc. Besides, FGV has established "Komunikasi, Penglibatan dan Rundingan" procedure with Doc. No. FPI/L2/QOHSE-6.0 Issue 2, dated 02.01.08, amended version 15.09.14.	Complied
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Area Quality Supervisor (AQS) from the mill have been appointed as person responsible for communication and social issue. Seen the appointment letter dated 1/1/2017 (KKS Waha) which issued by the respective Managers. For Bukit Aping Estate, the person appointed as the social officer is the executive (Ahmad Azwarino Harman) on 10.01.2018.	Complied

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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 -	Stakeholder list was developed where Felda settlers, neighboring schools, contractors, suppliers and buyers has included into the list. Stakeholder meeting was conducted on 11/3/2018 through joint consultative committee meeting for KKS Waha and Bukit Aping Selatan. Seen the attendance list and issues raised during the meeting were replied on the spot of meeting by the management. The issues discussed during the meeting were related to OER and crop quality.	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 -	FGV Plantations (M) Sdn Bhd has established "Menangani Aduan dan Rungutan" procedure with Doc. No. FGV/ML-1A/L2- Pr13(0) dated 1/6/2016. Scope of the procedure covered all the complaints related to Project issues, damage or broken of housing, settlers issue under FELDA, social welfare of workers and etc. The time taken to initiate the investigation shall be carried out within 7 days from the date of complaint lodged. The maximum time taken to resolve any issue was 2 months. Other than that, for whistleblowing procedure, anonymous can log in the request or feedback to the website: http://www.feldaglobal.com/our-company/whistleblowing/ and there is suggestion box placed in front of office.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	There is Aduan Penduduk book/record capture all the issues and issues are settled within timeframe. Example are: 1. High grass at KKS Waha linesite (settled within 5 days) 2. Broken mirror for car during grasscutting activity at KKS Waha (settled within 5 days). 3. Dormitory cleanliness at Bukit Aping Selatan (settled within 3 days). 4. Broken sink at Mohamad Hanif's house at Bukit Aping Selatan (settled within 25 days).	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.			

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Criterion / Indicator		Assessment Findings	Compliance
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	For land dispute, there is document 'Pengenalpastian dan Penyelesaian Pertikaian Tanah' FGV/ML-1A/L2-Pr10 issue 1 version 0 dated 01.6.2016 if there is any land dispute occur. The objective of the procedure is to handle and monitor issue raised from local communities on customary or user rights. Procedure on the compensation to the people entitled and monitoring of boundary stone was detailing in the procedure. Compensation will be paid according to basic cost/ acre and market land price.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	Procedure as per the criteria 6.4.1.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit through interviewed with the settlers.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			

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Criterion / Indicator	Assessment Findings	Compliance
6.5.1 Documentation of pay and conditions shall be available. - Major compliance -	<p>FGV Plantations (M) Sdn Bhd has developed a guideline on the payment rate of work for workers in plantations ["Panduan Kadar Upah Kerja Pekerja Pentadbiran dan Operasi Ladang (KUK Bil 5) dated 1/1/2017"] by Operation Department of FGVPD for Bukit Aping Estate.</p> <p>The management has included basic pay, net pay, gross pay, deduction of salary, days of attended to work and etc on the pay slip.</p> <p>All mill workers are local workers. No female work in nighshift. No overtime more than limit of 104 hours/month.</p> <p>Sampled below pay slip for May'18, Feb'18 and Dec'17 for workers below:</p> <ol style="list-style-type: none"> 1. Employee id (KKS Waha): 1209774 2. Employee id (KKS Waha): 12111169 3. Employee id (KKS Waha): 1208405 4. Employee id (Bukit Aping Selatan Estate): FW06680010 5. Employee id (Bukit Aping Selatan Estate): FW06680053 6. Employee id (Bukit Aping Selatan Estate): FW06670925 <p>Seen the payslip found that deduction of salary was implemented. The deduction of salary are such as Felkop fee, Takaful Insurance, KEPPF, SOCSO, Electricity, Water and etc. Consent letter signed by the workers on the stated items and approval letter from Jabatan Buruh Semenanjung Malaysia:</p> <ol style="list-style-type: none"> 1. 15/10/1996 with Ref. No. (16)dIm.BSM.7/2/35/68 Bhg. I to make deduction on salary. 2. 15/9/2000 with Ref. No. PP3/34/0351 for all Felda and subsidiaries company. 3. 26/4/2016 with Ref. No. 22.dImBHG.PU/9/129Jld23. 	Complied

