

RSPO – SECOND ANNUAL ASSESSMENT

FELDA Global Ventures Plantation (M) Sdn. Bhd
Head Office: FGVP Sdn Bhd, Tingkat 8, Balai Felda, Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.
Certification Unit: Jengka 21 Palm Oil Mill Bandar Pusat Jengka, 26400 Pahang, Malaysia.

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Section 1 Scope of the Annual Surveillance Assessment

1. Company Details			
RSPO Membership Number	1-0013-04-000-00	Date	Member since 17/10/2004
Company Name	Felda Global Venture Sdn Bhd		
Head Office Address	PSQM Department, Tingkat 8, Balai Felda, Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.		
Mill Address	KKS Jengka 21, 26400 Bandar Tun Abdul Razak Jengka, Pahang.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mr. Anthonius P. Sani (Head Office)		
Website	www.feldaglobal.com	E-mail	anthonius.s@feldaglobal.com
Telephone	60328590000	Facsimile	60328591999

2. RSPO Certification Information			
Certificate Number	SPO 606900 (Old #SPO 571232)	Date	14 January 2013
Scope of Certification	Mill: Jengka 21 Palm Oil Mill Supply Base: Jengka 12, Jengka 13, Jengka 14, Jengka 21, Jengka 22, Jengka 23, Jengka 24, Jengka 25, Jenderak Utara, Jenderak Selatan, FASSB JK 24/25.		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR 4047	ISO 9001:2008	SIRIM QAS International	September 2015
ER 0361	ISO 14001:2004	SIRIM QAS International	September 2015
SR 0152	ISO 18001:2007	SIRIM QAS International	September 2015

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
Jengka 21 Palm Oil Mill	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28' 56" E	03°43'30" N
Jengka 12	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28'56"E	3°43'30"N
Jengka 13	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°29'16"E	3°46'41" N
Jengka 14	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28'8" E	3°45'46"N
Jengka 21	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°31'15"E	3°43'32" N
Jengka 22	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28'13" E	3°43'48" N
Jengka 23	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28'41" E	3°42'38" N
Jengka 24	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°28'33" E	3°38'5" N
Jengka 25	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°32'33"E	3°47'29"N
Jenderak Utara	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°25'57" E	3°40'03"N
Jenderak Selatan	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°18'44"E	3°40'43"N
FASSB JK 24/25	Bandar Pusat Jengka, 26400 Pahang, Malaysia.	102°18'45"E	3°38'09"N

4. Description of Supply Base					
Estate	Mature (ha)	Immature (ha)	Infrastructure & Other (ha)	Total Planted (ha)	Total Hectarage (ha)
Jengka 12	1,657.18	0	287.01	1,657.18	1944.19
Jengka 13	1,601.28	0	122.54	1,601.28	1723.82
Jengka 14	1,611.51	0	112.00	1,611.51	1723.51
Jengka 21	1,625.66	0	122.24	1,625.66	1747.9
Jengka 22	1,160.31	0	240.00	1,160.31	1400.31
Jengka 23	1,878.98	0	400.55	1,878.98	2279.53
Jengka 24	1,439.68	0	125.92	1,439.68	1565.6
Jengka 25	0	843.73	98.34	843.73	942.07
Jenderak Utara	1,030.26	0	137.03	1,030.26	1167.29
Jenderak Selatan	599.60	0	143.44	599.60	743.04
FASSB JK 24/25	476.85	393.69	21.00	870.54	891.54

5. Plantings & Cycle								
Estate	Age (Years) & % of planted area					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (2014)	Actual (2014)	Forecast (2015)
Jengka 12	0	0	100	0	0	38,430	37,863	40,114
Jengka 13	0	100	0	0	0	20,571	29,888	30,900
Jengka 14	0	100	0	0	0	23,867	21,328	21,208
Jengka 21	0	100	0	0	0	33,699	33,657	34,744
Jengka 22	0	100	0	0	0	28,182	13,775	15,270
Jengka 23	0	91.5	0	8.5	0	21,188	31,592	25,962
Jengka 24	0	91.5	0	8.5	0	5,547	3,892	5,188
Jengka 25	100	0	0	0	0	0	1,450	3,166
Jenderak Utara	0	0	100	0	0	30,000	26,548	28,832
Jenderak Selatan	0	0	100	0	0	18,000	15,953	17,634
FASSB JK 24/25	45	0	0	55	0	12,062	11,816	12,066
Total						231,546	227,762	235,084

6. Certified Tonnage									
Mill	Estimated (2014)			Actual (2014)			Forecast (2015)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Jengka 21 POM (Capacity: 60mt/hr)	231,546	52,100	11,800	227,762	50,108	11,616	235,084	51,718	11,989

Section 2 Assessment Process

Certification Body:

PT BSI Group Indonesia

(Accreditation Certificate No. RSPO- ACC- 019)

Menara Bidakara 2,

17th Floor, Unit 5,

Jalan Jend. Gatot, Subroto Kav 71-73,

Komplek Bidakara, Pancoran,

Jakarta Selatan 12870, Indonesia.

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Assessment Methodology, Programme and Site Visits

The ASA2 was conducted from 3 - 7 November 2014. 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 (Jengka 12, Jengka 23 and Jenderak Selatan Estate). A range of environmental and social factors were covered. These included consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families, review of documentation and monitoring data. RSPO P&C 2013 and questionnaires were used to guide the collection of information. The comments made by external stakeholders were also taken into account in the assessment.

The Major and minor Nonconformities that were assigned during the first annual surveillance audit which was closed during the last assessment was followed up to ensure it is remaining closed. Previous nonconformities remains closed except for nonconformity against indicator 6.5.2 which has been upgraded to Major nonconformity during this assessment. The assessment findings are detailed in Section 3.3 and Appendix A.

This summary report is structured to provide detail of the assessment. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

This report was reviewed by BSI Certification Reviewer prior to certification decision.

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1	Year 2	Year 3	Year 4	Year 5
Jengka 21 Palm Oil Mill	√	√	√	√	√
Jengka 12		√			
Jengka 13			√		
Jengka 14	√			√	
Jengka 21	√				√
Jengka 22			√		
Jengka 23		√			√
Jengka 24				√	
Jengka 25				√	
Jenderak Utara			√		
Jenderak Selatan		√			
FASSB JK 24/25	√				√

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Tentative Date of Next Visit: November 1, 2015

Total No. of Mandays: 13.5 Man-days

BSI Assessment Team:**Senniah Appalasamy - Lead Assessor**

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

Muhammad Haris B. Abdullah – Team member

He holds Master in Business Administration from the University Utara Malaysia and Bachelor of Business Administration (Hons) Majored in Human Resource Development from the Open University Malaysia. He has more than 3 years working experience in oil palm plantation and conducting social impact assessments of agriculture, agriculture best practices, and environmental impact assessment and workers welfare. He completed the RSPO Lead Auditor Training in April 2013 and passed the course. He is also passed the ISO 14001 Lead Auditor Training, OHSAS 18001 Lead Auditor Training Course and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. He had assisted with conducting audits of oil palm plantation for more than 7 companies against the RSPO P&C in Indonesia and in Malaysia for the past 4 years. During this assessment, he assessed on the aspect of environment, Safety and Health, Legal, Social and community engagements, Stakeholders consultation, and workers welfare. He is able to speak and understand Bahasa Malaysia, English, Tamil and Bahasa Indonesia.

Kelvin Lim Kok Wei – Team member

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

Accompanying Persons: - Nil -

Section 3 Assessment Findings

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

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 -	Comply
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	Comply
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		

Criterion / Indicator		Assessment Findings	Compliance
1.2.1	<p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>There is a list of publicly available documents that is approved by manager and can be produced upon request, includes the following as an example:</p> <ol style="list-style-type: none"> (1) Felda Policies and Guidelines which includes Human Rights Policy (2) Land titles (user right) (3) Safety and Health Plan (4) Hazard Identification and Risk Assessment (HIRAC) (5) Environmental Aspect and Impact Register (6) Social Impact Analysis (7) Pollution Prevention Plan (8) Details of complaints and grievances (9) Negotiation procedures (10) Continual improvement plan (11) HCV assessment report (12) RSPO Public summary report 	Comply
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>			
1.3.1	<p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Felda plantation has established policy on code of ethical conduct and integrity which covers all operations in the plantation operation. Policy displayed on the notice board and communicated to employees. Interview with employees reveal that they are aware of the policy.</p>	Comply
<p>Principle 2: Compliance with applicable laws and regulations</p>			
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			

