

RSPO – THIRD ANNUAL ASSESSMENT Public Summary Report

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: Lepar Utara 04 Palm Oil Mill Peti Surat 55, Pejabat Pos Bandar Pusat Jengka, 26400 Bandar Pusat Jengka, 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 Ventures Sdn Bhd		
Head Office Address	PSQM Department, Tingkat 8, Balai Felda, Jalan Gurney 1, 54000 Kuala Lumpur, Malaysia.		
Mill Address	KKS Lepar Utara 04 - Peti surat 55, Pejabat Pos Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.		
Subsidiary of (if applicable)	N/A		
Contact Name	Mr. Anthonius P. Sani		
Website	www.feldaglobal.com	E-mail	anthonius.s@feldaglobal.com
Telephone	609-485 0300	Facsimile	609-485 0301

2. RSPO Certification Information			
Certificate Number	SPO 571230	Date	12 September 2012
Scope of Certification	Production of Crude Palm oil and Palm Kernel from Lepar Utara 04 Palm Oil Mill supply bases as follows; i) Lepar Utara 01 ii) Lepar Utara 02/04 iii) Lepar Utara 05 iv) Lepar Utara 14		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR 6234	ISO 9001:2008	SIRIM QAS International	4/12/2017
ER 0900	ISO 14001:2004	SIRIM QAS International	4/12/2017
SR 0783	ISO 18001:2007	SIRIM QAS International	4/12/2017

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Easting	Northing
KKS Lepar Utara 04	Peti surat 55, Pejabat Pos Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.	102°48.928'E	3°52.738'N
Lepar Utara 01	Pejabat Felda Lepar Utara 01, Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.	102.532°	3.472°

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Lepar Utara 02/04	Pejabat Felda Lepar Utara 2/4, Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.	102.801°	3.907°
Lepar Utara 05	Peti surat 72, Pejabat Pos Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.	102.774°	3.384°
Lepar Utara 14	Peti surat 73, Pejabat Pos Bandar Pusat Jengka, 26400, Bandar Pusat Jengka, Pahang, Malaysia.	102.797°	3.903°

4a. Description of Certified Supply Base

Estate	Mature (ha)	Immature (ha)	Total Planted Area (ha)	Infrastructure & Other (ha)	Total Hectarge	% of Planted
Lepar Utara 01	800.00	846.08	1,646.08	319.88	1,965.96	84%
Lepar Utara 02/04	896.07	761.44	1,657.51	710.21	2,367.72	70%
Lepar Utara 05	1,754.55	1,469.73	3,224.28	54.94	3,279.22	98%
Lepar Utara 14	2,363.19	419.65	2,782.84	487.45	3,270.29	85%
TOTAL	5,813.81	3,496.90	9,310.71	1,572.48	10,883.19	86%

Note: Total planted area (ha) have been reduce due to Lepar Utara 10 has been excluded from the LU04 Certification scope and included in Lepar Utara 06 Certification scope.

4b. Description of Certified FFB Supply from FELDA's Adjacent RSPO Certified Supply Base

Estate	Tonnage / Year			Certificate Number	Expiry Date
	Estimated (2014)	Actual (2014) July'14 – June'15	Forecast (2015) July'15 – June' 16		
Lepar Utara 09	} 31,330	} 22,898	} 31,500	CU-RSPO-820682	21 July 2015 <i>(Recertification completed and pending for the new certificate issuance)</i>
Lepar Utara 10					
Total	31,330	22,898	31,500		

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5. Plantings & Cycle								
Estate	Age (Years) & Ha.					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated (2014)	Actual (2014) July'14 – June'15	Forecast (2015) July'15 – June' 16
Lepar Utara 01	846.08	800.00	0	0	0	3,200	925	3,450
Lepar Utara 02/04	761.44	896.07	0	0	0	5,320	2,792	11,702
Lepar Utara 05	1,469.73	1,308.55	0	446	0	40,500	32,600	35,200
Lepar Utara 14	419.65	0	2,363.19	0	0	45,050	39,743	48,048
TOTAL	3496.90	3004.62	2,363.19	446	0	94,070	76,060	98,400

6. Certified Tonnage									
Mill	Estimated (2014)			Actual (2014) July'14 – June'15			Forecast (2015) July'15 – June' 16		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
KKS Lepar Utara 04	94,070	20,695	4,703	76,060	15,973	3,423	98,400	21,648	4,920
*Certified Palm Product Claimed by Processing of certified FFB from adjacent Certified Supply Base	31,330	6,892	1,566	22,898	4,809	1,030	31,500	6,930	1,575
Total	125,400	27,588	6,270	98,958	20,782	4,453	129,900	28,578	6,495

*CU-RSPO-820682 (21 July 2015 -Recertification completed and pending for the new certificate issuance)

Section 2 Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd
 (Accreditation Certificate No. RSPO- ACC- 019)
 B-08-01(East), Level 8,
 Block B, PJ8, No. 23
 Jalan Barat, Seksyen 8,
 46050 Petaling Jaya, Selangor, Malaysia.
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BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is RSPO Accredited (RSPO-ACC-19) since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta, Indonesia, Singapore, Bangkok and Australia which involve in RSPO Certification Program.

Assessment Methodology, Programme and Site Visits

The on-site assessment was conducted from 23 - 25 June 2015. 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 (Lepar Utara 05 and Lepar Utara 14). 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 MYNI-2014 was used as Checklists 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 second annual surveillance audit which was closed during the last assessment was followed up to ensure it is remaining closed. Previous nonconformities remains closed the assessment findings are detailed in Section 3.3.

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 summary report was reviewed by BSI internal 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 (ASA3)	Year 5
Lepar Utara 04 Palm	√	√	√	√	√

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Oil Mill					
Lepar Utara 01	√	√			√
Lepar Utara 02/04			√		√
Lepar Utara 05		√		√	
Lepar Utara 14	√			√	
Lepar Utara 10	√		√	*	*

** Note: Lepar Utara 10 supply base has been excluded from the LU04 Certification scope and included in Lepar Utara 06 Certification scope.*

Tentative Date of Next Visit: June 21, 2016

Total No. of Mandays: 13.5

BSI Assessment Team:

Muhammad Haris B. Abdullah – Lead Assessor

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, ISO 9001, OHSAS 18001 Lead Auditor Training Courses and qualified as EICC auditor. He has completed International Sustainable and Carbon Certification (ISCC) Lead Auditor Training Courses. Recently he has attended the RSPO P&C Social and Labour Standards and the Mechanics of Social Auditing Workshop on 17 – 19 September in Bangkok, Thailand. 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.