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>Collective Agreement was made between FGV Plantations (M) Sdn Bhd and Workers' Association for FGV Plantations (Malaysia) Sdn Bhd (Semenanjung) which effective from 1/1/2016 – 31/12/2018. The collective agreement has detailed out all the wages, annual leave, welfare and amenities, discipline and etc.</p> <p>Employment contracts/ Offer letters are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc was refer to "Perjanjian Bersama Antara Felda Palm Industries Sdn Bhd dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung" which valid from 1/1/2016 – 31/12/2018 for mill workers. The offer letter/ contract was signed by the workers and sampled as below:</p> <ol style="list-style-type: none"> 1. Employee id (KKS Waha): 1209774 2. Employee id (KKS Waha): 12111169 3. Employee id (KKS Waha): 1208405 4. Employee id (KKS Waha): 1208405 5. Employee id (Bukit Aping Selatan Estate): FW06680010 6. Employee id (Bukit Aping Selatan Estate): FW06680053 7. Employee id (Bukit Aping Selatan Estate): FW06670925 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –	KKS Waha provides 1 worker with or without family is 1 house to be occupied. Water for domestic usage is provided from Syarikat Air Johor and Tenaga Nasional Berhad with subsidize rate as per employment contract. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees. For KKS Waha, the linesite inspection conducted in weekly basis as per record 'Pemantauan Mingguan Perumahan Pekerja' issue 1 dated 01.06.16. The inspector appointed was changed in every week and decided by Assistant Manager. So far, no poor cleanliness found at linesite area. However, for Bukit Aping Selatan, the linesite inspection is inconsistently conducted. The records showed that the linesite inspection been done on 12.06.18 and 10.03.18. This is incompliance with Housing and Amenities Act 1990. Thus, minor NC was raised.	Minor nonconformance
6.5.4 Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	Sundry shops were found inside the estates' compound. Both mill and estates are located in the FELDA settler's village so all the amenities such as mosque, school, police station, nursery and government clinic are available in the complex. The workers are able to access to adequate, sufficient and affordable foods and goods. Besides, during off day, they will travelled to the nearest town to purchase for grocery.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance –	Felda Global Ventures Plantations (M) Sdn Bhd has developed Freedom to Voice and Freedom of Association Policy with Doc. No. ML-1A/L1-Po11(0) dated 1/6/2014. The policy has been briefed to workers during RSPO/SCC training on 20-22.2.2018 attended by 12 attendants and publicly displayed at notice board.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	The last Felda Palm Industries Sdn Bhd Union Association meeting was conducted on 15/7/2018 and 13/2/2018 for mill. There were issues such as discipline, street lamp, membership card and donation. For Bukit Aping Selatan Estate, the minutes of meeting sighted for 'Minit Mesyuarat Jawatankuasa Kerja Bil 65' on 18.12.2017 attended by 13 people.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd 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, "Mengelak Penggajian Buruh Kanak-kanak" procedure with Doc. No. FGV/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 no employee under 18 years old was employed. During site visit to the field confirmed that no child labour was recruited in the plantations.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has established Equal Opportunity Policy with Doc. No. FGV/ML- 1A/L1-Po2(0) dated 1/6/2014. The company was committed to ensure all the employees were treated equally. The policy has been briefed to workers during induction training and publicly displayed at notice board.	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 (for KKS Waha), foreign workers and contract workers, male and female workers. Interviewed with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. They are allowed to transfer work station by getting approval from management if they felt unfit on the station assigned. Overtime was offered fairly to the workers without any prejudice or bias.	Complied

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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 -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Recruitment of Foreign Workers Policy with Doc. No. FGV/ML-1A/L1-Po8(0) dated 1/6/2014 where the company will comply with the Minimum Wage Order and will not discriminate on the selection of workers. Besides, the company has generated procedure on "Kemasukan Pekerja Asing Ke Ladang" with Doc. No. FGV/ML-1A/L5-AP10(0) and "Penempatan Pekerja Asing" with Doc. No. FGV/ML-1A/L5-AP11(0) dated 1/6/2016. Process of recruitment was based on medical fitness, qualities, capabilities and etc. In addition, a procedure titled "Manual Pengurusan Tenaga Kerja Ladang Felda Global Ventures Holding" with Doc. No. FGV/JTK/POL/001 dated 1/3/2017 was developed to explain the process of recruitment of foreign workers based on the medical fitness, physical capabilities and etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
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 -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. Briefing of the policy was conducted on 20-22.2.2018 attended by 12 attendants at the mill. Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. In Bukit Aping Estate, there is policy training been conducted on 02.07.18 to all workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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 Plantations (M) Sdn Bhd has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. The women employees were given rights to breast-feeding to their babies. Briefing of the policy was conducted 20-22.2.2018 attended by 12 attendants at the mill. Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. In Bukit Aping Estate, there is policy training been conducted on 02.07.18 to all workers.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	FGV Plantations (M) Sdn Bhd has developed procedure on "Menangani Aduan Melalui Jawatankuasa Wanita" with Doc. No. ML-1A/L2-Pr14(0) dated 1/6/2016. Flowchart to handle any sexual harassment or violence case reported was established. Gender Committee was established to monitor and handle any issue related to sexual harassment, violence and reproductive rights. The last meeting was conducted on 15/5/18 & 30/1/18 for KKS Waha. So far, no any sexual harassment of violence case reported through interviewed with the female employees. Activities program was sighted with the activities were conducted as per plan. For eg: Majlis Yassin on 09.03.2018, 2.30 pm. In Bukit Aping Selatan Estate, the gender committee and the meeting has been conducted on 22.02.18 for both KS Waha & FGVP M Bukit Aping Selatan.	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 -	The price for current and past price FFB is based on MPOB price is displayed publicly.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	All the FFB suppliers' contract and payment are managed under Head Quarters level while for operational level, the contracts are available in mill and estate. For KKS Waha, sampled RZ Usahajaya, Surat Perintah Kerja, No SPK: 3301274402/1300943394, dated 07.3.18 for 'Mengalih Tandan Kosong ke Ladang', RM12/MT. In Bukit Aping Estate, sampled Jasa JMS Engineering & Trading, No SPK: 5300003627, dated 10.10.2017 for transporting FFB from estate to mill for Kilang Waha RM23.80/Mt.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Contract is signed within both parties in Surat Perintah Kerja. The terms and conditions available as addendum to the contract above. For KKS Waha, sampled RZ Usahajaya, Surat Perintah Kerja, No SPK: 3301274402/1300943394, dated 07.3.18 for 'Mengalih Tandan Kosong ke Ladang', RM12/MT. In Bukit Aping Estate, sampled Jasa JMS Engineering & Trading, No SPK: 5300003627, dated 10.10.2017 for transporting FFB from estate to mill for Kilang Waha RM23.80/Mt on 23.10.17.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	The evidence for payment voucher, Tax invoice No.9008, dated 10.7.2018, payment made per RM12/MT, 196.11 MT for RZ Usahajaya. For Bukit Aping Selatan, reference no: KLP066818050008, date: 07.05.2018, cheque: 0002016.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			