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Criterion / Indicator		Assessment Findings	Compliance
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	List of document that comply to legal requirement: Mill: i) Authorised Entrant & Standby Person for confined space (No: FPISB-AESP-00117 [JKKP-HIE 127/17-7(P37)] Mohamad Hafizuddin 12/06/2014- 12/06/16) ii) MPOB license No: 521612004000 which valid till 30/06/15 iii) Permit to use river water (Jengka river) which issued by Pahang state government No: SWUL/LPSA/98/2014 which valid till 31/12/14. iv) License issued by DOE department No: 004150 which valid till 30/06/15 v) Certificate of Fitness for the equipment and machinery which JKKP issued:- a. Air Compressor (PH PMT 2636)- Permit No: PMT-PH 51273 valid till 13/07/15. b. Electric Chain Hoist (PH PMA 1881)- Permit No: PMA-PH 22324 valid till 13/07/15. c. Steam Header (PH PMT 3645)- Permit No: PMT-PH 51278 valid till 13/07/15. Jenderak Selatan: MPOB license No: 501166602000 which valid till 31/03/15 Jengka 12: MPOB license No: 501175502000 which valid till 31/03/15	Comply
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	All operating units have written information on legal requirement and this information updated by the head office. The register of legal and other requirement (Senarai Undang- Undang & Keperluan yang berkaitan RSPO) is made available at operating units.	Comply
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The written information on legal requirement is used to ensure the compliance by conducting self-evaluation.	Comply
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	The company have a system to tract any changes in the applicable law. However, The register of legal and other requirement (Senarai Undang- Undang & Keperluan yang berkaitan RSPO) has been revised but the following legal act are not listed although operating units comply to the legal requirement: 1) Minimum Wages Order 2012 2) Minimum Retirement Age Act 2012	Minor non-compliance

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Criterion / Indicator	Assessment Findings	Compliance
<p>Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.</p>		
<p>2.2.1</p> <p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p>Mill:</p> <p>The land of the mill was lease from the FELDA with a total area of 22.295 ha with a contract signed on 2007 and valid for 30 years from the land title of FELDA (HSD 3349) with total area of 2213 ha.</p> <p>Jenderak Selatan Estate:</p> <p>Total 238 settlers were fully holding the lease hold land title from the government which valid for 99 years and the office has kept the copy of the land title. (Eg: Lot 4615, 2.42ha valid till 14/09/2097 which belong to Tengku Harun, Lot 8738, 2.93ha valid till 12/10/2105 which belong to Hamzah bin Nabam).</p> <p>Jengka 12:</p> <p>Total 403 settlers were fully holding the lease hold land title from the government which valid for 99 years and the office has kept the copy of the land title.</p>	<p>Comply</p>
<p>2.2.2</p> <p>Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p>- Minor compliance -</p>	<p>Inspection of a sample of the boundary stones at JK 12, JK 23 and Jenderak Selatan confirmed that steel pipes have been installed beside the concrete boundary stones and were continuously maintained visibly.</p>	<p>Comply</p>
<p>2.2.3</p> <p>Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p> <p>- Minor compliance -</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>
<p>2.2.4</p> <p>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.</p> <p>-Major compliance</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>
<p>2.2.5</p> <p>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).</p> <p>-Minor compliance</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.2.6</p> <p>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.</p> <p>-Major compliance</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>
<p>Criterion 2.3:</p> <p>Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.</p>		
<p>2.3.1</p> <p>Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities)..</p> <p>- Major compliance -</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>
<p>2.3.2</p> <p>Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>
<p>2.3.3</p> <p>All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.</p>	<p>Not Applicable</p>

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	This clause is not applicable as Felda did not acquire land from landowners, but leased it directly from the government or just managing settlers land.	Not Applicable
Principle 3: Commitment to long-term economic and financial viability			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	FELDA has continued its commitment to long term sustainability and improvements through a capital expenditure programme. . Jengka 21 Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.	Comply
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	The Estates have no replanting programmed for next year. This was decided during the review of replanting program.	Comply
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	Jengka 21 Mill and estates operates in accordance with the FELDA management systems and standard operating procedures.	Comply
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices.	Comply
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	Internal audit has been conducted on the 3/10/14 by sustainability department executive who covered all the scope and requirement of RSPO for the palm oil mill. The management has responded to all the non-compliance raised during the internal audit.	Comply
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Jengka 21 mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	Comply
Criterion 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 -	Estate field standards are documented for all stages and management is by SOP's (Manual available are, "Manual Ladang Sawit Lestari, 2007" and "Manual Pengurusan Rancangan, 2010") revised on June 2012 which are readily available in all areas. The implementation of SOPs is checked during daily inspection by staff as well as by internal audits.	Comply
4.2.2	Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Record shows application date, filed number, dosage applied per palm, type of fertilizer and number of applicators.	Comply
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The FELDA R&D Department located at "Tun Razak Agriculture research Centre" (PPPTR) has maintained an active interest in the management of soil fertility and optimisation of FFB yields and it also monitors the changes in nutrient status through periodic soil and leaf sampling.	Comply
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	All palm by-products including fronds, EFB, and expeller are recycled. EFB is applied at the rate of 40mt/ha on selected area close to the mill.	Comply
Criterion 4.3:			
Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Comply
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of all three estates visited are mostly flat and undulating. However, FELDA has a policy on slope planting and this will be implemented during replanting.	Comply
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estate has implemented annual road maintenance programme. Example of programme checked at Jengka 12 and Jengka 23 estates shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface.	Comply
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Comply
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Comply
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Documented water management plan verified to be in place for the palm oil mill and estates. Water samples were taken on monthly intervals at the final discharge point of the palm oil mill effluent pond, and at upstream, midstream and downstream of waterways as per the requirements of the DOE. The water supply for domestic use to staff, smallholders and workers' housing is solely piped water from the water treatment plant operated by the water utility company. It is a requirement for the water utility company to ensure that tests are carried out on parameters to meet the Ministry of Health Specification for Drinking Water Quality. Rainfall data found to be monitored as part of the water management plan.	Comply
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Buffer zones had been maintained on both sides of rivers/streams in the estates as verified during on-site field inspection. There was no evidence of spraying around palms marked as boundary for the buffer zones. There was no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.	Comply
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	Jengka 21 Palm Oil Mill monitors water quality of Sungai Jengka upstream and downstream to identify any adverse effect from the mill activities. The laboratory analysis results indicate no significant difference in quality between upstream and downstream locations. Analysis report (2014)460/MHBG/810/460 dated 30 September 2014 shows all the specifications are within the permitted level of 100ppm.	Comply
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	Water usage in the mill averaged at 1.02 m3/tonne FFB. It is verified that the level of water usage is within the industry norm.	Comply
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			

Criterion / Indicator		Assessment Findings	Compliance
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM Plan includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as <i>Turnera subulata</i> are grown in the estates. Records of planting of new areas and maintenance of existing areas of beneficial plants and location maps are available. Records of rat baiting and barn owl census are available. No reported infestation by other pests (bagworms and rhinoceros beetle).	Comply
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training records for staff on IPM implementation were available and verified to be satisfactory during on-site assessment. Training also conducted by FELDA/FTP for all smallholders.	Comply
Criterion 4.6:			
Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Manual Lestari 1A – Doc. No. ML-1A/L3-GP 1 (0) dated Mar 2012 Guidance Procedure for written justification in the use of agrochemicals was reviewed and found acceptable. The operating units have an Approved List of Pesticides registered under the Pesticide Board of Malaysia. The types of chemicals used are as follows: (1) Glyphosate isopropyl amine (41% a.i.) - Ecomax (2) Metsulfuron methyl (20% a.i.) – Juru 20F (3) Paraquat dichloride (13% a.i.) - Paraquat (4) Triclopyr butoxy ethyl ester (32.1% a.i.) - Garlon (5) Glufosinate ammonium (13.5% a.i.) – Basta 15	Comply
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 LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by FTP for the Smallholders for a minimum of 5 years (2009 to 2014).	Comply
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	It is the policy to minimize the use of pesticides in accordance with IPM plan. No prophylactic use of pesticides had been carried out at the estates for the period concerned. The pesticide reduction program is monitored on usage per hectare basis. Overall, it has shown a slight decline.	Comply
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat is still being used in the operating units. However, it is the policy of the FELDA Group to reduce the use of Paraquat gradually and achieve zero usage. The usage was limited to young palm fields. Records on the usage of paraquat over 5 years were examined and it was found that there has been a decline in the amount used. There were no other Class 1A or 1B was in use or kept by the visited estates.	Comply