Ragu Samy – Team member

Ragu Erulappan is a fulltime employee with BSI Services Malaysia. He graduated from University Technology Malaysia. He attended internal RSPO training in 22 December 2014. He has completed ISO 9001:2008 Quality Management System Lead Auditor training, ISO 14001 and ISO 18001 Lead Auditor Training. Currently he is an ISO 9001:2008, ISO 14001 and ISO 18001 Lead Auditor. He has more than 5 years of auditing experience since August 2010 covering Environment, Safety and Health, Legal aspects in various industries. He is involved as Environment, Safety and Health Auditor during the RSPO Assessment. For this assessment he assesses Mill and Estate OSH, Legal, and Environment aspects. He is able to speak and understand Bahasa Malaysia, English and Tamil.

Hafriazhar Mohd Mohktar – Team member

Hafriazhar Mohd. Mokhtar is a Chemical Engineer by qualification. He has more than five years of direct work experience in the upstream processes of palm oil within the plantation industry. He is a qualified Lead Auditor for CDM, ISO 14001, ISO 50001 and ISO 9001 and has accumulated more than 500 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Indonesia and Thailand. He has been trained in the RSPO P&C and SCCS standards and recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea and Solomon Islands. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons: - Nil -

Section 3 Assessment Findings

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

- RSPO P&C MYNI-2014 Checklist – Summary report of the Assessment - Appendix A
- FELDA Time Bound Plan - Appendix B:
- RSPO Supply Chain Certification Checklist – Appendix F

3.2 Progress against Time Bound Plan

FELDA Time Bound Plan (TBP) is included as Appendix B. Felda is operating 70 palm oil mills and has a time bound Plan to certify all the palm oil mills and supply base by 2015/2016. 45 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 ASA3. Furthermore, FELDA has undertaken self-assessment to assess the requirement and compliance to the partial certification. As per information from RSPO compensation executive, recent acquisition of Asia Plantation by Felda is placed under the compensation mechanism.

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 2015 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

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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 B.

3.3 Details of findings

The nonconformities are listed below. The summary of the findings by criteria is listed in Appendix A.

During this third annual surveillance assessment, there was a Minor nonconformity raised. Lepar Utara 04 Palm Oil Mill and Supply Base Estates submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted. The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1206511N1	Requirements: 4.7.5: Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites.	Minor
	Evidence of Nonconformity: Lepar Utara 05: During the field visit, it was noted that spraying team supervisor holds a first aid kit with expired medicines. Further verification found that the supervisor was not trained for first aid.	
	Statement of Nonconformity: Emergency preparedness was not fully implemented.	
	Status: The management will request the regional safety officer to conduct first aid training and update the first aid contents. The implementation will be followed up during next surveillance.	

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Positive Findings	
PF #	Description
1	The Lepar Utara 04 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	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Lepar Utara 04 Certification Unit's environmental and social performance, legal and any known dispute issues. Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSP0 requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings. Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	Issues Settlers Leaders: Confirm that the management has maintained good relationship and provide various assistances to the settler.
	Management Responses Management assists wherever possible.
	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.
4	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.

3.3.1 Status of Nonconformities Previously Identified and Observations

Non-Conformity		
NCR No:	Description	Category (Major / Minor)
1071994N2	Requirements: 5.3.2: Having identified wastes and pollutants, an operational plan should be developed and implemented, to avoid or reduce pollution.	Minor
	Statement/ Evidence of Nonconformity: At LU 10 estate, during the site visit to the fertilizer store on 25/6/2014 found fertilizer spillage at the entrance to the store and inside the drain. There is no operational plan developed and implemented to avoid the spillage from falling into the grass surface.	
	Status: The Supply Base has been excluded from the certification scope. Therefore, the issue was verified at the sampled estates during this visit. Visit to both Lepar Utara 05 and Lepar Utara 14 fertilizer stores found no spillage. The fertilizers were properly stored and monitored during loading and unloading to avoid spillage. The corrective action plan has been implemented and effective.	
	The Minor Nonconformity was closed on 25/6/2015.	

3.3.2 Summary of the Nonconformities and Status

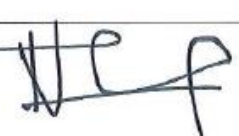

NC Ref.	CLASS	ISSUED	STATUS
A605202/1	Major	6/7/2011	Closed on 17/7/2012
A605202/2	Major	6/7/2011	Closed on 17/7/2012
A605202/8	Major	6/7/2011	Closed on 17/7/2012
A605202/3	Major	6/7/2011	Closed on 17/7/2012
A605202/4	Major	6/7/2011	Closed on 17/7/2012
A605202/5	Major	6/7/2011	Closed on 17/7/2012
A605202/6	Minor	17/7/2012	Closed on 14/6/2013
A605202/7	Minor	17/7/2012	Closed on 14/6/2013
A605202/9	Minor	17/7/2012	Closed on 14/6/2013
A605202/10	Minor	17/7/2012	Closed on 14/6/2013
A605202/11	Minor	17/7/2012	Closed on 14/6/2013
A605202/12	Minor	17/7/2012	Closed on 14/6/2013
A605202/13	Minor	17/7/2012	Closed on 14/6/2013
935933M0	Major	14/6/13	Closed on 3/7/2013
935933M1	Major	14/6/13	Closed on 9/8/2013
935933N2	Minor	14/6/13	Closed on 24/6/2014

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935933N3	Minor	14/6/13	Closed on 24/6/2014
935933N4	Minor	14/6/13	Closed on 24/6/2014
935933N5	Minor	14/6/13	Closed on 24/6/2014
935933N6	Minor	14/6/13	Closed on 24/6/2014
1071994M0	Major	27/6/14	Closed on 25/8/2014
1071994M1	Major	27/6/14	Closed on 25/8/2014
1071994N2	Minor	27/6/14	Closed on 25/6/2015
1206511N1	Minor	25/6/15	"Open"

Assessment Conclusion and Recommendation:

Based on the findings during the assessment, Lepar Utara 04 Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C MYNI- 2014, and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Lepar Utara 04 Palm Oil Mill Certification Unit is approved and continued.