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Criterion / Indicator		Assessment Findings	Compliance
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	As per group level, FGV has launched the Malaysian Sun Bear Conservation Programme with MNS, UKM and department of wild life. The program is for the protecting both endangered species of Rafflesia and Sunbear. For operational level, KKS Waha has respond to the request for using the driver and van for Sukan Warga Felde on 12-15.10.17, request for EFB from Felde Technoplant on 24.4.18 and request for used oil for school sport day on 22.2.2018. In Bukit Aping Selatan Estate, sighted the donation like hamper to SK Bukit Waha on 12.02.18.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholder involve in the certification scope.	Not applicable
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 -	The company has recruited all the employees with legal identification for local and valid passport and work permit. Contract of employment was signed by the workers prior to work. 1. Employee id (KKS Waha): 1209774 2. Employee id (KKS Waha): 12111169 3. Employee id (KKS Waha): 1208405 4. Employee id (Bukit Aping Selatan Estate): FW06680010 5. Employee id (Bukit Aping Selatan Estate): FW06680053 6. Employee id (Bukit Aping Selatan Estate): FW06670925	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Interviewed with the workers confirmed that no contract substitution has occurred. Besides, FGV has also developed a policy where they are committed with no practice of substitution of contract.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	There is no temporary or migrant workers in KKS Waha.	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 Plantations (M) Sdn Bhd 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 20-22/6/2017 to all 13 attendants at the mill. Besides, the policy was publicly displayed at the office area and housing area. In Bukit Aping Estate, there is policy training been conducted on 02.07.18 to all workers.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for the certification unit.	Not applicable
Principle 7: Responsible development of new plantings			
FGVP(M) Waha Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this initial assessment. The immature areas are replanted area.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1 The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</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>Wa Ha POM had established the continuous improvement plan as follow:</p> <ol style="list-style-type: none"> 1) Oil Extraction Rate >22.30% 2) Kernel Extraction Rate >5.45% 3) Zero accident and occupational disease 4) Zero accident to and return from work 5) Reduce desludging cost of effluent pond by operate dry-bed 6) Diesel consumption <0.90 Ltr/mt BTS <p>However, there was no continual improvement plan was established at FGVPM Bukit Aping Selatan. Thus, major NC was raised.</p>	<p>Major nonconformance</p>

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Appendix B: Approved Time Bound Plan

Time Bound Plan Forecast For RSPO Certification of All FGV Palm Oil Mills & Supply Bases					
	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	
		FGVPM Aring 15	2017	MYNI 2014	
3	KS Selendang	FGVPM Selendang 3	2017	MYNI 2014	Certified
		FGVPM Selendang 4	2017	MYNI 2014	
		FGVPM Selendang 5	2017	MYNI 2014	
		FGVPM Berabong 1	2017	MYNI 2014	
4	KS Bukit Sagu	FGVPM Bukit Sagu 04	2017	MYNI 2014	Certified
		FGVPM Bukit Sagu 06	2017	MYNI 2014	
		FGVPM Bukit Sagu 07	2017	MYNI 2014	
		FGVPM Bukit Sagu 08	2017	MYNI 2014	
5	KS Keratong 9	FGVPM Bera Selatan 05	2017	MYNI 2014	Certified
		FGVPM Bera Selatan 07	2017	MYNI 2014	
		FGVPM Merchong	2017	MYNI 2014	
		FGVPM Keratong Timur	2017	MYNI 2014	
		FASSB Merchong	2017	MYNI 2014	
6	KS Lepar Utara 6	FGVPM Lepar Utara 07	2017	MYNI 2014	Certified
		FGVPM Lepar Utara 08	2017	MYNI 2014	
		FGVPM Lepar Utara 09	2017	MYNI 2014	
		FGVPM Lepar Utara 11	2017	MYNI 2014	

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7	KS Maokil	FGVPM Maokil 6	2018	MYNI 2014	Certified
		FGVPM Maokil 7	2018	MYNI 2014	
8	KS Kemasul	FGVPM Mengkarak 1	2018	MYNI 2014	Certified
		FGVPM Mengkarak 2	2018	MYNI 2014	
9	KS Krau	FGVPM Krau 2	2018	MYNI 2014	Certified
		FGVPM Krau 4	2018	MYNI 2014	
10	KS Lepar Hilir	FGVPM Lepar Hilir 5	2017	MYNI 2014	Certified
		FGVPM Lepar Hilir 6	2017	MYNI 2014	
		FGVPM Lepar Hilir 8	2017	MYNI 2014	
11	KS Triang	FGVPM Triang 2	2017	MYNI 2014	Certified
		FGVPM Triang Selatan 1	2017	MYNI 2014	
		FGVPM Triang 4	2017	MYNI 2014	
12	KS Kechau B	FGVPM Kechau 02	2017	MYNI 2014	Certified
		FGVPM Kechau 03	2017	MYNI 2014	
		FGVPM Kechau 06	2017	MYNI 2014	
		FGVPM Kechau 07	2017	MYNI 2014	
		FGVPM Kechau 08	2017	MYNI 2014	
		FGVPM Kechau 09	2017	MYNI 2014	
		FGVPM Kechau 10	2017	MYNI 2014	
		FGVPM Kechau 11	2017	MYNI 2014	
		FGVPM Telang 01	2017	MYNI 2014	
		FGVPM Chegar Perah 02	2017	MYNI 2014	
		FASSB Telang	2017	MYNI 2014	
13	KS Palong Timur	FGVPM Palong Timur 4/5	2018	MYNI 2014	Certified
		FGVPM Palong Timur 6	2018	MYNI 2014	
14	Besout	FGVPM Besout 06	2018	MYNI 2014	Certified
		FGVPM Besout 07	2018	MYNI 2014	
15	KS Neram	FGVPM Cherul 03	2018	MYNI 2014	Certified
16	KS Chini 3	FGVPM Terapai 1	2018	MYNI 2014	Certified
		FGVPM Chini Timur 4	2018	MYNI 2014	
17	KS Chiku	FGVPM Ciku 4	2018	MYNI 2014	Main Audit
		FGVPM Ciku 8	2018	MYNI 2014	
18	KS Keratong 2	FGVPM Bera Selatan 3	2018	MYNI 2014	Main Audit
19	KS Serting	FGVPM Palong 17	2018	MYNI 2014	Certified
		FGVPM Palong 18	2018	MYNI 2014	
		FGVPM Palong 21	2018	MYNI 2014	