Criterion / Indicator		Assessment Findings	Compliance
4.6.5	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).</p> <p>- Major compliance -</p>	<p>All pesticide operators (including the contractor's workers and smallholders) have attended training on the safe handling and application of pesticides in compliance with Regulation 22 of the Pesticides Act 1974. The appropriate safety and application equipment (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves and overalls) had been provided and used by the pesticides operators. All precautions attached to the pesticides (MSDS) had been observed, applied and understood by the workers. The training programme and records had been verified to be satisfactory. The training include spraying technique, precautions and symptoms of symptoms of toxic reactions such as skin disorders, rashes, mouth and throat pain, breathing difficulties or nail problems. The operating units have adequate facilities for mixing of pesticides and cleaning up after work. There are suitable storage areas for PPE.</p>	Comply
4.6.6	<p>Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3).</p> <p>- Major compliance -</p>	<p>Storage of pesticides found to be kept under lock and key and its use in accordance with the Occupational Safety and Health Laws and Regulation 9 of the Pesticides Act 1974. Emergency shower and eye wash are available near the pesticides store in case of accidents. Used chemical containers were disposed by DOE licensed waste contractor. Material Safety Data Sheets (MSDS) are available in the store. The MSDS are in English and Bahasa Malaysia (understood by the workers). First Aid Kit was issued to all Mandores and Supervisors as per requirements of the 4th Schedule of the Regulations.</p>	Comply
4.6.7	<p>Application of pesticides shall be by proven methods that minimise risk and impacts.</p> <p>- Minor compliance -</p>	<p>Pesticides had been applied using the Best Management Practices that minimize risk and impacts. The pesticide operators found to understand the use of the right nozzle, spray drift, spray quality and run-off.</p>	Comply
4.6.8	<p>Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p> <p>- Major compliance -</p>	<p>It is the policy of the company not to carry out any aerial application of pesticides. This policy has been followed by the operating units.</p>	Comply
4.6.9	<p>Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated; including provision of appropriate information materials (see Criterion 4.8).</p> <p>- Minor compliance -</p>	<p>The Annual Training Plan includes training on pesticides handling. All new pesticides operators were trained before being assigned to work with pesticides. In addition, based upon training needs, the existing pesticide operators (including the contractor's workers and smallholders) attended continual training to enhance their knowledge and skills on pesticides handling. Information and safety precautions on the pesticides displayed on the notice board and next to the pesticides in the store.</p>	Comply

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Criterion / Indicator		Assessment Findings	Compliance
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 -	Scheduled waste of palm oil mill had been disposed of through a DOE licensed scheduled waste contractor. Records of scheduled waste collection at the mill verified to be satisfactory. Empty pesticide containers are triple rinsed and pierced for disposal as scheduled waste.	Comply
4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	The previous medical surveillance for the Jenderak Selatan Estate was conducted at Klinik Sulaiman Temerloh on the 31/10/2013 is already overdue. There is no plan in place to send the workers for the medical surveillance.	Major non-compliance
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Pesticide handlers and sprayers in the estates were noted to be men only. It was verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator.	Comply
Criterion 4.7:			
An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	OSH Policy found to be clearly displayed at POM and in the estates office. Adequate posters, regulations, newsletters were prominently displayed on notice boards. Interviewed workers demonstrated awareness towards occupational safety and health. Occupational Safety and Health (OSH) Plan in compliance with OSH Act and Factory Machinery Act had been documented and implemented. The Safety & Health Officer is in charge of safety and health planning, operation & coordination. Mill/Assistant Mill Managers and Estate Managers / Assistant Estate Managers are also directly involved.	Comply

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>Risk assessment had been carried out on all operations where health and safety is an issue. Significant hazards were determined and documented in the HIRARDC analysis which included noise exposure, chemical and pesticides exposure, accident and fire outbreak. Procedures and control measures were implemented to mitigate the risks. Assessment of noise levels in the POM was conducted by DOSH on 20 September 2014 which had identified the work areas with high noise levels i.e. boiler station, engine room and sterilization units were above 85 dB. Mill management have taken steps to reduce the noise levels by more frequent lubrication of machinery, reducing the exposure time to high noise and mandatory use of ear plugs and ear mufflers. Annual audiometric tests/ reports conducted for all mill staff and workers were available and maintained. The workers checked did not suffer from significant hearing disabilities. The employees exposed to high noise levels were interviewed. The workers are aware of the danger of hearing loss due to prolonged exposure to high noise levels. The workers are also aware of the complaints process and mechanism available. "Permit to work" system was applied at the POM. Staff and workers have been trained and certified by NIOSH for gas entry and stand-by involving work in confined space. It was verified that the mill and estates have provided the appropriate PPE (safety boots, safety helmets, rubber boots, cartridge masks, safety goggles, gloves, ear plugs, ear mufflers) and the associated training to address safety and health issues. The audit for determining compliance with the minimum standards had been annually conducted on all types of PPE used by the Safety and Health Officer and team for the operating units.</p>	<p>Comply</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2014 was consistently implemented. The programme includes training for all categories of workers. Evidence of adequate and appropriate training on safe working practices provided to:</p> <ul style="list-style-type: none"> - workers exposed to machinery and high noise levels, - workers working in confined space, - harvesters - pesticides operators - manurers <p>Training also provided on use of fire extinguishers and fire drill, awareness and understanding of MSDS/CSDS and first aid. Employees interviewed at POM confirmed to be provided with safety training relating to their work at least once a year by the qualified Safety & Health Officer and training records are available. Evaluation carried out on each training programme to determine its effectiveness. The training content was revised periodically for improvement. The safety and health training on exposure to noise levels conducted by the qualified Safety & Health Officer complied with the requirements of the Factories and Machinery (Noise Exposure) Regulations. All staff and mill employees attended the training as indicated in the records maintained. The content of the training include the said provisions of the regulations, purpose and explanation of audiometric test, proper usage of ear plugs and ear muffers, and consequence of hearing loss. Appropriate PPE had been provided to all workers at the place of work to cover all potentially hazardous operations. There are warning signs to use PPE (this includes helmet, safety boots, ear plugs, ear muffers, etc.) displayed at appropriate work areas for the protection of safety and health.</p>	<p>Comply</p>
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>The responsible persons are the Assistant Managers of the respective operating units. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to be satisfactory.</p>	<p>Comply</p>
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors.</p> <p>Workers trained in First Aid were present in the mill and field operations. Records on all accidents had been verified to be maintained satisfactorily. Quarterly review on accident cases had been carried out during quarterly meeting of Environment, Safety & Health (ESH).</p>	<p>Comply</p>

Criterion / Indicator		Assessment Findings	Compliance
4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	Medical care had been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with RHB Insurance.	Comply
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory.	Comply
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 -	Formal training program for the year 2014 available and implemented. Regular assessment of training conducted to ensure understanding among the employees. Trainings conducted include a formal training programme on all aspects of RSPO Principles and Criteria and the Supply Chain Certification System. The various trainings conducted and the training records maintained to be acceptable.	Comply
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	Records of training for each employee are available in Mill and estates. Some of the samples checked; 1. Authorised Gas Tester Training dated 29/9/2014. 2. Schedule Waste Management Training dated: 24-18/11/2014. 3. FFB grading training dated: 21-25/9/2014 by MPOB.	Comply
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1:			
Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	JK21 Mill and Estates carried out the annual review of environmental impacts in term of Environmental Impact Assessment management Action Plans and Continuous Improvement Plans. The last review was conducted in July 2014 with no changes due to any changes in the operation.	Comply
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 -	There were no major changes to the identified impacts since the establishment of the documents above. Impacts such as smoke emissions, noise levels, POME and EFB management were verified at the Jangka 21 Mill. HCV and other environmentally sensitive areas were documented and inspected on site. Signage on buffer and signage on the prohibited activities along all the buffer zones were found to be sufficiently placed for the operating units estates visited i.e. Jangka 12, Jangka 23 and Jenderak Selatan.	Comply