Acknowledgement of Assessment Findings	Report Prepared by
Name: Norazam Abdul Hameed	Name: Muhammad Haris
Company name: FELDA Global Ventures	Company name: BSI Services (M) Sdn. Bhd
Title: General Manager, PSQM	Title: RSPO Lead Auditor
Signature:  Date: 3/8/2015	Signature:  Date: 25/7/2015

Appendix A: Summary Report of the Assessment

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 -	Lepar Utara 04 Palm oil Mill and supply base estates have maintained the record of request and responses in the 'external request record book' and some communication record through the email which received from internal and external stakeholders. The response and action taken by the management also been recorded and maintained. Most of the request was from the FELDA Settlers which request for monthly payslip of FFB from the FELDA management.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	All operating units maintain records of information request and response under file QOHSE-FPI/L2/QOHSE-06.	Complied
Criterion 1.2:			
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			
1.2.1	Publicly available documents shall include, but are not necessary limited to: • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). - Major compliance –	Lepar Utara 04 operating units have maintained a list of publicly available documents that is approved by manager and can be produced upon request. Sample of documents includes the following: (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 RSPO Public summary report	Complied
Criteria 1.3:			
Growers and millers commit to ethical conduct in all business operations and transactions.			
1.3.1	There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance	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.	Complied
Principle 2: Compliance with applicable laws and regulations			
Criterion 2.1:			
There is compliance with all applicable local, national and ratified international laws and regulations.			

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Criterion / Indicator		Assessment Findings	Compliance
2.1.1	Evidence of compliance with relevant legal requirements shall be available. - Major compliance -	Compliance with legal requirements is demonstrated by internal and external audit report findings and review of documents and records on site during this assessment. The Mill and Estates maintain copies of applicable Permits and Licences. Sample of permits inspected reveal that all valid. Sample checked at Mill: MPOB license: No. 5953020215000 valid till 29/2/2016. Energy commission license: No.: 00130137 valid till 11/4/2016 DOE license: No.: 004393 valid till 30/6/2016 Lepar Utara 05: MPOB license: No. 558960-002000 valid till 30 November 2015 Lepar Utara 14: Air compressor permit: No.: PH PMT 4446 valid till 11 August 2015 Estate – Lepar Utara 05 – Lesen Penggunaan Sumber Air – Jadual Kelima Peraturan-peraturan Industri Perkhidmatan Air (Pelesenan) 2007, SPAN/EKS(PT)800-4(1)/5/12 Tempoh 11 Jun 2012 – 10 Jun 2015. Estate – Lepar Utara 05 Regulations of Controlled Supply 1974 – Regulation 9(2) Diesel Permit 10,000Liter valid until 19/1/16.	Complied
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.	Complied
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.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking system available to identify changes in the relevant regulations through head office, website information and the information are communicated from the Group Head Office. On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operations. Tracking system on any changes in the law been well implemented. E.g. regular notification by Head Office and regular updates from the DOE/DOSH websites.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.			

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Criterion / Indicator		Assessment Findings	Compliance
2.2.1	Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -	According to Land (Group Settlement Areas) Act 1960 (Act 530), all land under Felda is from the state government. This land is managed by the Felda as the managing agent. In some cases, Felda fully "owned" the land through lease whereas on other cases, Felda just act as managing agent for the scheme land and fully manage through the Felda Techno Plant. Mill: The land of the mill was lease from the state government with a total area of 18.421 ha valid for 66 years from the land title of FELDA (HSD 20024) till 2065 Lepar Utara 05 Estate: The estate holds five lease hold land title from the government which valid for 99 years and the office has kept the copy of the land title. Land title No's: H.S. (D) 3330, 3331, 3332, 3333 and 3334 covering 3,279.22ha.	Complied
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	Inspection of a sample of the boundary stones at Lepar Utara 05 and Lepar Utara 14 confirmed that steel pipes have been installed beside the concrete boundary stones and were continuously maintained visibly.	Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	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
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	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
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	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
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	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
Criterion 2.3: Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			

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Criterion / Indicator	Assessment Findings	Compliance
2.3.1 Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).. - Major compliance -	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
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	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
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	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
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. . Lepar Utara 04 Palm Oil Mill and supply bases have made progress towards achieving their performance production targets for the current financial year.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	Annual replanting programme projected for a minimum of five years and yearly review conducted at the regional level and participated by the Regional GM and Estate managers. The long range replanting programme has been established until 2020. Lepar Utara 05 estate replanting of 457.78ha was ongoing during the audit. 151.70ha will be replanted in 2017. As for Lepar Utara 14, there will be no replanting until 2019 as the youngest palms are 14 years old.	Complied
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 -	Lepar Utara 04 Mill and estates operates in accordance with the FELDA management systems and standard operating procedures. i.e: Mill: Palm Oil Mill Operation Manual (08/04/2010 and amendments) covering every station from the security gate for reception of FFB until the delivery of processed oil and POME management. Estates: Sustainable Oil Palm Estate Operation Manual issued by FELDA Agricultural Services Sdn Bhd (FASSB) on 01/06/2012.	Complied
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. Mill advisor and plantation advisors visits the operating units to ensure implementation of procedures are consistent. Mill advisor visited the mill on 10-11 June 2015. DOE visit: 10/6/2015 DOSH visit: 12/2/2015 PA Visit: 26-27/5/2015 Agronomy visit: 25/3/2015	Complied
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 25/5/15 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.	Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Lepar Utara 04 mill maintains a daily record of all FFB received. The records show the origin, weight, transporters details and etc of the FFB received.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agricultural practice (GAP) for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking and fertilizer application as per the recommendation by the Agronomist from FELDA Agricultural Services Sdn. Bhd. These had been verified through the records for fertilizer application and observation during field visit.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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.	Complied
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.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	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.	Complied
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	Landscapes of all three estates visited are mostly flat and undulating. However, FELDA has a policy on slope planting and this is being implemented during replanting.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	The main roads leading to the estates are maintained by the Government Department. The estates roads are in good overall condition. Road maintenance programme verified to be established and implemented.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