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		FGVPM Serting Hilir 08	2018	MYNI 2014	
20	KS Keratong 3	FGVPM Keratong 11	2018	MYNI 2014	Main Audit
21	KS Kerteh	FASSB Kerteh	2018	MYNI 2014	Main Audit
		FGVPM Semaring 01	2018	MYNI 2014	
22	KS Kota Gelanggi	FASSB PPTR	2018	MYNI 2014	Main Audit
		FASSB Kota Gelanggi 5/6	2018	MYNI 2014	
23	KS Jengka 21	FASSB Jengka 24/25	2018	MYNI 2014	Main Audit
24	KS Penggeli	FGVPM Inas Selatan	2018	MYNI 2014	Main Audit
25	KS Belitong	FASSB Ulu Belitong	2018	MYNI 2014	Main Audit
		FGVPM Bukit Tongkat B	2018	MYNI 2014	
26	KS Kulai	FASSB Bkt Besar/Taib Andak	2018	MYNI 2014	Main Audit
27	KS Adela	FGVPM Kledang 2	2018	MYNI 2014	Main Audit
28	KS Serting Hilir	FGVPM Tembangau 03	2018	MYNI 2014	Main Audit
		FGVPM Tembangau 05	2018	MYNI 2014	
		FGVPM Tembangau 06	2018	MYNI 2014	
		FGVPM Tembangau 07	2018	MYNI 2014	
		FGVPM Tembangau 08	2018	MYNI 2014	
		FGVPM Tembangau 09	2018	MYNI 2014	
		FGVPM Serting Hilir 8	2018	MYNI 2014	
		FGVPM Serting Hilir 9	2018	MYNI 2014	
		FASSB Serting Hilir	2018	MYNI 2014	
29	KS Bukit Kepayang	FGVPM Terapai 3	2018	MYNI 2014	Main Audit
30	KS Jerangau Baru	FGVPM Rantau Abang 1	2018	MYNI 2014	Certified
		FGVPM Rantau Abang 2	2018	MYNI 2014	
		FGVPM Chador 1	2018	MYNI 2014	
31	KS Tenggaroh	FGVPM Tenggaroh 9	2018	MYNI 2014	Main Audit
		FGVPM Tenggaroh 11	2018	MYNI 2014	
		FGVPM Tenggaroh 13	2018	MYNI 2014	
32	KS Nitar	FGVPM Nitar Timur	2018	MYNI 2014	Main Audit
33	KS Chalok	FGVPM Setiu 1	2018	MYNI 2014	Main Audit
34	KS Waha	FGVPM Bukit Aping Selatan	2018	MYNI 2014	Main Audit
35	KS Sampadi	FGVPM Sampadi 1	2018	MYNI 2014	Internal Audit
		FGVPM Sampadi 3	2018	MYNI 2014	
		FGVPM Sampadi 4	2018	MYNI 2014	
		FGVPM Sampadi 5	2018	MYNI 2014	
		FGVPM Sampadi 6	2018	MYNI 2014	

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36	KS Mempaga	n/a	n/a	n/a	Internal Audit
		n/a	n/a	n/a	
37	KS Kalabakan	FGVPM Sahabat 01	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat Selatan	2019	MYNI 2014	
38	KS Kembara Sakti	FGVPM Sahabat 30	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 35	2019	MYNI 2014	
		FGVPM Sahabat 40	2019	MYNI 2014	
		FGVPM Sahabat 41	2019	MYNI 2014	
		FGVPM Sahabat 42	2019	MYNI 2014	
		FGVPM Sahabat 30	2019	MYNI 2014	
39	KS Nilam Permata	FGVPM Sahabat 50	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 51	2019	MYNI 2014	
		FGVPM Sahabat 52	2019	MYNI 2014	
		FGVPM Sahabat 53	2019	MYNI 2014	
		FGVPM Sahabat 54	2019	MYNI 2014	
40	KS Hamparan Badai	FGVPM Sahabat 23	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 24	2019	MYNI 2014	
		FGVPM Sahabat 26	2019	MYNI 2014	
		FGVPM Sahabat 28	2019	MYNI 2014	
		FGVPM Sahabat 31	2019	MYNI 2014	
		FGVPM Sahabat 33	2019	MYNI 2014	
		FGVPM Sahabat 34	2019	MYNI 2014	
		FASSB Tambisan Sahabat 59	2019	MYNI 2014	
		FGVPM Sahabat 21	2019	MYNI 2014	
		FGVPM Sahabat 22	2019	MYNI 2014	
41	KS Mercu Puspita	FGVPM Sahabat 07	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 46	2019	MYNI 2014	
		FGVPM Sahabat 48	2019	MYNI 2014	
		FASSB Sahabat 06	2019	MYNI 2014	
42	KS Lancang Kemudi	FGVPM Sahabat 10	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat 36	2019	MYNI 2014	
		FGVPM Sahabat 38	2019	MYNI 2014	
		FGVPM Sahabat 39	2019	MYNI 2014	
		FGVPM Sahabat 44	2019	MYNI 2014	
		FGVPM Sahabat 45	2019	MYNI 2014	
43	KS Embara Budi	FGVPM Sahabat 11	2019	MYNI 2014	Internal Audit