Criterion / Indicator		Assessment Findings	Compliance
5.1.3	<p>This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p> <p>- Minor compliance -</p>	<p>The monitoring of the documented environmental improvement plans is on-going. Implementation and monitoring of the documented environmental improvement plans will be reviewed on an annual basis scheduled at the 1st quarter of the following year. The review will take into consideration the mitigation of negative impacts and promotion of positive ones such as the proper demarcation of buffer zone, clearing of overgrown natural vegetation and debris along the streams.</p>	Comply
<p>Criterion 5.2:</p> <p>The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.</p>			
5.2.1	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>HCV assessment was conducted by the Felda Sustainability Department HQ and documented in a report dated August 2014. The assessment was done in collaboration and meetings with other agencies such as Jabatan Perhutanan, Jabatan Perhilitan, Jabatan Alam Sekitar, Felda Officer, Peneroka and also the local communities. There was no HCV area identified in these operating units, i.e. Jengka 12, Jengka 23 and Jenderak Selatan. The exercise has taken into consideration all aspects of environmentally sensitive areas such as ponds, streams, wildlife boundaries and was documented. Based on the review, there was no HCV area inside these operating units. Visits to site confirmed that Jengka 12, Jengka 23 and Jenderak Selatan estates are surrounded by palm oil estates. Although no HCVs identified, conservation areas/environmentally sensitive areas i.e. buffer zones along the stretches of Sungai Jengka which passes bordering through the Jengka 12 estate had been identified and being monitored.</p>	Comply
5.2.2	<p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>Regular patrols within the operating unit estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Mechanism for reporting the sightings of various types of wildlife, were found to have been in place. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented.</p> <p>Signage that prohibit hunting, fishing and water polluting activities were verified on-site at the estates visited (i.e. Jengka 12, Jengka 23 and Jenderak Selatan) found to have been satisfactorily maintained.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
5.2.3	<p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities at the Temerloh region. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.</p>	Comply
5.2.4	<p>Where a management plan has been created there shall be ongoing monitoring:</p> <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. <p>- Minor compliance -</p>	<p>Management plans were established and monitoring outcomes were reviewed by the Estate managers. There are no HCV or reported RTE at the Jengka 12, Jengka 23 and Jenderak Selatan estates, as reported in the PSQM HQ Report. Verification were also made during on-site assessment and found to be satisfactory. The overall management plan on the status of HCV/RTE of the Jengka 21 complex is collated reviewed and monitored by the HQ sustainability team and is on-going.</p>	Comply
5.2.5	<p>Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p>- Minor compliance -</p>	<p>It is verified that there has been no instance of HCV set-aside that conflicts with the rights of local communities at the estates visited i.e. Jengka 12, Jengka 23 and Jenderak Selatan .Thus negotiated agreement of such nature is not applicable.</p>	Comply
<p>Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.</p>			
5.3.1	<p>All waste products and sources of pollution shall be identified and documented.</p> <p>- Major compliance -</p>	<p>Visits made to Mill together with Jengka 12, Jengka 23 and Jenderak Selatan estates showed that all waste products and sources of pollution were identified and documented. The documentation and identification of all the waste products such as scheduled waste, domestic waste and recyclable waste such as metal, plastic, mill waste and polluting materials e.g. EFB, POME, Stack emissions and Boiler ashes were maintained and monitored at the Mill. Scheduled Waste identified included spent hydraulic oil (SW 305), spent lubricant oil (SW 306), used chemical containers/drums (SW 409), used filters SW 410) and used batteries (SW 102). Records on the usage and disposal were well recorded and documented. Appropriate secondary containment for the diesel skid tanks, chemical and scheduled waste storage areas was verified to be maintained.</p>	Comply

Criterion / Indicator		Assessment Findings	Compliance
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	The disposal of used chemicals and containers were done in accordance with their schedule on waste management as planned. Stores for scheduled waste were inspected at audited sites i.e. Mill and disposal was done by scheduled waste disposal company authorized and licensed by Department of Environment. The mill and estates also have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor e.g. Hip Huat Chemicals Sdn Bhd.	Comply
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	The waste management and disposal plan were in place at both the POM and estates. It has been documented and implemented as required and is being carried out responsibly. Segregation of wastes i.e. general wastes and scheduled wastes was verified to be satisfactory in the estates. Proper storage areas were identified for the storage of the recyclable wastes at the estates and mill.	Comply
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	Monthly record on energy consumption for both renewable and non-renewable sources were kept and documented. It is monitored to optimise use of renewable energy. Data is being compiled for comparison and control for future improvement. Apart from use of diesel for electricity, palm fibre and shells were also used to generate electricity through steam turbine and boiler. The use of energy in palm oil mill and line site was monitored monthly to compare the energy usage against the production of CPO. Electricity generation was through steam turbine and boiler where Palm fibre and PK shells were used as renewable energy/fuel on a 70:30 ratio basis. Monthly records of energy consumption of non-renewable and renewable fuel per metric tonne of palm product at the Mill were available. At the estates, diesel consumption per metric ton FFB was also monitored on a monthly basis. It was verified that energy usage are being monitored at the Operating units for better control and comparison of trends.	Comply
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	The Group policy of 'Zero open burning' is enforced since July 2011. The operating units had adhered the policy of 'Zero open burning' for any replanting, if any, at the estates. Field inspections made Jengka 12, Jengka 23 and Jenderak Selatan estates showed no evidence of open burning.	Comply

Criterion / Indicator		Assessment Findings	Compliance
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	The operating units have adhered to the 'zero burning' policy for replanting at the estates. During the audit, there were no replanting activities carried out in the Jengka 21 complex. There was no evidence of any burning of domestic waste at the housing line sites and at the domestic landfills of the estates during on site field assessment.	Comply
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The operating units had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land. At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 100mg/l.	Comply
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel / fuel and fertilizer. Their usage have been recorded and documented at each of the operating units. The plan to reduce or minimise the GHG emission is in progress. This will be followed up during the next surveillance assessment.	Comply
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 -	Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points. The water samples were sent to Felda Laboratory for analysis. Records are maintained and verified on-site to have met the permissible regulatory limits. Monthly reporting to DOE was also done and record documented. Smoke emission quality test at the mill was done every 6 month in accordance to the Environmental Quality Regulation. The test was conducted by the external consultant approved by Department of Environment. The latest test result dated 30/10/2014 shows that all parameters were complied with the standard requirements	Comply
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 -	Social Impact Assessment (SIA) was conducted on September 2014 attended representatives from local government agencies, local communities, service providers, neighbouring estates, outside crop producers. The review mechanism had appropriately involved stakeholders such as the sustainability team. Following that each estate sampled conducted a stakeholder meeting with settlers, workers, staff, and government departments. Last JCC (Joint Consultative Committee) meeting at Mill was held on 29/9/2014 attended by 29 stakeholders. As for Jenderak Selatan, the latest JKRR (Jawatan Kuasa Kemajuan Rancangan) meeting was held on 20/8/2014 attended by 13 members. Based on the meeting feedback each estate prepared their specific Mitigation Plan with dates and person in-charges clearly stated.	Comply
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included government bodies, group associated stakeholders, neighbouring estates and small holders, management staff and workers including representative of migrant workers such as Indonesians, Contractors/suppliers and government clinic staff.	Comply
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The participation of both internal and external stakeholders (including local from Governmental organizations) which was evident with the list of participants recorded. Minutes of meetings as appended to the SIA Report were maintained as records. List of stakeholders were verified and included Felda settlers, school teachers, auxiliary police, government bodies, neighbouring estates and small holders, management staff and workers (incl. representative of migrant workers i.e. Indonesians), contractors/suppliers and health clinic staff. Sighted records of appointed teams headed by estate managers assisted by assistant managers. The roles and responsibilities of these appointed officials were defined.	Comply
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Jengka 21 operating units have planned to review the SIA plans every year for follow-up and updating to current practices. The social documents had plans for avoidance or mitigation of negative impacts, such as continue monitoring the level of smoke release from the mill, lack of suitable work opportunities for Felda second generation, etc. The plans also promoting the positive ones such as targeting higher education achievement of school children. The management of estate and mill has monitored the impacts identified, developed in consultation with the affected parties, especially communities within the complex, e.g. Felda settlers, government managed institutions such as schools and clinics.	Comply

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Criterion / Indicator		Assessment Findings	Compliance
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	Positive impacts such as increased work opportunities, increased income and improved living standards are identified.	Comply
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Policy on industrial relations "Polisi Komunikasi" dated 1 June 2014 signed by Director of FELDA for internal and external communication and consultation is available. In all estates audited, where are actually the Felda Scheme Smallholders, at least three different meetings conducted between the Felda management office and the Scheme Smallholders conducted every month. Among available channels of communications between the management and affected or interested parties are, the Joint Consultative Committee [JCC], gathering with Felda Scheme Smallholders, "Jawatankuasa Kemajuan Rancangan (JKKR)", Gerakan Persatuan Wanita (GPW), etc. All of these meetings are conducted monthly. Other than meetings and gatherings, affected parties also have access to workplace inspections, suggestion boxes, housing maintenance request forms to raise their concerns.	Comply
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Estate managers are the nominated persons responsible for communication with the stakeholders. The organization has a list of stakeholders including local authorities, government departments, suppliers and contractors.	Comply
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 -	List of stakeholders are available in file "C.1.1 Maklumat Kepada Stakeholders" in Jenderak Selatan estate. Internal stakeholders may raise their concerns through different communication channels as mentioned above. External Stakeholders may specifically raise their concerns through suggestion boxes, letters or personal meetings with any of the managers. For example, Last JCC (Joint Consultative Committee) meeting at Mill was held on 29/9/2014 attended by 29 stakeholders. As for Jenderak Selatan, the latest JKKR (Jawatan Kuasa Kemajuan Rancangan) meeting was held on 20/8/2014 attended by 13 members.	Comply
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 -	FELDA has an established and documented system for dealing with complaints and grievances and it was implemented through manual "Manual Lestari 1A [ML-1A/L2-PR4 (0)]". Record shows that 'Complaints and Grievances Book' in all estates visited are still active in recording complaints/requests made by employees and Scheme Smallholders. Over the past 12 months, entries made were mainly on minor repairs needed to the housing facilities and access road which were verified to be attended to in a timely manner.	Comply