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Criterion / Indicator		Assessment Findings	Compliance
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Mill water management plan mainly a contingency plan for boiler water. No contingency plan for potable water. Estate: Established as Pelan Pengurusan Air – Kebolehdapatan Air (FAS-RSPO L1/K4.4/4/4/1) Ladang Lepar Utara 5 consumed own treated water. Monitoring was done for upstream and downstream river water as per procedure. Sampled (Batch # 332/2014W Cert. # 337/2015) water analysis was done on 23 May 2015 by Felda Analytical Lab of Felda Agriculture Services for river water. Analysis was done every 3 months. Sample analysis for drinking water was done on annual basis by Health Department. Sampled record done on 1 July 2014 taken from 3 sampling points i.e. intake points, storage tank and office tap. Lepar Utara 14, water sample sent to Felda Analytical Lab PPTTR, Pusat Perkhidmatan Pertanian Tun Razak. Upstream and downstream sample taken and analysed on annual basis. Latest record dated 9 March 2015 (Ref. # CA/06/07/02/19-01) shown that samples complied with the requirement for parameters of pH, BOD, COD, TSS and AN.	Complied
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	Based on “Polisi Perlindungan Tanah Curam dan Rezab Sungai” (ML-1A//L2-PO3(0) dated March 2012, established river buffer zones as per MPOB’s guideline: i) River width > 40m; river buffer = 50m ii) River width 20 - 40m; river buffer = 40m iii) River width 10 -20m; river buffer = 20m iv) River width 5 - 10m; river buffer = 10m v) River width < 5m; river buffer = 5m 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 also no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates.	Complied
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	The permit allows the mill to discharge the POME to watercourse with BOD below 100mg/L. The latest BOD reported is 80mg/L dated 11/5/2015. Quarterly reports are sent to DOE.	Complied
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The Mill monitors water usage and reports the information on a daily basis and calculated use/tonne FFB, and put into the graph against target value of 1.5Mt water/Mt FFB processed. The average water usage for 2014 was 1.75m ³ /Mt FFB. As for 2015, average of 1.82m ³ /Mt FFB was used from Jan – May 2015.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			

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Criterion / Indicator		Assessment Findings	Compliance
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	FELDA has developed and implemented IPM Plan which includes the planting of beneficial plants and control of damage by rodents. Beneficial plants such as Turnera subulata and Casia 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).	Complied
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.	Complied
Criterion 4.6:			
Pesticides are used in ways that do not endanger health or the environment			
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	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) Paraquat dichloride (13% a.i.) - Paraquat (3) Triclopyr butoxy ethyl ester (32.1% a.i.) - Garlon (4) Glufosinate ammonium (13.5% a.i.) – Basta 15	Complied
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides use (including active ingredients used and their LD 50, area treated, amount of a.i. applied per ha and number of applications) had been maintained and kept by the operating units for a minimum of 5 years (2010 to 2015). Verified that records of monitoring were satisfactorily.	Complied
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.	Complied
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.	Complied

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4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -	All pesticide operators have attended training on the safe handling and application of pesticides in compliance with Regulation 22 of the Pesticides Act 1974. E.g. sighted training record dated 1/1/15 & 2/6/15. 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.	Complied
4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	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). E.g. Garlon 250 & Basta. No class 1 pesticides used.	Complied
4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	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.	Complied
4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	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.	Complied
4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	The 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 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.	Complied
4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	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.	Complied

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4.6.11	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -	<p><u>Mill</u></p> <p>Annual medical surveillance for laboratory, boiler, chemical store related activities workers been done accordingly on 2&3 March 2015 by OHS doctor Reg. No. HQ/08/DOC/00/387. Medical results were found to be normal.</p> <p><u>Estate</u></p> <p>Lepar Utara 05 – Annual medical surveillance for sprayers done on 15&17 June 2015. Results of report still in progress of documentation from the OHS doctor Reg. No. HQ/08/DOC/00/387.</p> <p>Lepar Utara 14 – Annual medical surveillance for sprayers done on 21/11/14&5/12/14 by the OHS doctor Reg. No. HQ/08/DOC/00/387. Medical results were found to be normal. Year 2015 medical surveillance planned to be conducted on Dec-15.</p>	Complied
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 breastfeeding woman had been offered work as pesticide operator.	Complied
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>			
4.7.1	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 e.g. foreman & operation supervisor which have 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.	Complied

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<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>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. For Mill sighted HIRADC analysis for Kernel Plant, Boiler & Confine Space whereas for Estates sighted HIRADC for Loading, Transportation to Platform & fruit harvesting. Procedures and control measures were implemented to mitigate the risks. Baseline assessment of noise levels in the POM was conducted by DOSH approved consultant Industrial Safety Management Services on 4/12/06 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 & identified. Workers suffer from significant hearing disabilities have been sent for follow up medical check-up. 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 e.g. Assistant Manager 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. CHRA done accordingly for all identified activities e.g. for Mill done on 22/9/14, Estate Lepar Utara 05 done on 6/3/15-22/3/15, Lepar Utara 14 done on 11/3/15 and action has been taken accordingly for the identified recommendations.</p>	<p>Complied</p>

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<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Training programme planned for year 2015 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>Complied</p>
<p>4.7.4 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 Manager, Assistant Manager & staff of the respective operating units. SHE committee meeting members consist of employer & employee representatives. Records of regular meetings between the responsible person and workers to discuss about health and safety had been verified to be satisfactory. E.g. sighted Mill SHE Meeting record dated 30/5/15, Estate – Lepar Utara 05 dated 14/3/15 and Lepar Utara 14 dated 25/3/15.</p>	<p>Complied</p>
<p>4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors. 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). However, during the field visit at Lepar Utara 05, it was noted that spraying team supervisor holds a first aid kit with expired medicines. Further verification found that the supervisor was not trained for first aid. A minor nonconformity was raised.</p>	<p>Minor Nonconformity</p>

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4.7.6	All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -	<u>Mill</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO. No foreign workers in the Mill. <u>Lepar Utara 05</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with Etiqa Takaful Insurance. Seen Policy Certificate No. TWF-W5012415-W1. <u>Lepar Utara 14</u> Medical care has been provided to all the workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with Etiqa Takaful Insurance. Seen Policy Certificate No. TWF-W5011929-W1.	Complied
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<u>Mill & Estates</u> Records on Lost Time Accident (LTA) metrics had been verified to be satisfactory. Accidents occurred have been investigated accordingly in JKPP 6 and been discussed in the OSH meeting & closed accordingly. DOSH visits been recorded in the DOSH log book and noted comments highlighted by DOSH has been taken action accordingly by the organization.	Complied
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 2015 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.	Complied
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; <u>Mill</u> 1. Authorised Gas Tester Training dated 28/11/2014. 2. First Aid Training dated 5/5/14-6/5/14. 3. Fire Drill training dated: 25/2/15 <u>Lepar Utara 05</u> 1. Fire Extinguisher Handling Training dated 29/3/15 2. Safety & Health Campaign dated 14/3/15. <u>Lepar Utara 14</u> 1. Fire Extinguisher Handling Training dated 10/4/15 2. Loading BTS from Platform into Lorry dated 10/3/15 3. Pesticide Spraying & PPE training dated 1/6/15	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			

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Criterion / Indicator		Assessment Findings	Compliance
5.1.1	An environmental impact assessment (EIA) shall be documented. - Major compliance -	Mill aspect and impact identification was tabulated on FPI/L4/QOHSE-1.7 as per Sustainable Manual 1A Aspect and Impact Identification ML-1A/L3-GP4(0) March 2012. No any change to the activity of mill and latest revision was on 2 Jan 2015. Aspect for Ladang Lepar Utara 14 has been reviewed and updated on 15 Feb 2015 (Document # 1/2015). Among significant aspects identified and highlighted are including scheduled waste generation, spraying operation and etc.	Complied
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 -	All significant environmental aspects were considered in establishment of objective and target and 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 Lepar Utara 4 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. Lepar Utara 5 and Lepar Utara 14.	Complied
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	Derived from aspect impact identification and evaluation process that resulted in significant impact. Part of monitoring was based on agronomist report (Laporan Agronomi FGVPML Lepar Utara 14; visit date 24 Mar 2015). 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.	Complied
Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	As reported during previous assessment, in collaboration with the University of Malaya undergraduates and internal staff has carried out an assessment of the presence of HCVs within and adjacent to the Felde plantations in 2009. There is no neither HCV area nor biodiversity areas within the landholding (Document No.: MR 5.2/2009-LU4).	Complied

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5.2.2	Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	The management plan was established by the respective Felda Scheme managers. As there were no HCVs within the Operating units, monitoring was on the conservation areas such as reserve forest boundary. Site inspections confirmed that there was no presence of any RTE species at the Operating units. Regular patrols within the Mill and estates were carried out and findings recorded by the respective Estate executives to monitor the Conservation / buffer zone areas. Sightings of common wildlife were recorded during monitoring such as monkeys (long tailed macaque), snakes (pythons and cobras), monitor lizards and wild boars. Monitoring and control of any illegal hunting, fishing or collecting activities was also implemented. Signages that prohibit hunting, fishing and water polluting activities were verified onsite and found to have been satisfactorily maintained.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	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 such as the State Wildlife department.. 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.	Complied
5.2.4	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	On-going monitoring of the management plan on the status of any RTE species at the plantation areas is done. Reports are collated and reviewed by the regional General Manager and HQ Sustainability team for the operating units situated within the region. The updated reports available indicated that there have been no sightings of any RTE species at the operating units.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	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. Thus negotiated agreement of such nature is not applicable.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -</p>	<p>Waste sources have been identified accordingly by both the mill and estates. Visits made to Mill together with Lepar Utara 5 and Lepar Utara 14 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. Lepar Utara 14 tabulated its identified properly in FAS-RSPO L1/K5.3/5.3.1.</p> <p>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).</p> <p>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> <p><u>Mill</u></p> <p>Visits made to Mill 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. Stack emissions and Boiler ashes were maintained and monitored at the Mill. Scheduled Waste identified included spent hydraulic oil (SW 305), used filters SW 410). 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>	<p>Complied</p>
<p>5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p>	<p>Based on policy to reduce, reuse and recycle, the management of used chemicals and containers were done in accordance Scheduled Waste regulations.</p> <p>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. Hiap Huat Chemicals Sdn Bhd.</p> <p>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 e.g. Kualiti Alam Sdn Bhd.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	Action plan to reduce impact through 3R (Reduce, Reuse and Recycle, depending of type of waste. Domestic waste collection done every two days. Record shown for the month of May 2015, the collection started on Tuesday 1 st May 2015. A total of 16 domestic waste collections was done for the month of May. 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 mill.	Complied
Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	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.	Complied
Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.			
5.5.1	There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Major compliance -	Based on the action plan to prevent open burning which includes planting cover crops, installing zero burning notice boards, briefing and etc. Furthermore, 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 Lepar Utara 5 and Lepar Utara 14 estates field showed no evidence of open burning.	Complied
5.5.2	Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	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 Lepar Utara 4 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.	Complied
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			

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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. Stack sampling done by Mareef Management on Nov 2014 & May 2015. Parameters monitored including dust particulate complied with requirements.	Complied
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.	Complied
5.6.3	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	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 Bukit Goh 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 13/3/2015 shows that all parameters were complied with the standard requirements FELDA has used the Palm GHG v1.0 and now revising the date using Palm GHG v2.0.	Complied
Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers			
Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Aspects of plantation and mill management related to social issues identified through Social Impact Assessment. Annual review is conducted through stakeholder meetings and communication with stakeholders. It is noted that all the operating units maintain good relationship with internal and external stakeholders such as employees, contractors, surrounding communities and regulatory bodies. Improvement on social obligation includes improvement of the housing and facilities for the employees and contribution to the surrounding community development.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
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.	Complied
6.1.3	Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	The 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, organising mobile banking at the settlement with Bank Rakyat. The management of estate and mill has monitored the impacts identified, developed in consultation with the affected parties, especially Felda settlers. Sighted records of appointed teams headed by estate managers assisted by assistant managers. The roles and responsibilities of these appointed officials were defined.	Complied
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Lepar Utara 04 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.	Complied
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.	Complied
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.			

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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.	Complied
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.	Complied
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 23/1/2015 attended by 12 stakeholders including representatives from Lepar Utara 05 and Lepar Utara 14.	Complied
Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	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.	Complied
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.	Complied
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			

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Criterion / Indicator		Assessment Findings	Compliance
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance –	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.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance –	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.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance –	No 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.	Complied
Criterion 6.5:			
Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			
6.5.1	Documentation of pay and conditions shall be available. - Major compliance -	Only local workers are hired at the POM and in all the estates offices. Lepar Utara 05 and Lepar Utara 14 hired both local and foreign workers. Documentation and conditions of pay for the local and foreign workers at the estates offices are available for verification. The payment slips for foreign workers at the estates sighted 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. Holidays entitlements as required by the laws are satisfactorily fulfilled, e.g. annual leaves, public holidays, and maternity leave.	Complied
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 -	Offer letters and signed "Pengakuan Penerimaan Syarat - syarat Perkhidmatan Petugas Syarikat Kumpulan Felde & Kod Etika dan Tatalaku Petugas Syarikat Kumpulan Felde yang berkuatkuasa Mulai 1 Januari 2010" for local workers are sighted. Documented employment contract, i.e. "Surat Perjanjian Pekerjaan diantara Felde Global Ventures Plantations (M) Sdn. Bhd. (974143 – H) dengan Pekerja Asing Indonesia" for foreign workers hired by FTP were sighted during the audit. The document covers all issue such as working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, and reasons for dismissal, period of notice made available in Bahasa Malaysia which is understood by the workers.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.5.3	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance -	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 Jerantut. 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.	Complied
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 JKRR.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	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 Felde staff is members of Kesatuan Pekerja-Pekerja Felde Palm Industries Sdn. Bhd. and all executives' staff are members of Kesatuan Kakitangan Kanan Felde (PKKF).	Complied
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 Felde Cawangan Pahang" meeting was on 14/7/2014.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	FELDA 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.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	The operating units have a publicly displayed documented policy on equal opportunities, i.e. "Polisi Kesetaraan 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.	Complied

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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 -	Foreign workers were only employed by FTP. 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.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Depending on the nature of work positions, The operating unit management takes into considerations the needs for technical qualifications/experience and related skills in recruitment selection, hiring and promotion exercises. It was verified that the promotions to higher position at the estates and Mill were based on evaluations which considered the skill, capabilities, qualities and medical fitness of the employees.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			
6.9.1	Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	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.	Complied
6.9.2	A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	A documented policy to prevent sexual harassment and violence including reproductive rights " 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. Local female staff is fully aware that they are entitled for two months paid maternity leave.	Complied
6.9.3	A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce. - Minor compliance -	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 8 September 2014 together with Mill and estate attended by 12 members. Social activities and committee fund raising are the issues discussed. No sexual harassment issues were reported.	Complied
Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.			

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Criterion / Indicator		Assessment Findings	Compliance
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.2	Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation). - Major compliance -	There is no smallholder dealing with the palm oil mill. Pricing mechanism for FFB is not applicable because the FFB sourced is from own company estates.	Complied
6.10.3	Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -	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.	Complied
6.10.4	Agreed payments shall be made in a timely manner. - Minor compliance -	Agreed payments are made promptly within the 30day of the following month. Through interviews made, there is no evidence to suggest of any unfair business practices with the local businesses.	Complied
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance -	All operating units contribute to local development through consultation and communication with the localised head of village called "Ketua JKRR".	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance -	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.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			
6.12.1	There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -	Workers, staff and stakeholder interview confirm that there is no any form of forced labour or trafficked labour in the operating units. All employees have employment contract and paid the agreed national minimum wages.	Complied
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -	There was no evidence of contract substitution and this was confirmed from interviews with workers and relevant stakeholders.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	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.	Complied
Criterion 6.13: Growers and millers respect human rights.			

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Criterion / Indicator		Assessment Findings	Compliance
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance –	The Human Rights Policy “POLISI HAK ASASI MANUSIA” dated 1 June 2014 signed by Director of FELDA has been documented and communicated to all levels of the workforce and operations.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for Peninsular Malaysia.	Complied
<p>Principle 7: Responsible development of new plantings Lepar Utara 04 Certification unit and supply base did not carry out any new plantings after Nov 2005. Therefore, the requirement of Principle 7 is not applicable during this third surveillance assessment.</p>			
<p>Principle 8: Commitment to continual improvement in key areas of activity</p>			
<p>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.</p>			
8.1.1	<p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>FELDA Lepar Utara 04 operating units have identified and implemented the following Continual Improvement Plans in the mill and estates for the period 2014 to 2015 as required.</p> <p>The plans include:</p> <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. 	Complied

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

No	Mill complexes to be audited in the respective year								
	2009	2010	2011	2012	2013	2014	2015	2016	2017
1	K.Gelanggi (Status: recertification completed)	Jengka 21	Adela	Belitong	F. Harapan	Embara Budi	Palong Timor	Aring A	Sampadi
2	L. Utara 6 (Status: recertification completed)	Jengka 3	Lok Heng	Bukit Besar	Baiduri Ayu	L. Kemudi	Serting Hilir	Cini 3	Pontian
3		Jengka 8	Semencu	Kahang		Kalabakan	Maokil	Ciku	Air Tawar
4		L. Utara 4	Waha	Kulai		Umas	Tenggaroh	Kemahang	
5		Jengka 18	B. Kepayang	Nitar		Neram	T.Timor	Tersang	
6		Padang Piol	Bukit Mendi	Penggeli		Pancing	Kechau A	Cini 2	
7			Kemasul	Lepar Hilir		Besout	Kechau B		
8			Tementi	Bukit Sagu		Trolak	Keratong 9		
9			Triang			Keratong 2			
10						Keratong 3			
11						Sg Tenggi			
12						Krau			
13						Mempaga			
14						Serting			
15						Pasoh			
16						Selancar 2A			
17						Selancar 2B			
18						Chalok			
19						J. Barat			
20						J. Baru			
21						Kertih			
22						Selendang			

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23						Kembara Sakti			
24						M. Puspita			
25						N. Permata			
26						H.Badai			

Audited	Certified
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Appendix C: FELDA – Lepar Utara 04 Palm Oil Mill Certification Unit RSPO Certificate Details

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

BSI RSPO Certificate N^o: SPO 571230
 Certificate Issued Date: 12 September 2012
 Date of Expiry: 11 September 2017
 Applicable Standards: RSPO Certification System June 2007 (revised March 2011) including Annex 4: Procedures for Annual Surveillance; RSPO P&C MYNI 2014; RSPO Supply Chain Certification System November 2014; RSPO Supply Chain Certification Standard November 2014 CPO Mills - Module – D: Identity Preserved.

Lepar Utara 04 Palm Oil Mill and Supply Base					
Location Address	Kilang Sawit Lepar Utara 04, Peti surat 55, Pejabat Pos Bandar Pusat Jengka, 26400 Bandar Pusat Jengka, Pahang.				
GPS Location	Longitude: 102°48.929' E Latitude: 3°52.738' N				
CPO Tonnage Total	28,578				
PK Tonnage Total	6,495				
CPO Claimed for Certification	28,578				
PK Claimed for Certification	6,495				
Own estates FFB Tonnage	83,248				
Scheme Smallholder FFB Tonnage	15,152				
Company's adjacent Suppliers FFB Tonnage – Other adjacent supply base (Certified)	31,500				
Estate	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
Lepar Utara 01	800.00	846.08	319.88	1,965.96	3,450
Lepar Utara 02/04	896.07	761.44	710.21	2,367.72	11,702
Lepar Utara 05	1,754.55	1,469.73	54.94	3,279.22	35,200
Lepar Utara 14	2,363.19	419.65	487.45	3,270.29	48,048
TOTAL	5,813.81	3,496.90	1,572.48	10,883.19	98,400

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Ragu	Hafri
Monday 22/6/2015	PM	Audit Team travelling to the site.	√	√	√
Tuesday 23/6/2015 LU4 Palm Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√
	09.00 – 12.30	LU4 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.	-	√	√
	09.00 – 12.30	Meeting with stakeholders (Government, village rep, smallholders, Workers Leader, contractor etc.)	√	-	-
	12.30 – 13.30	Lunch/Rest/Prayers	√	√	√
	13.30 – 16.30	LU4 Palm Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, SCCS, 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 24/6/2015	08.30 – 12.00	Lepar Utara 05 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.	√	√	√
	12.30 – 13.30	Lunch/Rest/Prayers	√	√	√
	13.30 – 16.30	Lepar Utara 05 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 25/6/2015	8.30 – 12.00	Lepar Utara 14 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.	√	√	√
	12.30 – 13.30	Lunch/Rest/Prayers	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Muhd Haris	Ragu	Hafri
	13.30 – 15.30	Lepar Utara 14 Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	15.30 - 17.00	Verify any outstanding issues & Preparation for closing meeting	√	√	√
	17.00 - 18.00	Closing Meeting	√	√	√
Friday 26/6/2015	AM	Audit Team travelling back to KL.	√	√	√

Appendix E: 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 F: CPO Mill Supply Chain Assessment Report (Module D-CPO Mills: Identity Preserved)

Requirements	Compliance
D.1. Definition	
<p>D.1.1 A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p>	<p>The Lepar Utara 04 mill only receives certified FFB. Therefore qualifies for the Identity Preserved supply chain system and module. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.</p>
D.2 Explanation	
<p>D.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the certification body (CB) in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>
D.3 Documented procedures	
<p>D.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements in these requirements; b) The role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site's procedures for the implementation of this standard. 	<p>Lepar Utara 04 palm oil mill have written documented procedures for the chain of custody with IP and MB model covering certified and non-certified FFB. The IP model used because only certified FFB is processed. The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.</p>
<p>D.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>Lepar Utara 04 Palm Oil mill has documented procedures for the incoming FFB, processing and outgoing palm products (CPO and PK). The procedure covers receiving and processing certified and non-certified FFBs.</p>
D.4 Purchasing and goods in	
<p>D.4.1 The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs</p>	<p>Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records</p>

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received.	verified by internal and external audit. Lepar Utara 04 mill have system to verify at the weighbridge.
D.4.2 The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.	The facilities aware of this procedure and stated in the.
D.5 Record keeping	
D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.	All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel meal at Lepar Utara 04 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. Daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the FFB received. Records of certified FFB received verified during annual surveillance. Records verified by internal and external audit.
D.6 Processing	
D.6.1 The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from noncertified material including during transport and storage.	During this assessment it was confirmed that only certified source of FFB from own plantation is processed. This ensures that there is no possibility of mixing during processing.
D.6.2 The objective is for 100 % segregated material to be reached.	Processing and storage records can trace back to only certified segregated FFB and finish product (CPO and PK) through traceability records such as weighbridge records. This ensures that 100% segregated materials are reached.

Actual Tonnage Certified Palm Production - 01 July 2014 - 30 June 2015 (ASA2)

MILL	CAPACITY & Supply Chain Model	CPO	PK
LU04 Palm Oil Mill	40 mt/hr Identity Preserved (IP)	20,782	4,453

Actual Tonnage Sales of Certified Palm Products - 01 July 2014 - 30 June 2015 (ASA2)

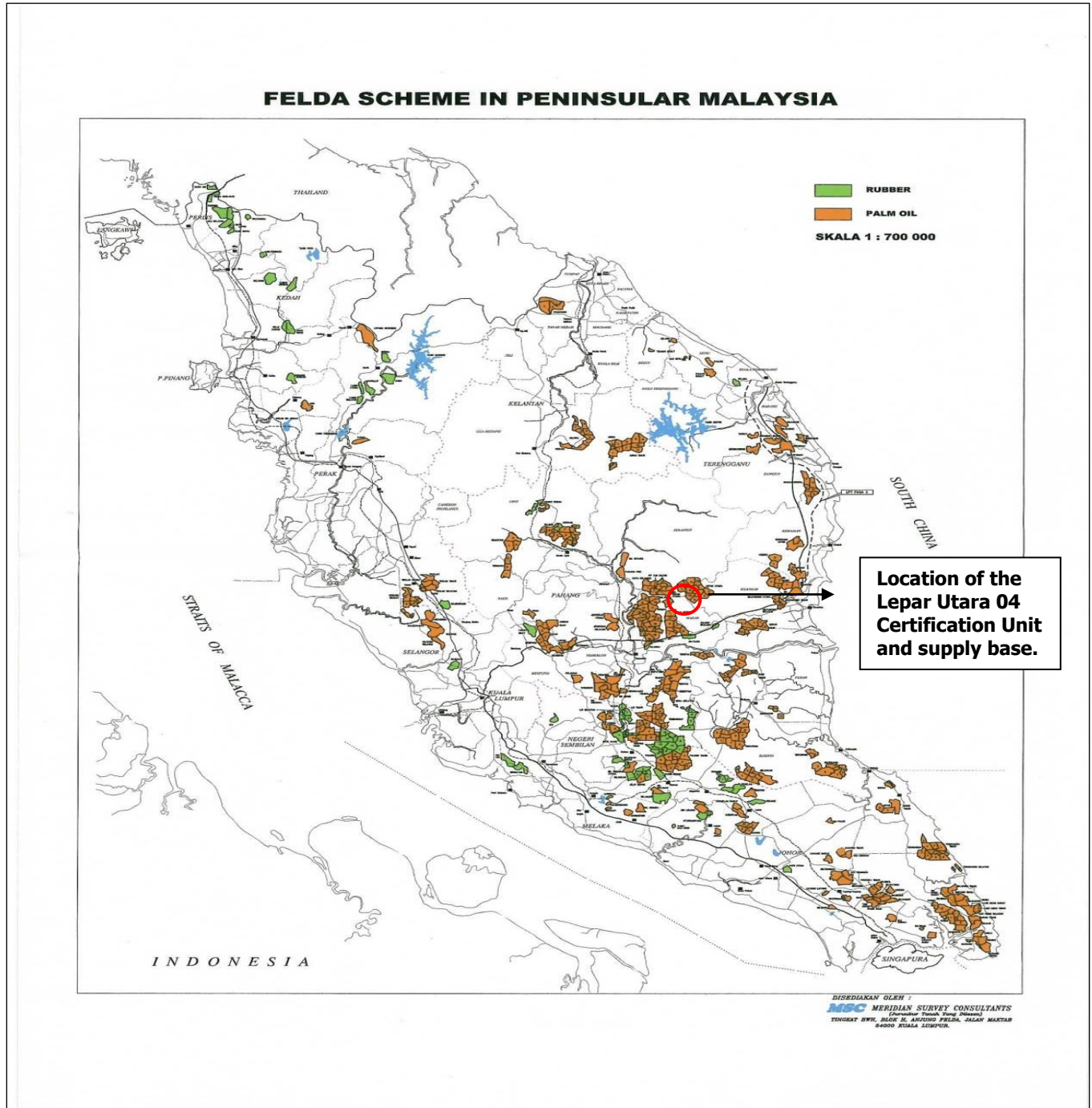
MILL	Certified CPO Sales	Certified PK Sales	Remarks
LU04 Palm Oil Mill	10,286.28	3,349.79	Sales of certified palm products in eTrace.

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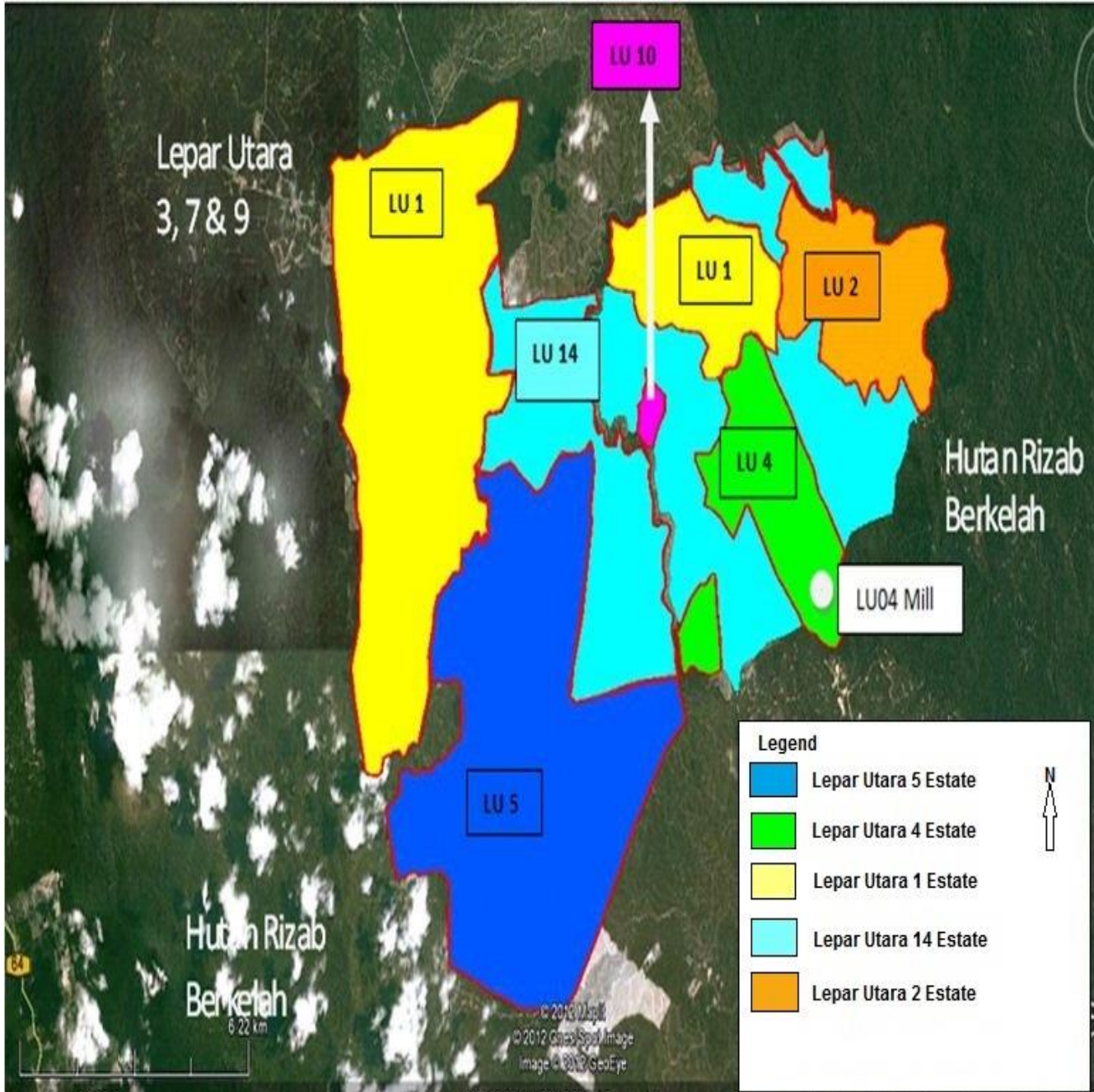
Actual Tonnage Certified FFB Received Monthly - 01 July 2014 - 30 June 2015 (ASA2)

Month	LU01	LU2/4	LU05	LU14	LU09	LU10	Total FFB/Month
July'14	61	220	2,911	3,085	1,805	162	8,244
Aug'14	73	168	4,044	4,546	2,181	168	11,180
Sep'14	70	200	3,540	4,325	1,908	164	10,207
Oct'14	60	232	3,441	4,975	2,652	165	11,525
Nov'14	74	241	3,254	4,596	2,215	172	10,552
Dec'14	41	134	2,276	3,155	1,683	99	7,388
Jan'15	30	129	1,435	1,899	1,442	110	5,045
Feb'15	57	354	1,403	2,897	1,264	120	6,095
Mar'15	101	358	2,160	2,638	1,140	187	6,584
Apr'15	127	217	2,695	2,159	1,407	224	6,829
May'15	115	266	2,656	3,078	1,396	208	7,719
Jun'15	116	273	2,785	2,390	1,803	223	7,590
Total	925	2,792	32,600	39,743	20,896	2,002	98,958

Appendix G: Location Map of FELDA Plantation in Peninsular Malaysia and LU 4 Certification Unit



Appendix H: Location of the Lepar Utara 04 Palm Oil Mill and FFB Supply Base



Appendix I: List of Abbreviations Used

ASA3	Annual Surveillance Assessment 3
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
LU05	Lepar Utara 05 Estate
LU14	Lepar Utara 14 Estate
LU04POM	Lepar Utara 04 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