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		FGVPM Sahabat 12	2019	MYNI 2014	
		FGVPM Sahabat 17	2019	MYNI 2014	
		FGVPM Sahabat 56	2019	MYNI 2014	
		FGVPM Sahabat 20	2019	MYNI 2014	
		FGVPM Sahabat 25	2019	MYNI 2014	
		FASSB Sahabat 17	2019	MYNI 2014	
44	KS Baiduri Ayu	FGVPM Sahabat	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

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62	KS Air Tawar	n/a	n/a	n/a	Internal Audit
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

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Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Waha 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 Waha Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.61
PKO	1.61

Extraction	%
OER	20.72
KER	5.49

Production	t/yr
FFB Process	252,741.26
CPO Produced	58176.16
PKO Produced	15426.78

Land Use	Ha
OP Planted Area	851.96
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	851.96

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	8414.49	9.88	0	0	0	0	0	0
CO ₂ Emission from fertilizer	820.93	0.96	0	0	0	0	0	0
NO ₂ Emmission	653.47	0.77	0	0	0	0	0	0
Fuel Consumption	522.54	0.06	0	0	0	0	0	0
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-7975.82	-9.36	0	0	0	0	0	0
Conservation Sequestration	0	0	0	0	0	0	0	0
Total	1965.61	2.31	0	0	0	0	0	0

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**Note: Includes both estates and smallholders*

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	2450.21	0.2
Fuel Consumption	781.81	0.06
Grid Electricity Utilisation	75.41	0.01
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	3307.43	0.26

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	1104.5
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 (%)	100

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

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

General Chain of Custody Requirements for the Supply Chain			
Requirement		Evidence	Compliance (Yes/No/N/A)
5.1 Applicability of the general chain of custody requirements for the supply chain			
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	KKS Waha takes the legal ownership and physically handles RSPO certified FFB from the estates and produce CPO and PK. The SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18 has been revised with the new standard June 2017.	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.	KKS Waha is receiving the non-certified FFB from traders or distributor but sold as conventional. The supplier list sighted below 28 non certified suppliers, among them are: <ol style="list-style-type: none"> 1. Felda Aping Barat 2. FTPSB Aping Barat 3. Lai Brother 4. Agro Bis 5. Watisas 	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.	The Palmtrace ID for KKS Waha: RSPO_PO1000000234.	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	This is not refinery, therefore no processing aids is included.	N/A

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5.2 Supply chain model -			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	KKS Waha is using the MB supply chain model since it receive the FFB from own estate (FGVPM Bukit Aping Selatan) and non-certified suppliers. The downgrading procedure from MB to Conventional products are available as per SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18.	Yes
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	KKS Waha is using MB supply chain model since it receive the FFB from own estate (FGVPM Bukit Aping Selatan) and non-certified suppliers.	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. 	SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18 has been revised with the new standard June 2017 covering all the supply chain elements.	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). 	The Supply Chain training has been conducted on 20.02.2018 at 10.30 am on the Awareness RSPO Supply Chain Certification Standard 2017, internal audit RSPO SCC and RSPO SCC filing, attended by 13 attendants from various position such as clerk, weighbridge, laboratory assistant and others. Further records verified as per 5.4.1 and 5.6.1.	Yes
	<ul style="list-style-type: none"> Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization's procedures for the implementation of this standard. 	The person having overall responsibility for and authority over the implementation is Oil Mill Manager (Md Razali bin Sarbani) as per organization chart, RSPO SCC member committee in SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18.	Yes

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5.3.2	The site shall have a written procedure to conduct annual internal audit to determine whether the organization; i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.	SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18 has the Internal Audit Procedures in the SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18 under the CDD (Certification Due Diligence/Plantation Sustainability Department) responsibility which the internal audit will be conducted as per RSPO SCC requirement. The SOP has the internal audit procedure which conforms to the requirement in RSPO Supply Chain Certification Standard and RSPO Market Communication and Claims Documents. Randomly sampled the company letterhead template as well as business card for Sustainability Officer.	Yes
	ii) Effectively implements and maintains the standard requirements within its organization.	Internal audit minutes of meeting for KKS Waha on 22.02.18 audited by Sustainability Unit CDD Officer, Mohd Syafiq Ariffin using the RSPO SCC requirement and no non-conformity found.	Yes
5.4. Purchasing and goods in			
5.4.1	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: <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; 	There is no certified FFB records received, however the goods in document template sighted as below: <ol style="list-style-type: none"> 1. Nota Hantaran BTB: -- Ladang Felde: -- Kod Projek: -- Tarikh: -- Jumlah Tandan: -- Nama Pemandu: -- No. Kenderaan: -- 2. Weighbridge ticket/(Akuan Penerimaan BTS) Document date: -- Delivery date: -- Name & address of buyer: -- 	Yes

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<ul style="list-style-type: none"> Supply Chain certificate number of the seller; A unique identification number 	Name & address of seller: -- Products: -- Quantity: -- Transport: -- Supply Chain Cert. No (Cert. Declaration): RSPO Membership Number: RSPO SCC (Mass Balance).	
<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). 	Information gathered through multiple records as per 5.4.1 above.	Yes
<ul style="list-style-type: none"> The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	KKS Waha only receive the FFB from own estates and outside suppliers and the mechanism to check the validity of supply chain certification is as per SOP for other RSPO certified unit. This is also refer to the SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18. No shipping announcement been made as the site is not 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. 	KKS Waha only receive the FFB from own estates and outside suppliers and the mechanism to check the validity of supply chain certification is as per SOP for other RSPO certified unit. This is also refer to the SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18.	Yes
<ul style="list-style-type: none"> The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	There are traders or distributors used in KKS Waha but only for non-certified materials.	Yes

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5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	KKS Waha has the non-conformance material procedure in the SOP FGVPM-RSPO SCC 3.0 Version 3.0 dated 11/6/18 which stated below: <ul style="list-style-type: none"> No short sales. Downgrade sustainable CPO/PK to non-sustainable product. 	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 Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing. 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).	There is no outsourcing activity in KKS Waha.	N/A
5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:	There is no outsourcing activity in KKS Waha.	N/A
	a. The site has legal ownership of all input material to be included in outsourced processes;	There is no outsourcing activity in KKS Waha.	N/A
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	There is no outsourcing activity in KKS Waha.	N/A
	c. The site has a documented control system with explicit procedures	There is no outsourcing activity in KKS Waha.	N/A

	for the outsourced process which is communicated to the relevant contractor.		
	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.	There is no outsourcing activity in KKS Waha.	N/A
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	There is no outsourcing activity in KKS Waha.	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	There is no outsourcing activity in KKS Waha.	N/A
5.6. Sales and goods out –			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form.</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>There is no certified FFB records received as this is initial assessment audit and for the sales and goods out document such as sales contract and invoices are centralized in HQ. In KKS Waha, goods out document template available and sighted as below:</p> <ol style="list-style-type: none"> 1. Nota Hantaran CPO/PK: -- Ladang Felda: -- Kod Projek: -- Tarikh: -- Jumlah Tandan: -- Nama Pemandu: -- No. Kenderaan: -- 2. Weighbridge ticket/(Akuan Penghantaran Isi Sawit) Document date: -- 	Yes

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		Delivery date: -- Name & address of buyer: -- Name & address of seller: -- Products: -- Quantity: -- Transport: -- Supply Chain Cert. No (Cert. Declaration): -- RSPO Membership Number: --	
	<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). 	Information gathered through multiple records as per 5.6.1 above.	Yes
	<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 shipping announcement been made as the site is not certified yet.	Yes
5.7. Registration of transactions			
5.7.1	Supply chain actors who: <ul style="list-style-type: none"> Are mills, traders, crushers and refineries and; Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	KKS Waha is a mill and takes legal ownership and/or physically handle RSPO CSPO/CSPK. KKS Waha has the Palmtrace id: RSPO_PO1000000234.	Yes
5.7.2	The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified 	No shipping announcement been made as the site is not certified yet.	Yes

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	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.		
	<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. 	The volume for RSPO certified is monitored through the continuous account system and palmtrace transaction id.	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. 	No other scheme use for KKS Waha.	Yes
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	KKS Waha will keep all the RSPO certified volume through shipping announcement in Palmtrace and in the internal MPR (Mill Performance Report) system which captured the stock for daily input, output and monthly basis categorized by RSPO and non-certified material, transportation, suppliers, estates and shipment.	Yes
5.8. Training			
5.8.1	The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.	The Supply Chain training has been conducted on 20.02.2018 at 10.30 am on the Awareness RSPO Supply Chain Certification Standard 2017, internal audit RSPO SCC and RSPO SCC filing, attended by 13 attendants from various position such as clerk, weighbridge, laboratory assistant and others.	Yes
5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Training been conducted by Sustainability Unit CDD Officer, Mohd Syafiq Ariffin attended by 13 attendants from various position such as clerk, weighbridge, laboratory assistant, etc.	Yes

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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.	KKS Waha has keep the records such as SOP, training, internal audit and management review as per RSPO SCC Standard 2017 requirement. Sampled seen as per 5.4.1, 5.6.1.	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 records are kept for minimum 2 years as per SOP FGVP- RSPO SCC 3.0 Version 3.0 dated 11/6/18. All records kept in the weighbridge office. Sampled the last 2 years weighbridge ticket dated 21.12.16, seller: FTPSB Bukit Waha, lorry: JKL 9892, Total weight: 4251.19 MT.	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.	KKS Waha will be using the continuous accounting system where monthly balance monitored in FPIMP756 sheet (FFB), FPIMP755 sheet (CPO) and FPIMP757 (PK).	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 Oleo-chemicals and its Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleo-chemical and personal care industries.	This is Palm Oil Mill, so no conversion rate is used. The CPO and PK was extracted based on past actual rate.	N/A

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5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	This is Palm Oil Mill, so no conversion rate is used. The CPO and PK was extracted based on past actual rate.	N/A
5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	Site only use the RSPO-General corporate communications since the trademark used is on the file and storage tanks (off-product claim).	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.	No off-product claim been made in KKS Waha.	Yes
4.2	In corporate communications a member is allowed to: a. display its RSPO membership status b. display the RSPO web address (www.rspo.org) c. state that the member supports the work of the RSPO d. state the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. 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.	No off-product claim been made in KKS Waha.	Yes
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	No statement been made for the trademark used.	Yes
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	The products, CPO and PK are not using the RSPO trademark.	Yes

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4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No RSPO corporate logo used as evidence during the document audit and site visit.	Yes
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
5.3	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: 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. B. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore,	N/A

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	<p>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>	this requirement is not applicable.	
Business to consumer communication			
6.1	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.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
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.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is 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.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A

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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.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is 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.	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is 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 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 .	KKS Waha did not use business to business communications since the CPO and PK to own refinery, KCP-Pasir Gudang and therefore, this requirement is not applicable.	N/A
MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES			
Certified oil palm content (IP)			
	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	Site is using Mass Balance Model, therefore this requirement is not applicable.	N/A

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	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.		
Labelling and trademark (IP)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • RSPO trademark which includes the tag 'CERTIFIED' or • RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	Site is using Mass Balance Model, therefore this requirement is not applicable.	N/A
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> • The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org • By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org • RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org • Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org • The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org • RSPO-certified sustainable palm oil has been produced to stringent 	Site is using Mass Balance Model, therefore this requirement is not applicable.	N/A

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	<p>environmental and social criteria. www.rspo.org</p> <ul style="list-style-type: none"> 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			
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Site did not has the specific non-certified oil palm to add with the certified oil.</p>	<p>Yes</p>
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> Surrounded by the text: 'Certified sustainable palm oil'. The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and 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. 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 	<p>KKS Waha was not using any labelling and trademark (MB).</p>	<p>Yes</p>

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	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. 	KKS Waha was not using any labelling and trademark (MB).	Yes
	<p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 		
MODULE C – PARTIAL PRODUCT CLAIMS			
	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	Site only apply IP model and the conventional CPO are downgraded from IP whenever demanded.	N/A

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	<p>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. 		
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>	Site only apply IP model and the conventional CPO are downgraded from IP whenever demanded.	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>	Site only apply IP model and the conventional CPO are downgraded from IP whenever demanded.	N/A
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented	The complaint are regarding quality of FFB sent to mills received	

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	procedures for collecting and resolving stakeholder complaints.	so far, no other issue captured. The records are available since 2016. The procedure available as per Menangani Aduan dan Rungutan FGV/ML-1A/L2-Pr13, issue 1 dated 01.06.16 and the complaint must be solved within 14 days. Seen the record of rejection of Kernel from KCP Pasir Gudang dated 15.03.2018 for 43.58 MT of Kernel, No Hantaran: L00000067/2018.	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	As per SOP, KKS Waha is carry out the management review annually after the internal audit.	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. 	Seen the latest Management Review dated 21.02.18 and cover input: <ol style="list-style-type: none"> Audit Result: There was no NCR raised by the internal auditors. External audit is yet to be conducted. Customer feedback: No complaint/feedback received for period Jan 2017-Dec 2017. Changes that could affect the management system: No changes. Follow-up actions from management reviews: This is the first management review. Recommendations for improvement: All data has to be checked and updated from time to time. 	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. 	Seen the latest Management Review dated 21.02.18 and cover output: This is the 1 st management review conducted for RSPO SCC. Customer feedback form and weighbridge system, MPR and bank	Yes

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

Requirements	Evidence	Compliance (Yes/No/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 sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3 rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	KKS Waha receives and process certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module. During this initial certification assessment, the audit team will verified the volumes and sources of certified and non-certified FFB entering the mill, the implementation of processing controls and sales volume of RSPO certified palm products through MPR (Mill Performance Report).	Yes
E.2 Explanation		
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the CB in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report. Actual production recorded in Section 1.	Yes

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E.2.2 The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform).	The mill already has the Palmtrace Id and met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform). Since this is initial assessment, there is no shipping announcement been announced	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. This shall include at minimum the following: a) Complete and up to date procedures covering the implementation of all the elements in these requirements;	Latest written documented procedure for Mass Balance, Supply Chain Verification, Claim Mass Balance Reporting of Certified CPO/PK as per SOP. This developed based on the RSPO version 2017. The mill manager has the responsibility to ensure implementation assisted by the on-site compliance executive. The MB model is used because certified and non-certified FFB is received and processed at KKS Waha.	Yes
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.	The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.	Yes
E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	There is Supply chain verification-FFB Delivery Plantation to Mill as per SOP mentioning all the traceability process for RSPO certified and non-certified.	Yes
E.4 Purchasing and goods in		
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.	So far, site has not having the certified products but site is having the MPR (Mill Performance Report) to capture all the FFB, CPO and PK in daily, monthly and using continuous account with real basis transaction. During the audit, management able to demonstrate the traceability system through the MPR.	Yes

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E.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	This is initial certification, no overproduction of certified tonnage yet and management will inform if there is any.	Yes
E.5 Record keeping		
E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and/ or three-monthly basis.	Site is using the continuous account which can demonstrate the real basis transaction using MPR for RSPO certified product.	Yes
(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.	Site is a palm oil mill and not using conversion ratios.	N/A
c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (ie product can be sold before it is in stock.)	Site is using continuous accounting system therefore, no short sell allowed.	Yes

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Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (MT)	Volume of FFB from uncertified supply bases (MT)	Total FFB/Month (mt)
N/A				

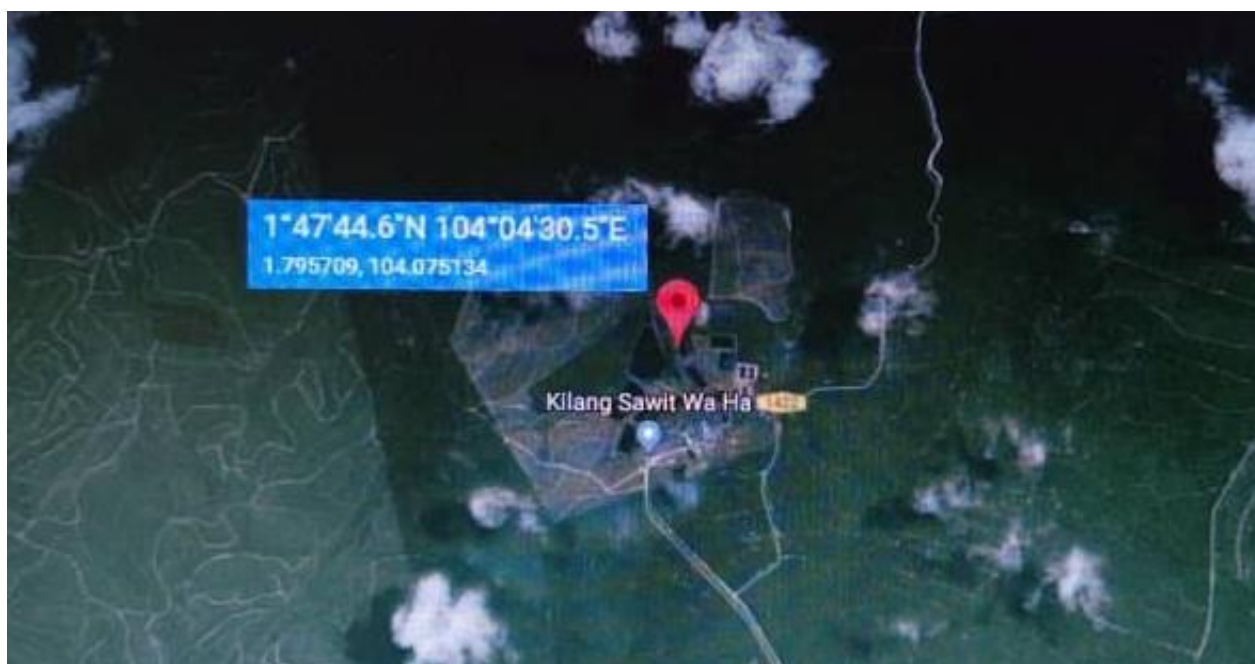
B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (MT)	Certified PK (MT)
N/A			

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading No	Certified CPO Sold (MT)	Certified PK Sold (MT)
N/A				

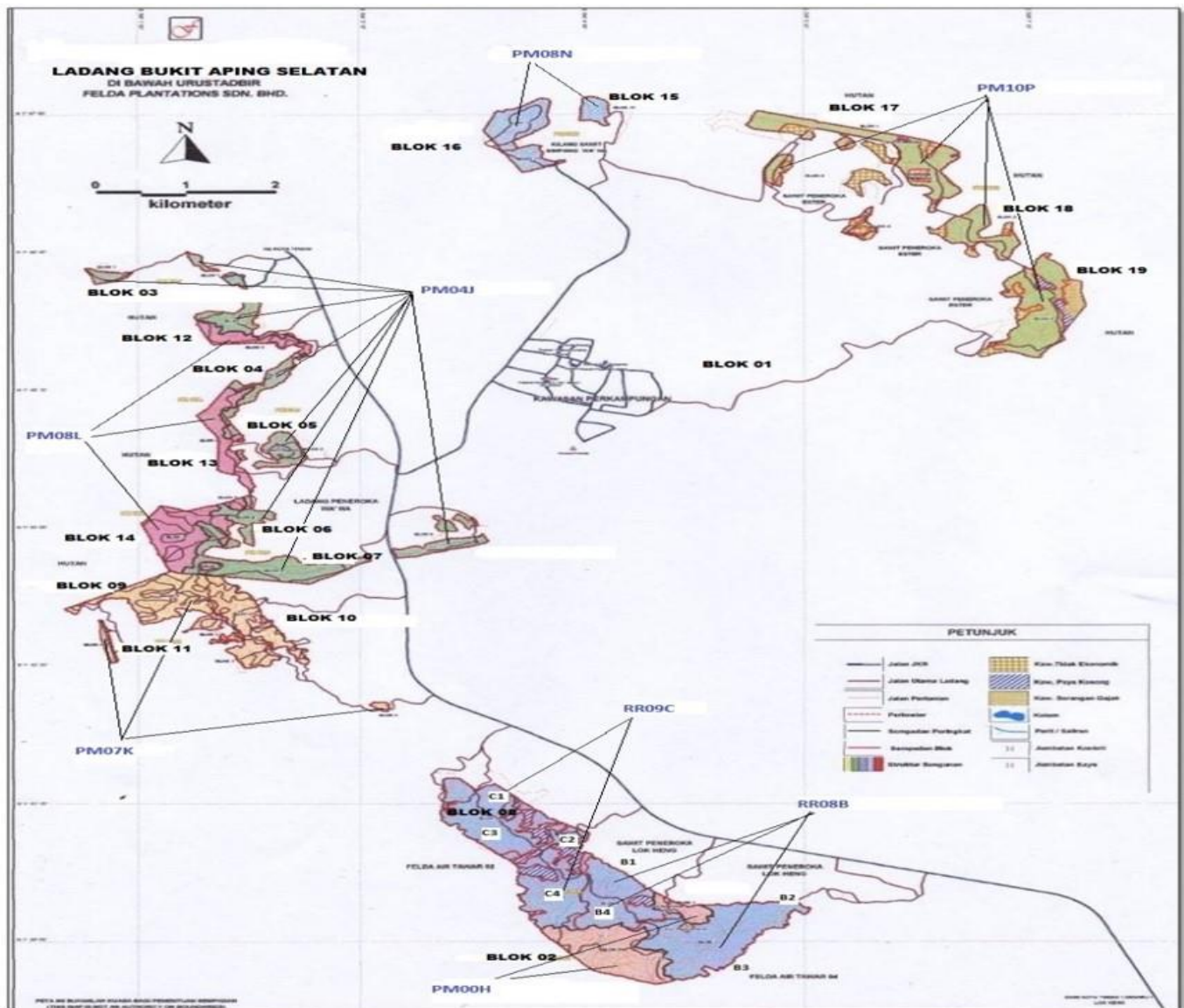
D. Records of Certified CPO & PK Sold under RSPO Credits to Buyers since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading No	RSPO Credits of Certified CPO Sold (MT)
N/A			

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Appendix F: Location Map of Waha Palm Oil Mill Certification Unit and Supply bases



Appendix G: FGVPM Bukit Aping Selatan Estate Field Map



Appendix H: List of Smallholder Sampled

Not applicable

Appendix I: List of Abbreviations

BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FELDA	Federal Land Development Authority
FFB	Fresh Fruit Bunch
FGVPMBSB	Felda Global Ventures Plantation (Malaysia) Sdn Bhd
FPIC	Free, Prior, Informed and Consent
FTP	Felda Techno Plant
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