Criterion / Indicator		Assessment Findings	Compliance
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	Complaints and grievances are handled by respective responsible persons. Outcomes from the actions taken are recorded in different manners, e.g. meeting minutes and payment vouchers to contractors after completion the jobs. Mechanisms are appropriately established and implemented. Records of meeting and any resolutions or outcomes are maintained through Minutes or in Complaints Log.	Comply
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	No cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.	Comply
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	The FELDA Scheme Smallholders and plantation operations are based on approval from federal government. Therefore, no cases requiring any negotiation or compensation pertaining to these criteria.	Comply
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 cases requiring any negotiation or compensation pertaining to these criteria. There have been no changes in this status as at the period of verification on site.	Comply
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 -	Only local workers are hired at the POM and in all the estates offices. However, FTP Jenderak Selatan and other contractors providing agricultural services to the Scheme Smallholders hired both local and foreign workers. Documentation and conditions of pay for foreign workers at the FTP and for local workers at the estates offices are available for verification. The payment slips for foreign workers at the FTP sighted and Jenderak Selatan estate are easy to understand and this fact was further verified with migrant workers. Payments are made latest by 7th of each month and consistent with Minimum Wage Order 2012 as well as MAPA-NUPW collective agreement. Holidays entitlements as required by the laws are satisfactorily fulfilled, e.g. annual leaves, public holidays, and maternity leave.	Comply
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. - Major compliance -	During the ASA2, it was noted that the copy of the foreign workers work contract was still not available at Jenderak Selatan. This was already a minor nonconformity during the ASA1 and now upgraded to major and as per the revised RSPO P&C 2013, Major nonconformity was raised.	Major non-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 -	Housing is provided for free to the workers. Free medical treatment for workers are available at government Clinic and company panel clinics which is located in Bandar Pusat Jengka and Temerloh. Mill provides dedicated van for transport to clinic. Government schools are within close proximity of the Estate and Mill. Electricity and water are available from government supply.	Comply
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance -	Food for the Felde staff, Scheme Smallholder and FTP foreign workers provided through sundry shops at the vicinity of the operating units. Most of the sundry shops are operated by the Scheme Smallholders through JKKR.	Comply
<p>Criterion 6.6:</p> <p>The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>			

Criterion / Indicator		Assessment Findings	Compliance
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	The published statements of policy "Polisi Hak Kebebasan Bersuara and Menganggotai Kesatuan", dated 1 June 2014 signed Director of FELDA recognises the employee's freedom of association, was found to be available and widely displayed in all notice boards of the operating units. This policy is available in Bahasa Malaysia which can be understood by majority of the workers. All non-executive Felda staff is members of Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn. Bhd. and all executives' staff are members of Persatuan Kakitangan Kanan Felda (PKKF).	Comply
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	Both unions mentioned above meet annually. For example, last record of "Kesatuan Pekerja-Pekerja Felda Cawangan Pahang" meeting was on 14/7/2014.	Comply
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 has a policy of not employing child labour i.e. persons below 18 years old in accordance with Employment Act 265 as evidenced in "Polisi Pekerja Kanak-Kanak", dated 1 June 2014 signed by Director of FELDA. This policy is displayed at strategic public places. At time of hire age is checked by examination of ID card for local persons. Check of Passports of foreign workers is carried out prior to hire. Children and under-age workers were not observed at any of the Mill or Estate operational areas during the field visit.	Comply
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 has a publicly displayed documented policy on equal opportunities, i.e. "Polisi Kesenamaan Peluang", dated 1 June 2014 signed by Director of FELDA. The policy stressed on non-discrimination based on race, caste, nationality, religion, gender, sexual orientation, disability/handicap, and union/political affiliations. However, positive discrimination for the benefit of certain society groups may be allowed after consultation.	Comply
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Felda adopted the "Polisi Pengambilan Pekerja Asing", dated 1 June 2014 signed by Director of FELDA. The employment of foreign workers was implemented without affecting the opportunities for local communities. Interviews with FTP foreign workers revealed satisfaction with the estates for job opportunities and they enjoy all common welfare amenities like free housing, free water and electricity supplies and medical care. They are aware that their grievances can be raised through various channels, especially the regular roll call meetings they are attending every morning.	Comply

Criterion / Indicator		Assessment Findings	Compliance
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees.	Comply
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	A documented policy to prevent sexual harassment and violence "Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi" dated 1 June 2014 signed by Director of FELDA. Gender committees or equivalent are formed, i.e. Kelab Keluarga Dayabudi (KKD) in the POM and Gerakan Persatuan Wanita (GPW) in the estates. All these committees are aware of the policy and its complaints procedures and planned has been developed to explain sexual harassment to the communities within the operating units.	Comply
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	A documented policy to prevent sexual harassment and violence "Polisi Gangguan Seksual dan Keganasan" is available and publicly displayed, i.e. Polisi Gangguan Seksual, Keganasan Serta Hak Kebebasan Reproduksi" dated 1 June 2014 signed by Director of FELDA. All committees mentioned above, i.e. KKD and GPW are aware of the policy and its complaints procedures. This policy and procedures have been communicated to all level workforce and the settlers through various activities as mentioned above.	Comply
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	Complaint and grievance procedures "Polisi Pemberian Maklumat (whistle blowing)" dated 1 August 2006 [Bil. (10)FH/02/20] signed by Human Resource Director of FELDA are available to manage grievances and complaints from internal and external stakeholders. Management and gender committee representatives confirmed that there has been no report of sexual harassment in the operating units so far. For example, Latest Gender committee (KKD - "Kelab Keluarga Dayabudi") meeting was conducted on the 29 September 2014 together with Mill and estate attended by 14 members. Social activities and committee fund raising are the issues discussed. No sexual harassment issues were reported.	Comply
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Onsite audit verified that the current and past prices paid for FFB pricing were displayed at the Mill and Estate offices.	Comply

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 -	Pricing mechanism for FFB is fair and transparent. Price of FFB was set based on MPOB approved price. FFB was also graded by licensed graders based on MPOB specification.	Comply
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	Stakeholder interviews conducted during this assessment with suppliers, contractors, and relevant parties including local and foreign workers confirmed that understand the contractual agreements (such as terms and payment) they enter into with the operating units. They also consider the business transactions as fair and transparent.	Comply
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Agreed payments are made promptly within the 30-day of the following month. Through interviews made, there is no evidence to suggest of any unfair business practices with the local businesses. Sample contract and payment records of general work contractor (company registration No.: CA0089042-K) dated 2/1/2014 found the payment has been made as per contract.	Comply
Criterion 6.11:			
Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	All operating units contribute to local development through consultation and communication with the localised head of village called "Ketua JKRR".	Comply
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	The Technoplant Manager and Scheme Manager ensure that there are sufficient resources allocated to improve smallholder productivity through on-the-field supervision, training and monthly meeting.	Comply
Criterion 6.12:			
No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Comply
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Comply

Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	The special policy on recruitment of foreign workers "Polisi Pengambilan Pekerja Asing" and equal opportunities "Polisi Kesetaraan Peluang" are established and the implementations are verified to be satisfactory. Review on employment contracts of foreign workers also confirmed that the policies, including minimum wages have also been duly implemented.	Comply
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	The special policy on recruitment of foreign workers "Polisi Pengambilan Pekerja Asing" and equal opportunities "Polisi Kesetaraan Peluang" are established and the implementations are verified to be satisfactory. Review on employment contracts of foreign workers also confirmed that the policies, including minimum wages have also been duly implemented.	Comply
Principle 7: Responsible development of new plantings			
FELDA Jengka 21 operating unit has a procedure for this development but has not carried any new plantings after November 2005. Therefore Principle 7 is not applicable during this assessment.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			
8.1.1	The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria. As a minimum, these shall include, but are not necessarily be limited to: <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); • Optimising the yield of the supply base. - Major compliance -	FELDA Jengka 21 operating units have identified and implemented the following Continual Improvement Plans in the mill and estates for the period 2013 to 2014 as required: The plans include: <ul style="list-style-type: none"> • Reduce the usage of pesticides • Increase planting of beneficial plants (Turnera subulata, Cassia cobanensis and Antigonon leptopus) along the roads including those passing through scheme smallholders' plots. • Arrange fronds in L-shape on flat land including scheme smallholders' plots. • Reuse fertilizer bags; Return pesticide containers to suppliers; Sell off obsolete papers, steel. • Repair and repainting of workers' houses/quarters. • Maintaining of zero accident rate. • Allocation for educational budget to schools in the vicinity of the operating units as incentives for high achievers. • Building badminton courts for employees. • Reduce the delivery time of FFB to Mill. • Increase FFB quality and yield. 	Comply

3.2 Progress against Time Bound Plan

FELDA Time Bound Plan (TBP) is included as Appendix A. Felda is operating 72 palm oil mills and has a time bound Plan to certify all the palm oil mills and supply base by 2015/2016. 27 mills already certified. FELDA is implementing a programme to achieve RSPO Certified Sustainable Palm Oil for all of its operation in Malaysia. FELDA is a RSPO member (Membership number: 1-0013- 04-000-00) since October 2004. On the basis of information provided by FELDA and that collected at the time of the audit, the Audit Team has concluded that there are no significant land conflicts, no replacement of primary forest or any area containing HCVs since November 2005, no labour disputes that are not being resolved through an agreed process and no evidence of noncompliance with the law at any of the noncertified holdings. There was no any dispute was highlighted during the stakeholder consultation conducted during the ASA2. Furthermore, FELDA has undertaken self-assessment to assess the requirement and compliance to the partial certification.

There is no lapse in implementing the time bound plan. There were positive changes made to the time bound plan to complete the certification by 2015/2016 compare with the original plan of 2017 which is still maintained. This proactive measure is to ensure 100% certification by 2017 for their own mills. This is a proactive approach from Felda to show the commitment towards RSPO certification.

BSI has continued involvement with assessments of FELDA Management Units during the 2014 period. BSI is also communicating with other Certification Bodies that auditing FELDA's other operating units to identify any noncompliance with rules of partial certification as per requirement in RSPO Certification System. There are two new planting carried out at Indonesia and complied with the RSPO NPP process. FELDA consistently has kept BSI informed of any emerging issues and claims made against it. At the time of preparation of this Report, BSI is not aware of any new issues involving:

- a. Any unresolved significant land disputes;
 - b. Any replacement of primary forest or loss of HCVs;
 - c. Any labour disputes that are not being resolved through an agreed process;
 - d. Any evidence of noncompliance with any law at any of the landholdings.
- BSI considers that FELDA complies with the RSPO requirements for Partial Certification rules.

Details of the status of the Time Bound Plan as submitted by FELDA are in **Appendix A**.

3.3 Details of findings

The nonconformities are listed below.

During this second annual surveillance assessment, there were two Major nonconformities and a minor nonconformity raised. Jengka 21 Palm Oil Mill and Supply Base Estates submitted Corrective Action Plans for the nonconformities. Corrective action plans with respect to the nonconformities were reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

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Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1119454M1	Requirements: 4.6.11: Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.	Major
	Evidence of Nonconformity: The previous medical surveillance for the Jenderak Selatan Estate was conducted at Klinik Sulaiman Temerloh on the 31/10/2013 is already overdue. There is no plan in place to send the workers for the medical surveillance.	
	Statement of Nonconformity: Medical surveillance was not available.	
	Close out Evidence: The management made arrangement with Klinik Sulaiman for the medical surveillance. They have appointed the administration clerk to follow up on all future medical surveillance. The worker was sent for medical surveillance on 18/11/2014. The medical surveillance report dated 12 Dec. 2014 confirms the worker is fit to continue the work and no any health issues reported. Medical surveillance by OHD Doctor (JKKP HQ/08/DOC/387). The major NC was closed on 03/01/2015.	

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1119454M2	Requirements: 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.	Major
	Evidence of Nonconformity: During the ASA2, it was noted that the copy of the foreign workers work contract was still not available at Jenderak Selatan. This was already a minor nonconformity during the ASA1 and now upgraded to major and as per the new RSPO P&C 2013, Major nonconformity was raised.	
	Statement of Nonconformity: Foreign workers work contract was not available.	
	Close out Evidence: The operating unit inform that the contract copies are at the head office Human Resource Department. They have received the copies for the operating unit. Copies was checked by the auditor and found to be compliance to the requirement. Briefing on the employment contract conducted On 19 Dec. 2014. The major NC was closed on 03/01/2015.	

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Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1119454N1	Requirements: 2.1.4: A system for tracking any changes in the law shall be implemented.	Minor
	Evidence of Nonconformity: The operating units have list of all applicable laws. However the list did not include: 1. Minimum Wages Order 2012 2. Minimum Retirement Age Act 2012	
	Statement of Nonconformity: List of applicable law was not updated to include new legal requirements.	
	Status: Updating of the changes of the legal requirement list is undertaken by the head office. The implementation will be followed up during next surveillance.	

Positive Findings	
PF #	Description
1	The Jengka 21 management unit has maintained a very good relationship with the local community and other stakeholders.
2	The palm oil mill has maximized the use of renewable energy by consuming shell and fibre produced internally.

Issues raised by Stakeholders	
IS #	Description
1	Issues Contractors: Contractors confirm payment is prompt as per agreed contract.
	Management Responses Payment is made as per the agreed terms.
	Audit Team Findings No other issues.
2	Issues Foreign workers representative: No issue regarding pay and condition of work. The representative highlighted that they are treated equally. All foreign workers have access to all facilities similar to local workers.
	Management Responses The management treat all employees equally and no discrimination.
	Audit Team Findings No disputes were highlighted by foreign workers interviewed during field visit.
3	Issues School teacher: It was re-confirmed that the management always support school activities. The relationship is good. No other issues.
	Management Responses Management assists wherever possible.
	Audit Team Findings No other issues.

3.3.1 Status of Nonconformities Previously Identified and Observations

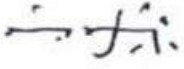

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
983513N3	Requirements: 4.6.10: Records of pesticide use (including active ingredients used, area treated, amount applied per ha and number of applications) are maintained for either a minimum of 5 years or starting November 2007.	Minor
	Evidence of Nonconformity: Document reviews reveal that the pesticide record only show total boxes issued and applied.	
	Statement of Nonconformity: Record of pesticide applied (rat bait – Butik) did not indicate area treated, amount applied, total ha applied.	
	Action Taken: The operating unit has re-do the recording and follows the RSPO required details. The Technoplant staff has been appointed to do the recordings and to ensure the records available and retained as per RSPO required time frame. Document verification found the record of pesticide applied (Rat Bait) were indicating the area treated, amount applied and total ha applied. The NC was closed on 4/11/2014.	

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
983513N4	Requirements: 4.6.7: Documented evidence that use of chemicals categorized as World Health Organisation Type 1A or 1B, or listed by the Stockholm or Rotterdam Conventions and paraquat, is reduced and/or eliminated. Adoption of suitable economic alternative to paraquat as suggested by the EB pending outcome of the RSPO study on IWM.	Minor
	Evidence of Nonconformity: Document review file no C.4.6 'Pengurusan Bahan Kimia' shows that Paraquat usage is increasing. 2011- 200 litres, 2012- 540 litres, 2013 (as at September)- 954 litres	
	Statement of Nonconformity: Paraquat usage not reduced.	
	Action Taken: FELDA has established a policy to reduce the use of paraquat gradually and achieve zero usage. The usage of Paraquat was limited to young palm fields only. The operating unit has started to use alternatives such as Basta through the regional office. Manual weeding of VOP was also being carried out. The record of Paraquat usage shown decline compared to previous years. e.g: 2014 (as at October) 380 litres. The NC was closed on 4/11/2014.	

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Non-Conformity		
NCR No:	Description	Category (Major / Minor)
983513N5	Requirements: 6.5.2: Labour laws , union agreement 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) are available in the language understood by the workers or explained carefully to them by a plantation management official in the operating unit.	Minor
	Evidence of Nonconformity: Jendera Utara: Copy of the TKA contracts is not available. Sample checked was: (7 Indonesian workers)	
	Statement of Nonconformity: Copy of the Workers contract not available.	
	Action Taken: During the ASA2, it was noted that the copy of the foreign workers work contract was still not available at Jenderak Selatan. This was already a minor nonconformity during the ASA1 and now upgraded to major and as per the new RSPO P&C 2013, Major nonconformity was raised.	

Observation	
OBS No.:	Description
1	(4.5.2): At JK 13 and JK 22, beneficial plant planting was noted to be very limited in the field.
	Action taken: Planting and upkeep of beneficial plants such as Turnera, Casia, and Antigonon are being implemented at both estates. Visit found planting was in progress.

Acknowledgement of Assessment Findings	Report Prepared by
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Company name: Felda	Company name: BSI Services (M) Sdn. Bhd
Title: Sustainability Manager	Title: RSPO Lead Auditor
Signature: 	Signature: 

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

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

Appendix B: FELDA – Jengka 21 Palm Oil Mill Certification Unit RSPO Certificate Details

Felda Global Venture Plantation (M) Sdn. Bhd.
Jengka 21 Palm Oil Mill,
Bandar Pusat Jengka,
Jengka, Pahang, MALAYSIA
www.feldaglobal.com
FELDA RSPO Membership No: 1-0013-04-000-00

BSI RSPO Certificate No: SPO 606900 (Old #SPO 571232)
Certificate Issued Date: 14 January 2013
Date of Expiry: 13 January 2018
Applicable Standards: RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; RSPO P&C MY-NIWG 2010; RSPO P&C 2013; RSPO Supply Chain Certification System November 2011; RSPO Supply Chain Certification Standard November 2011 CPO Mills - Module – D: Segregation.

Jengka 18 Palm Oil Mill and Supply Base					
Location Address		Felda Jengka 21 Palm Oil Mill, Bandar Pusat Jengka, 26400 Pahang, Malaysia.			
GPS Location		Longitude: 102° 28' 56" E Latitude: 3° 43' 30" N			
CPO Tonnage Total		51,718			
PK Tonnage Total		11,989			
CPO Claimed for Certification		51,718			
PK Claimed for Certification		11,989			
Own estates FFB Tonnage		235,084			
Scheme Smallholder FFB Tonnage		-			
Company's adjacent Suppliers FFB Tonnage – Other adjacent estates (Certified)		-			
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Jengka 12	1,657.18	0	287.01	1,944.19	40,114
Jengka 13	1,601.28	0	122.54	1,723.82	30,900
Jengka 14	1,611.51	0	112.00	1,723.51	21,208
Jengka 21	1,625.66	0	122.24	1,747.90	34,744
Jengka 22	1,160.31	0	240.00	1,400.31	15,270
Jengka 23	1,878.98	0	400.55	2,279.53	25,962
Jengka 24	1,439.68	0	125.92	1,565.60	5,188
Jengka 25	0	843.73	98.34	942.07	3,166
Jenderak Utara	1,030.26	0	137.03	1,167.29	28,832
Jenderak Selatan	599.60	0	143.44	743.04	17,634
FASSB JK 24/25	476.85	393.69	21.00	891.54	12,066
Total	13,081.31	1,237.42	1,810.07	16,128.80	235,084

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Appendix C: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Senniah	Kelvin	Muhd Haris
Monday 3/11/2014	8.30 – 4.30	Travel & Meeting with External Stakeholder (BSI will arrange the External stakeholders on their own)	√	-	√
Tuesday 4/11/2014	08.30 – 09.00	Opening Meeting: Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder's consultation).	√	√	√
	09.00 – 12.00	JK 21 Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	-
	10.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	JK 21 Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 5/11/2014	08.30 – 12.00	Jengka 23 & Jenderak Selatan Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Jengka 23 & Jenderak Selatan Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	-
Thursday 6/11/2014	8.30 – 12.00	JK 12 Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	-
	12.00 – 13.00	Lunch	√	√	-
	13.00 – 16.30	JK 12 Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	-
	16.30-17.00	Interim Closing Meeting	√	√	-
Friday 7/11/2014	8.30 – 12.00	Document Review for continue – JK 12 Estate	√	√	-
	12.00 – 2.00	Lunch and Friday Prayer	√	√	-
	PM	Closing meeting	√	√	-

Appendix D: Stakeholders Contacted

<u>Internal Stakeholders</u>	<u>External Stakeholders</u>
Managers and Assistants Male Mill Staff/Workers Female Mill Staff/Workers Foreign Worker Male and Female Estate workers Joint Consultative Committee Gender Committee Secretary	Head of the Village Mosque Committee Settlers committee
<u>Government Departments</u> School Labour Department Department of Occupational Safety and Health Clinic	Electrical Contractor General Supplier

Appendix E: Jengka 21 Palm Oil Mill Supply Chain Assessment (Module D – CPO Mills: Segregation)

Requirements	Compliance
D.1. Documented procedures	
D.1.1 The facility shall have written procedures and/or work instructions to ensure implementation of all the elements specified for Segregation (SG) supply chain requirements. a) Complete and up to date procedures covering the implementation of all the elements. 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 facilities procedures for the implementation of this standard.	Jengka 21 palm oil mill have written documented procedures for the chain of custody with SG and MB model covering certified and non-certified FFB. The mill manager has the responsibility to ensure implementation. The SG model used because only certified FFB is processed.
D.1.2 The facility shall have documented procedures for receiving and processing certified and non-certified FFBs.	Jengka 21 mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the receiving documents to differentiate the certified and non-certified FFB received.
D.2. Purchasing and goods in	
D.2.1 The facility shall verify and document the volumes of certified and non-certified FFBs received.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non-certified FFB. Records verified by internal and external audit.
D.2.2 The facility shall inform the CB immediately if there is a projected overproduction.	The facilities aware of this procedure.
D.3. Record keeping	
D.3.1 The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of certified and noncertified palm products.	Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified and non certified FFB. Records verified by internal and external audit.
D.3.2 Retention times for all records and reports shall be at least five (5) years	The retention period is specified as five years and financial documents retained longer based on the local regulation requirement.
D.3.3 The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO and palm kernel meal on a three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory on the "Reporting Spreadsheet". The "Reporting Spreadsheet covers the FFB received, CPO and PK produced and despatched or sold on a three monthly basis. No PKO and Palm kernel meal at Jengka 21 Palm Oil Mill. CPO is sold to Felda Marketing Sdn Bhd and PK is sold to Felda's subsidiary Semambu kernel crushing plant located in Kuantan, Pahang.
D.3.4 The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, e.g. *product name*/SG or Segregated. The supply chain model used should be clearly indicated.	Jengka 21 Palm Oil Mill has prepared a rubber stamp with wording "CSPO/SG" to specify the Segregated Supply Chain Model on the purchase and sales documents. Sample documents and rubber stamp was presented during the assessment for verification.
D.4. Sales and goods out	
D.4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information	Sales of certified palm product through eTrace as per table below. Company confirm that no sales from this mill through GreenPalm. Sample of existing sales documents were checked. The information on the documents are:
(a) The name and address of the buyer	Name and address of buyer written on the existing invoice. i.e. Felda Marketing Sdn Bhd
(b) The date on which the invoice was issued	Date is written on all dispatch and relevant documents.
(c) A description of the product, including the applicable supply chain model (Segregated)	System in place to write product description and supply chain model is written.
(d) The quantity of the products delivered	Quantity in tonne.
(e) Reference to related transport documentation	Weighbridge documents and D/O includes all the transport references. Weighbridge ticket number (03004912) was checked and verified. Transport details i.e. Vehicle number and driver's name included.
D.5. Processing	
D.5.1 The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that is has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100 % segregated material to be reached. The systems should guarantee the minimum standard of 95 % segregated physical material; up to 5 % contamination is allowed	During this assessment it was confirmed through document verification that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.

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D.5.2 The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material.	Processing and storage records can trace back to only certified segregated raw material (FFB) and finish product (CPO and PK).
D.5.3 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that: The crush operator conforms to these requirements for segregation The crush is covered through a signed and enforceable agreement	There is no outsourcing activity by the Jengka 21 Palm Oil Mill.. The kernel is sold to a subsidiary kernel crushing plant belong to Felda and the ownership is no longer belongs to Jengka 21 Palm Oil Mill. The kernel crushing plant have own supply chain certificate and it is independent from the mill.
D.6 Training	
D.6.1 The facility shall provide the training for all staff as required implementing the requirements of the Supply Chain Certification Systems.	RSPO supply Chain Training covering Module D: Segregation was conducted on 23 June 2014 at the Jengka 21 Palm Oil Mill meeting room attended by 9 staffs including mill manager, executives, weighbridge clerk, lab personnel and administrative personnel.
D.7. Claims	
D.7.1 The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communications and Claims.	No claims made because the CPO is delivered/sold to downstream refineries.

Actual Certified Palm Production - 01 January 2014 - 31 December 2014

MILL	CAPACITY	CPO	PK
Jengka 21 Palm Oil Mill	60 mt/hr	50,108	11,616

Actual Sales of Certified Palm Products - 01 January 2014 - 31 December 2014

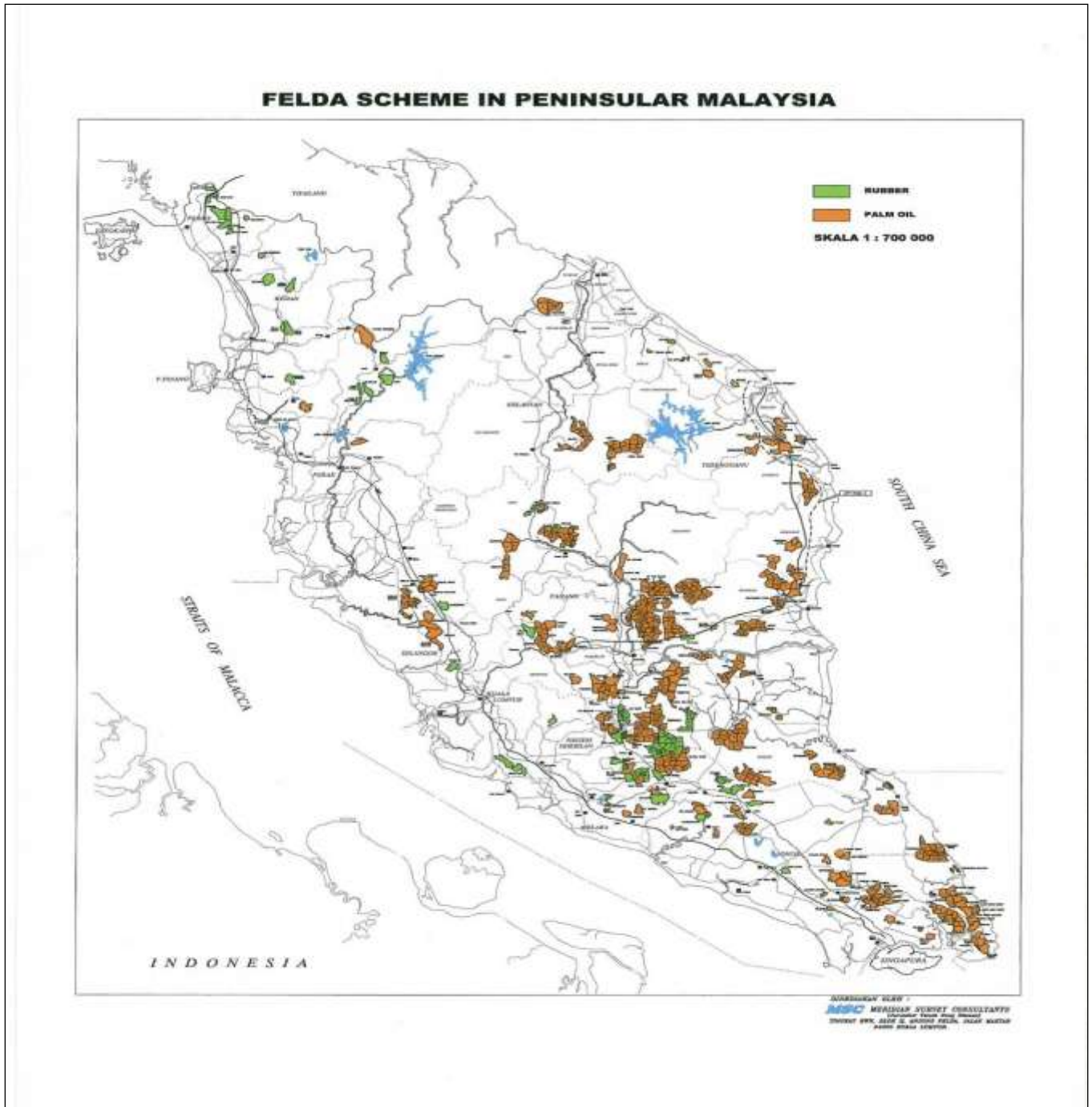
	CPO (Certified)	PK (Certified)	Remarks
TOTAL	2,395.68-	0	Sales through eTrace at the time of audit.

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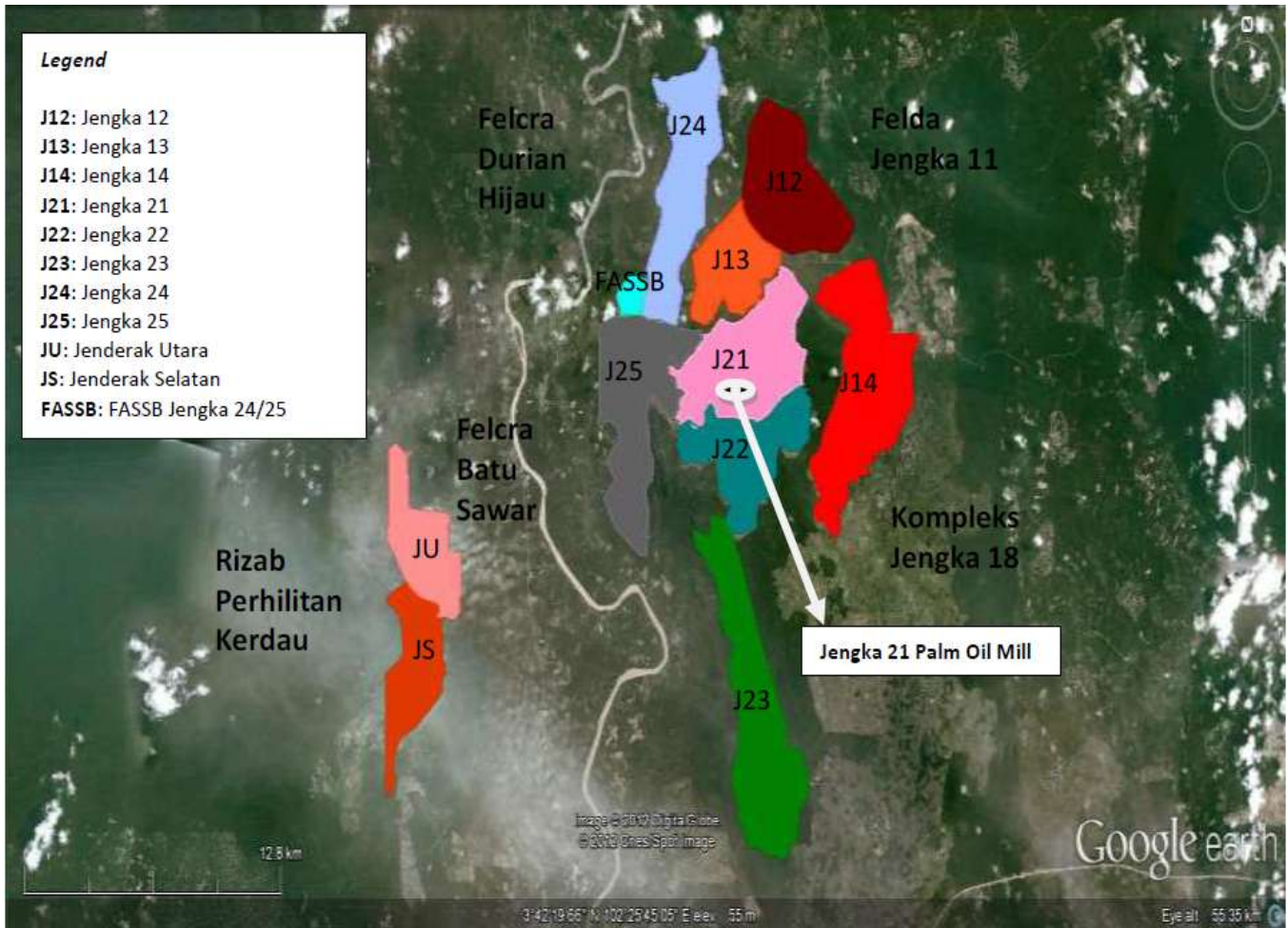
Actual Certified FFB Received Monthly - 01 January 2014 - 31 December 2014

Month	JK 12	JK 13	JK 14	JK 21	JK 22	JK 23	JK24	JK 25	Jenderak Utara	Jenderak Selatan	FASSB JK 24/25	Total FFB/Month
Jan'14	3,359	2,036	1,135	2,400	1,063	2,983	309	0	1,630	1,194	1,023	17,132
Feb'14	2,342	2,065	1,796	2,842	1,546	2,962	350	0	1,826	867	802	17,398
Mar'14	2,614	2,389	1,651	2,094	1,554	2,912	322	0	1,794	1,398	1,062	17,790
Apr'14	2,600	2,678	1,622	2,532	1,055	2,937	312	207	2,384	1,336	1,008	18,671
May'14	2,975	2,063	1,640	2,781	1,080	2,868	347	183	2,477	1,352	1,116	18,882
Jun'14	2,486	2,624	1,406	2,914	1,092	2,674	327	122	2,087	1,303	890	17,925
Jul'14	3,093	2,527	1,436	2,846	1,029	2,393	310	112	2,029	1,306	970	18,051
Aug'14	3,716	2,184	1,103	2,900	1,032	2,314	391	170	2,219	1,392	1,144	18,565
Sep'14	3,549	2,221	2,476	3,561	1,071	2,248	307	174	2,865	1,452	802	20,726
Oct'14	3,697	3,145	2,246	2,987	1,085	2,208	335	172	2,578	1,469	701	20,623
Nov'14	3,716	2,952	2,103	2,900	1,136	2,579	301	170	2,599	1,392	1,149	20,997
Dec'14	3,716	3,004	2,714	2,900	1,032	2,514	281	140	2,060	1,492	1,149	21,002
Total	37,863	29,888	21,328	33,657	13,775	31,592	3,892	1,450	26,548	15,953	11,816	227,762

Appendix F: Location Map of FELDA Plantation in Peninsular Malaysia.



Appendix G: Location of the Jengka 21 Palm Oil Mill and FFB Supply Base



Appendix H: List of Abbreviations Used

ASA2	Annual Surveillance Assessment 2
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
GMP	Good Manufacturing Practice
HCV	High Conservation Value
IAV	Initial Assessment Visit
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
JK21	Jengka 21 Estate
JK23	Jengka 23 Estate
POM	Palm Oil Mill
MAPA	Malaysian Agriculture Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
PK	Palm Kernel
PPE	Personal Protective Equipment
PSQM	Plantation Sustainability and Quality Management
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure