

**RSPO PRINCIPLE AND CRITERIA –
2nd ANNUAL SURVEILLANCE ASSESSMENT (ASA2)
Public Summary Report**

FGV Holdings Berhad
Client company Address: Sustainability & Environmental Department (SED) Level 20, Menara Felda, platinum Park No. 11, Persiaran KLCC 50088 Kuala Lumpur, Malaysia
Certification Unit: Bukit Sagu Palm Oil Mill and supply base Location of Certification Unit: Felda Global Ventures Plantations (M) Sdn Bhd Bukit Sagu Palm Oil Mill 25700 Kuantan, Pahang Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0225-16-000-00	Membership Approval Date	27/12/2016
Parent Company Name	FGV Holdings Berhad		
Address	Sustainability & Environmental Department (SED), Level 20, Menara Felda, Platinum Park, No. 11, Persiaran KLCC 50088 Kuala Lumpur, Malaysia		
Subsidiary (Certification Unit Name)	Felda Global Ventures Plantations (M) Sdn Bhd Bukit Sagu Palm Oil Mill		
Address	25700 Kuantan, Pahang, Malaysia		
Contact Name	Ameer Izyanif Hamzah		
Website	http://www.fgvholdings.com	E-mail	ameer.h@fgvholdings.com
Telephone	+603 2859 1995	Facsimile	+603 2859 1311

2. Certification Information			
Certificate Number	RSPO 666409	Date of First Certification	29/12/2017
		Certificate Start Date	29/12/2017
		Certificate Expiry Date	28/12/2022
Scope of Certification	Palm oil and Palm Kernel Production		
Applicable Standards	RSPO P&C MY-NI 2014; RSPO Supply Chain Certification Standard 2017 (CPO Mill – Module E: Mass Balance)		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
AR 3885	ISO 9001:2008	SIRIM QAS International Sdn Bhd	24/06/2021
ER 0336	ISO 14001:2004		24/06/2021
SR 0205	OHSAS 18001:2007		24/06/2021
MSPO 700744	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	23/03/2024
MSPO 700745	MS 2530-3 Malaysian Sustainable Palm Oil (MSPO) Part 3		23/03/2024

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
FGVPISB Bukit Sagu Palm Oil Mill	Kilang Sawit Bukit Sagu, 25700 Kuantan, Pahang	3° 58' 1" N	103° 8' 51" E
FGVPM Bukit Sagu 04 Estate	Ladang Felda Bukit Sagu 4, 25470 Kuantan, Pahang	4° 0' 46" N	103° 9' 17" E
FGVPM Bukit Sagu 06 Estate	Ladang Felda Bukit Sagu 6, 25740 Kuantan, Pahang	4° 2' 46" N	103° 6' 36" E
FGVPM Bukit Sagu 07 Estate	Ladang Felda Bukit Sagu 7, 25740 Kuantan, Pahang	3° 59' 29" N	103° 6' 1" E
FGVPM Bukit Sagu 08 Estate	Ladang Felda Bukit Sagu 8, 26130 Kuantan, Pahang	3° 57' 39" N	103° 11' 21" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Sagu 04 Estate	2,939.88	0	400.41	3,340.29	88.01
FGVPM Bukit Sagu 06 Estate	1658.08	0	108.36	1766.44	84.79
FGVPM Bukit Sagu 07 Estate	1,830.37	0	374.42	2,204.79	83.02
FGVPM Bukit Sagu 08 Estate	1775.65	0	457.45	2,233.10	79.52
Total	8,203.98	0	1,340.64	9,544.62	100

6. Plantings & Cycle							
Estate	Age (Years)					Mature** (ha)	Immature (ha)
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Sagu 04 Estate	762.38	1,870.91	37.30	0	269.29	2,177.50	762.38
FGVPM Bukit Sagu 06 Estate	1,161.43	496.65	0	0	0	907.45	750.63
FGVPM Bukit Sagu 07 Estate	706.63	0	0	0	1,123.74	1,123.74	706.63

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FGVPM Bukit Sagu 08 Estate	0	285.81	1,372.21	117.63	0	1,775.65	0
Total	2,630.44	2,653.37	1409.51	117.63	1393.03	5984.34	2,219.64

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (mt) (Dec 2018 – Nov 2019)	Actual (mt) (Oct 2018- Sept 2019)	Forecast (mt) (Dec 2019 – Nov 2020)
FGVPM Bukit Sagu 04 Estate	48,392.00	47,107.00	48,822.00
FGVPM Bukit Sagu 06 Estate	14,027.00	13869.00	14836.00
FGVPM Bukit Sagu 07 Estate	13,173.00	13012.00	6221.00
FGVPM Bukit Sagu 08 Estate	32,850.00	32,079.95	36,073.00
Total	108,442.00	106,067.95	105,952.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (mt) (Dec 2018 – Nov 2019)	Actual (mt) (Oct 2018- Sept 2019)	Forecast (mt) (Dec 2019 – Nov 2020)
Nil			
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (mt) (Dec 2018 – Nov 2019)	Actual (mt) (Oct 2018- Sept 2019)	Forecast (mt) (Dec 2019 – Nov 2020)
Felda & FTP	89,250	73,692.01	87,500
Smallholder	34,730	54,580.04	29,600
Total	123,980	128,272.05	117,100

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10. Certified Tonnage			
	Estimated (mt) (Dec 2018 – Nov 2019)	Actual (mt) (Oct 2018- Sept 2019)	Forecast (mt) (Dec 2019 – Nov 2020)
	FFB	FFB	FFB
Mill Capacity: 60 MT/hr	108,442.00	106,067.95	105,952
SCC Model: MB	CPO (OER: 20.50%)	CPO (OER: 20.36%)	CPO (OER: 20.50%)
	22,230.61	21,697.04	21,720.16
	PK (KER: 5.25%)	PK (KER: 4.81%)	PK (KER: 4.81%)
	5,693.21	5,125.87	5096.29

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	0	0	0	21,067.04	21,067.04

Conventional product = product that is produced using certified FFB but sold without RSPO claim.

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	2685.12	0	0	2,340.75	5025.87

Conventional product = product that is produced using certified FFB but sold without RSPO claim.

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29 The Gardens North Tower,
Lingkaran Syed Putra, Mid Valley City,
59200 Kuala Lumpur
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BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted from 14-18/10/2019. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 23/12/2019 . The audit programmes are included in Section 2.3.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base.

- The minimum sample size is four estates. Sample size for certification unit with more than four (4) estates were determined based on formula $N = (0.8\sqrt{y}) \times (z)$ where y is the number of estates and where z is the multiplier defined by risk assessment
- As for the smallholders, the sample were determined following the RSPO Management System Requirements and Guidance for Group Certification of FFB Production (2016). The sampling of smallholders were based on the formula $(0.8\sqrt{y}) \times (z)$; where y is total number of independent group member and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix I.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between

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the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

All the previous nonconformities are remains closed. The assessment findings for the initial assessment/annual surveillance assessment are detailed in Section 3.4.

This report is structured to provide a summary of assessment finding as attached in the Appendix A. The assessment was based on random samples and therefore nonconformities may exist that have not been identified.

For Initial and Re-certification assessment, the report was externally reviewed by RSPO approved Certification Reviewer prior to certification decision by BSI.

For Annual surveillance assessment, the report was internally reviewed and approved by BSI qualified certification reviewer.

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Initial Assessment)	Year 2 (ASA1)	Year 3 (ASA2)	Year 4 (ASA3)	Year 5 (ASA4)
FGVPISB Bukit Sagu Palm Oil Mill	✓	✓	✓	✓	✓
FGVPM Bukit Sagu 04 Estate	✓	✓	✓	✓	✓
FGVPM Bukit Sagu 06 Estate	✓	✓	✓	✓	✓
FGVPM Bukit Sagu 07 Estate	-	✓	✓	✓	✓
FGVPM Bukit Sagu 08 Estate	-	✓	✓	✓	✓

Tentative Date of Next Visit: October 14, 2020 – October 18, 2020

Total No. of Mandays: 16.0 mandays including one day SC audit for mill

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>

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<p>Muhamad Naqiuddin Mazeli</p>	<p>Team Leader</p>	<p>He graduated with Bachelor of Science Horticulture at University Putra Malaysia. He started his career in 2009 as Researcher at Sime Darby Research Seed Centre and manage for Quality control for seed production for paddy, chilli and corn with collaboration with Malaysian Agricultural Research and Development Institute (MARDI) for 4 years. During the period, he was also involved with Nestle project on Red Rice production. He later joins the Sime Darby Plantation Berhad Sustainability Team in 2013 as Sustainability Executive. Joining the sustainability team, he managed, implemented and monitored the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training and internal audits related to RSPO, MSPO and other certifications where applicable to the operations within Sime Darby Plantation. He is a trained Safety Officer and he managed the Occupation Safety and Health of Northern Region Sime Darby Plantation Berhad operations. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health and workers consultation.</p>
<p>Hu Ning Shing</p>	<p>Team Member</p>	<p>She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social, legal, SCC for Palm Oil Mill and workers & stakeholders consultation. She is fluent in Bahasa Malaysia and English languages.</p>
<p>Muhammad Fadzli Masran</p>	<p>Team Member</p>	<p>He hold Bachelor of Science Horticulture at University Putra Malaysia. He has 11 years working experience in oil palm plantation industry as sustainability team. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO 9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations during previous company. He is a trained as Safety and Health Officer, Food Safety System (FSSC and ISO 22000) for Mill and refineries, ISO 9001, ISO 45001 and already attend HCV training with Proforest. During this assessment, he assessed on the aspects of legal, mill best practices, estate best practices, safety and health, environmental and workers and stakeholders consultation. He is fluent in Bahasa Malaysia and English languages.</p>
<p>Elzy Ovktafia Chairul</p>	<p>Team Member</p>	<p>She graduated from Universiti Putra Malaysia in Diploma of Agriculture while Licentiate Diploma and Advanced Diploma from the Incorporated Society of Planters. She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO and MSPO for more than 3 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for MSPO, RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for 5 years</p>

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		in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates. During assessment, she covers supply chain elements for mill.
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Accompanying Persons:

No.	Name	Role
	Nil	

2.3 Assessment Plan

PRELIMINARY AGENDA (Revision 01)

Date	Time	Subjects	MN	NS	MF	EO
Sunday, 13/10/2019		Travel from KL to Kuantan and check in Grand Darul Makmur.	√	√	√	√
Monday, 14/10/2019 Bukit Sagu Mill	0830-0900	Bukit Sagu Mill: Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	√	√	√	√
	0900–1230	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders, etc.	√	-	√	-
	1230–1330	Lunch	√	√	√	√

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Date	Time	Subjects	MN	NS	MF	EO
	1330–1700	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).	√	√	√	-
	1700–1730	Interim Closing Briefing	√	√	√	√
Tuesday 15/10/2019 Bukit Sagu 04 estate	0830–1300	Bukit Sagu 04 Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	√	√	√	-
		Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1300 - 1400	Lunch Break	√	√	√	
	1400-1630	Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records	√	√	√	-
	1630-1700	Interim Closing Briefing	√	√	√	-
	Wednesday 16/10/2019 Bukit Sagu 06 estate	0830–1300	Bukit Sagu 06 Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	√	√	√
	1300 - 1400	Lunch Break	√	√	√	

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Date	Time	Subjects	MN	NS	MF	EO
	1400-1630	Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records	√	√	√	-
	1630-1700	Interim Closing Briefing	√	√	√	-
Thursday 17/10/2019 Bukit Sagu 07 estate & Bukit Sagu Mill	0830–1300	Bukit Sagu 07 Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	√	√	√	-
		Bukit Sagu POM RSPO Supply Chain Site visit: Incoming of FFB and outgoing of CSPO & CSPK – weighbridge, ramp, storage area, loading bays, etc. Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	-	-	-	√
	1300 - 1400	Lunch Break	√	√	√	
	1400-1630	Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records	√	√	√	-
		Bukit Sagu POM RSPO Supply Chain Continue with unfinished elements.	-	-	-	√
	1630-1700	Interim Closing Briefing	√	√	√	√

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Friday 18/10/2019 Bukit Sagu 08 estate	0830–1300	Bukit Sagu 08 Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	√	√	√	-
	1300 - 1400	Lunch Break	√	√	√	
	1400-1630	Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records	√	√	√	-
	1630-1700	Closing Meeting	√	√	√	-
Saturday 19/10/2019	0700-1200	Travelling back KL	√	√	√	√

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- FGV Holdings Berhad Multiple Management Units / Time Bound Plan
- RSPO P&C 2013 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C GA-NIWG 2017
- RSPO P&C INA-NIWG 2016
- RSPO P&C MY-NIWG 2014
- RSPO P&C PNG-NIWG 2017

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills?	Yes, as per time bound plan 2018.	Yes
Have all the estates and mills certified within five years after obtaining RSPO membership?	9 Complexes have been certified in 2017/2018: POM Kemasul, Maokil, Krau, Keratong 9, Selancar 2b, Aring A, Bukit Sagu, Lepar Utara 6, Selendang	Yes
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	Challenge from the time bound plan is age of plantations and location.	Yes
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	N/A	Yes
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	There is no lapses in implementation of the plan	Yes
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised	N/A	Yes
Have there been any stakeholder comments?	Stakeholder comments are recorded in Stakeholder report 2018.	Yes
Un-Certified Units or Holdings		

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<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>A (/Complaint/S/) Complaints System v Status Of Complaints (/Complaint/S/Casetracker)</p> <p>FELDA GLOBAL VENTURES HOLDINGS BERHAD</p> <p>Secretariat of RSPO, on the basis of Chain Reaction Research article</p> <p>COMPLAINT PROGRESS COMPLAINT BACKGROUND</p> <p>Complaint Reference N/A Status Investigation</p> <p>Respondent FELDA GLOBAL VENTURES HOLDINGS BERHAD</p> <p>Complainant Secretariat of RSPO, on the basis of Chain Reaction Research article</p> <p>Date Complaints Submitted 19 Apr 2017 Date Complaints Accepted N/A</p> <p>Membership Sector Oil Palm Growers Location of Complaint Indonesia Region / District / Province West Kalimantan</p> <p>Summary of the Complaint There was a report issued by Chain Reaction which informed the fact of FGV in Kalimantan's concession had cleared 1600 Ha peat forest. On 25th April 2017 Secretariat had a meeting with FGV and they claimed that they only planted on less than 100 Ha on a shallow depth.</p> <p>COMPLAINT UPDATE</p> <p>DATE UPDATE DOCUMENTS</p> <p>19-Dec-18 The CP to proceed with deliberation and decision.</p> <p>24-Oct-18 The Secretariat to prepare the briefing note to the CP for deliberation.</p> <p>26-Sep-18 The Secretariat to review the peat map.</p> <p>23-Aug-18 The Secretariat to follow up with the company.</p>	<p>Yes</p>
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	<p>25-Jul-18 The CP to review all documents before it and proceed to deliberations.</p> <p>18-Jun-18 The Secretariat to complete review of information.</p> <p>25-May-18 CP to review the information submitted by the Company.</p> <p>25-Apr-18 To do one more cross referencing. Compare the moratorium and dates issued. Check the final hectarage through the GIS mapping.</p> <p>28-Mar-18 Secretariat to follow up with FGV on further information.</p> <p>21-Feb-18 Secretariat to follow up with the Company for clarification.</p> <p>24-Jan-18 (CP Meeting) Secretariat to follow up with the Company for the required information.</p> <p>21-Dec-17 (CP Meeting) Secretariat to follow up with the Company for additional information before proceeding with the independent verification.</p> <p>21-Nov-17 (CP Meeting) Secretariat to proceed with the independent verification.</p> <p>10-Nov-17 FGV submitted all requested information.</p> <p>23-Oct-17 (CP Meeting) The Secretariat to identify expert to conduct verification. Additional documentations were requested from the company, including their peat map and related legal permits.</p> <p>12-Oct-17 The Secretariat had a meeting with FGV.</p> <p>4-Oct-17 Secretariat delivered the CP's formal request for the Company's verification reports and plans to proceed with the independent verification upon review of said report.</p> <p>26-Sep-17 (CP Meeting) Secretariat to send the letter.</p>	
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	<p>24-Aug-17 (CP meeting) Secretariat to initiate on site investigation.</p>																																																																																					
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<table border="1"> <thead> <tr> <th>No</th> <th>Proposed New Planting Area</th> <th>Hectarage</th> <th>Date of assessment</th> <th>Status</th> <th>NPP</th> <th>Remark</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ladang FGVPM Tembangau 05</td> <td>45.84</td> <td>March 9, 2016 - May 13, 2016</td> <td>CLOSED</td> <td>HCVRN</td> <td>HCV Area Cannot undergo development</td> </tr> <tr> <td></td> <td>Ladang FGVPM Chegar Perah 02</td> <td>59.84</td> <td></td> <td></td> <td></td> <td>Proceed with land clearing</td> </tr> <tr> <td></td> <td>Ladang FGVPM Selendang 03</td> <td>97.14</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>Ladang FGVPM Bukit Sagu 08</td> <td>61.54</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>PT CNP, Kalimantan</td> <td>14,385</td> <td>assesment 22-29 Mac 2018</td> <td>"Full</td> <td></td> <td>"SEIA: Completed</td> </tr> <tr> <td></td> <td>HCV: Completed"</td> <td>NPP Completed</td> <td>Nursery and Planting</td> <td>Development</td> <td></td> <td>www.rspo.org/files/download/c085da6476b00a1</td> </tr> <tr> <td>3</td> <td>PT TAA, Kalimantan</td> <td>8,193</td> <td>Completed</td> <td>NPP process</td> <td>Development</td> <td>SEIA: on some area but stop after the CP issue. Details at link on next column</td> </tr> <tr> <td>4</td> <td>Tawai 01</td> <td>2740.11</td> <td>"January, 24, 2018 - February, 02, 2018"</td> <td>Second resubmission by Aksenta</td> <td>First submission failed on 14 Nov 2018.</td> <td>https://hcvnetwork.org/reports/hcv-ladang-tawai-1-and-ladang-tawai-2-fgvp-malaysia/</td> </tr> <tr> <td></td> <td>Tawai 02</td> <td>2745.58</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Asian Plantation Limited</td> <td>25,325.00</td> <td>February 2015</td> <td>HCVRN CLOSED</td> <td>Can proceed with Planting</td> <td>subjected to HCSA report for Grand Performance.</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>https://hcvnetwork.org/reports/felda-global-venture-miri-division-sarawak-state-malaysia/</td> </tr> </tbody> </table>	No	Proposed New Planting Area	Hectarage	Date of assessment	Status	NPP	Remark	1	Ladang FGVPM Tembangau 05	45.84	March 9, 2016 - May 13, 2016	CLOSED	HCVRN	HCV Area Cannot undergo development		Ladang FGVPM Chegar Perah 02	59.84				Proceed with land clearing		Ladang FGVPM Selendang 03	97.14						Ladang FGVPM Bukit Sagu 08	61.54					2	PT CNP, Kalimantan	14,385	assesment 22-29 Mac 2018	"Full		"SEIA: Completed		HCV: Completed"	NPP Completed	Nursery and Planting	Development		www.rspo.org/files/download/c085da6476b00a1	3	PT TAA, Kalimantan	8,193	Completed	NPP process	Development	SEIA: on some area but stop after the CP issue. Details at link on next column	4	Tawai 01	2740.11	"January, 24, 2018 - February, 02, 2018"	Second resubmission by Aksenta	First submission failed on 14 Nov 2018.	https://hcvnetwork.org/reports/hcv-ladang-tawai-1-and-ladang-tawai-2-fgvp-malaysia/		Tawai 02	2745.58					5	Asian Plantation Limited	25,325.00	February 2015	HCVRN CLOSED	Can proceed with Planting	subjected to HCSA report for Grand Performance.							https://hcvnetwork.org/reports/felda-global-venture-miri-division-sarawak-state-malaysia/	<p>Yes</p>
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<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p> <p>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>Auditor Verification:</p> <p>There is issue on land conflict although it was captured on Felda Membership, but FGV also indirectly involved as part of the claim involve FGVP M Sahabat 55 The issue still in progress. Data as per below:</p> <p>Member : Lembaga Kemajuan Tanah Persekutuan (FELDA)</p> <p>/Orang Dusun Desa Begahak</p> <p>Date Filed : 16 February 2015</p> <p>Complaint : Community of Desa Begahak</p> <p>Complaint : The company has breached the communities user rights to the land in breach of Principle 2.2</p> <p>Complied PF441</p> <p>RSPO Public Summary Report</p> <p>Revision 7 (Aug /2018)</p> <p>Page 20 of 129</p> <p>Status : Box F – Action Plan</p> <p>Synopsis</p> <p>According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being</p>	<p>Yes</p>
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	<p>developed by FELDA.</p> <p>FELDA enclaved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>We have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks</p> <p>2 July 2015 – It was agreed that the matter would be referred to the FELDA/FGV Sustainable Steering Committee on 7th July 2015.</p> <p>22 June 2015 – FELDA had another meeting with Robin Balud and the representatives of the community and agreed to exchange documents on the land claim. A site visit was also undertaken with the community members.</p> <p>4 June 2015 – FELDA met with Robin Balud again and agreed to do a joint mapping of the land.</p> <p>10 April 2015 – FELDA met the complainant, Robin Balud, in Kota Kinabalu Sabah, to discuss the complaint.</p> <p>9 April 2015 – FELDA met the community (Desa Begahak) members and discussed the issues from the complaint and the land claim.</p> <p>13 March 2015 – RSPO had a conference call meeting with the head of the Dusun Begahak community to understand the situation.</p> <p>16 March 2015 – RSPO had a conference call meeting with FELDA representatives to discuss the situation.</p> <p>17 March 2015 – The complaint was raised to the Complaint</p>	
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	<p>Panel for further discussion and action.PF441 RSPO Public Summary Report Revision 7 (Aug /2018) Page 21 of 129 4 June 2015 – FELDA met the complainant Robin Balud and discussed the main issues of the land claim and compensation. 22 March 2016 – RSPO sent complaint notice to FELDA. 1 April 2016 – State Land and Survey Department begin its mapping exercise. 4 April 2016 – FELDA submits action plan to RSPO dated 27 March 2016. 6 May 2016 – FELDA withdraws its RSPO Principle and Criteria certificates. 26 July 2016 – Complainant send a formal letter to FELDA to settle the customary land dispute. 19 August 2016 – Progress report submitted by Felda. 20 September 2016 – Felda met with the community to discuss on how they will progress on the complaint, once the joint mapping report is received from the Sabah Land and Survey department 20 October 2016 - Secretariat to wait for the report from Land and Survey Department of Sabah. 22 February 2017 - Secretariat to wait for further information and to follow up with the company on the response from the Sabah Land Department. 22 March 2017 - No response received from the Sabah Land and Survey Department. Secretariat to monitor status and updates of the case.</p>	
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	<p>19 April 2017 - Secretariat to determine if an attempt to contact Sabah Land and Survey Department should be sought.</p> <p>31 May 2017 - Secretariat is monitoring the case.</p> <p>21 July 2017-No further updates from Felda.</p> <p>25 July 2017 (CP meeting) - Secretariat to officially communicate with the Sabah Land and Survey Department for updates.</p> <p>18 August 2017 - Letter has been sent to the Sabah Land and Survey Department. Awaiting confirmation of an appointment.PF441</p> <p>RSPO Public Summary Report Revision 7 (Aug /2018) Page 22 of 129</p> <p>24 August 2017 (CP meeting) - Secretariat to wait for the appointment date.</p> <p>12 September 2017 - FGV stated that they are still waiting for the SLSD to revert with updates.</p> <p>26 September 2017 (CP Meeting) - Sabah Land and Survey Department acknowledged they received the letter and will revert with updates.</p> <p>23 October 2017 - Following up with the Sabah Land and Survey Department</p> <p>21 November 2017 (CP Meeting)- Secretariat to find alternate avenues of getting in touch with the Sabah Land and Survey Department.</p> <p>21 December 2017 (CP Meeting) -To proceed with the meeting with the Director of SLSD.</p> <p>24th January 2018 (CP Meeting) -To follow up with the</p>	
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	<p>Jurisdictional Approach Regional Committee to ensure the Sabah Land and Survey Department speed up the process.</p> <p>Further details, please refer to https://www.rspo.org/members/complaints/status-ofcomplaints/view/79</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>Synopsis On the 26th of July 2015, WSJ ran an article by Syed Zain Al – Mahmood alleging that FelDA has breached labour conditions in its plantations. The allegations mainly say that forced labour is being used and the workers are not paid minimum wages. Further, it is alleged that their health and working conditions is are neglected and also that their employers withheld their passports.</p> <p>Remarks 29 July 2015 - 12 NGOs urged the RSPO to conduct a transparent investigation into Wall Street Journal’s findings of forced labour, human trafficking, and other human and labour rights violations especially on RSPO member FELDA’s plantations.</p> <p>The Complaints Panel in its meeting on August 2015, decided that the member, FelDA, be investigated on the issues raised by the WSJ article. The RSPO Secretariat will conduct an independent assessment to investigate the report on labour condition on all RSPO members. Malaysia would be the first country, where the assessment would be done. RSPO release the following statement on its website: http://www.rspo.org/news-and-events/news/3rd-update-rspo-response-to-the-report-titled-palmoil-migrant-workers-tell-of-abuses-on-malaysian-plantations-published-by-the-wall-street-journal-on-26th-july-2015</p> <p>7 March 2016 - RSPO Complaints Panel reviewed the independent assessment reports and decided to suspend Pasoh palm oil mill owned by FelDA until full clearance is given based on the re-audits.</p> <p>10 March 2016 - FGV had a meeting with RSPO regarding the ASI report and suspension decision by RSPO.</p> <p>18 March 2016 - FGV sent complaint acknowledgment letter</p>	<p>Yes</p>

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

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<p>Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.</p>	<p>Company Group/Holding Statement: Yes, there have positive assurance statement from internal certification unit.</p> <p>Auditor Verification: Yes, at the current status all 67 complexes already have internal audit in year 2017/2018/2019. Seen the internal audit done by Certification & Due Diligence (CDD) Department.</p> <p>The NC during the audit still in progress to close. All certification bodies that will do the audit for FGV need to verify those NC. Others complex will do as per their time bound plan. Overall findings is positive as per before.</p>	<p>Yes</p>
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3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
<p>Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification? OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.</p>	<p>Not applicable.</p>	

3.4 Details of findings

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

During the 2nd annual surveillance assessment there were two (2) Major & four (4) Minor nonconformities raised. The FGVPISB Bukit Sagu Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
<p>NCR Ref #</p>	<p>1838950-201906-M1</p>	<p>Clause & Category (Major / Minor)</p>	<p>Indicator 6.5.1 Major</p>
<p>Date Issued</p>	<p>18/10/2019</p>	<p>Due Date</p>	<p>15/01/2020</p>

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Closed (Yes / No)	Yes	Date of nonconformity Closure	23/12/2019
Statement of Nonconformity:	Pay and conditions of the checkroll workers and contractors' workers were not in accordance to the regulations.		
Requirement Reference:	Documentation of pay and conditions shall be available.		
Objective Evidence:	<p>Bukit Sagu POM: Document reviewed on the payslip for September 2019 for the contractor's workers (Graders & Sorters) in Bukit Sagu POM found that no EPF contribution was made to the workers. Besides, the workers have worked on half day of public holiday but no two days' wages were given to the workers.</p> <p>Bukit Sagu 04 Estate: There are 2 contractor's workers (Impian Jaya) working in Bukit Sagu 04 Estate. Interviewed with the contractor's workers found that they were not paying double or triple if worked on rest day and public holiday. Document reviewed on the payslips and "Borang Berat Timbangan Penghasilan (BBTP-010) – Penyelia" found that the workers have worked on the following rest days and public holidays without paying the rate as per the Employment Act 1955. Passport No. Date WDR & Tonnage Date WPH & Tonnage Field No. B 1957333 6/9/2019 – 8.56 MT 9/9/2019 – 7.55 MT 11N 13/9/2019 – 6.20 MT 20/9/2019 – 7.22 MT 27/9/2019 – 16.55 MT B 4583576 6/9/2019 – 8.56 MT 9/9/2019 – 7.55 MT 11N 13/9/2019 – 6.20 MT 20/9/2019 – 7.22 MT 27/9/2019 – 16.55 MT B 4583576 6/9/2019 – 8.18 MT 9/9/2019 – 15.64 08 L 13/9/2019 – 7.85 MT 20/9/2019 – 8.14 MT 27/9/2019 – 6.67 MT</p> <p><u>Bukit Sagu 06 Estate:</u> Sampled the payslips for the checkroll workers found that they did not pay twice his ordinary rate per piece when they worked on rest day as below: Employee No.: Date of WDR FW03680809 15/3/2019 FW03680958 15/3/2019 FW03680905 15/3/2019 22/3/2019</p> <p>Besides, contractors' workers who have worked on rest day and public holiday were not paid the rate as per the Employment Act 1955. Crosschecked the payslips for July 2019 to September 2019 and Databank Analysis. Sampled of the payslips as below: Passport No. Date of WDR Date of WPH Syabas Ku Jaya Enterprise B 2234950 5/7/2019, 12/7/2019, 2/8/2019, 16/8/2019, 23/8/2019, 30/8/2019, 13/9/2019, 20/9/2019 and 27/9/2019 30/7/2019, 31/8/2019, 9/9/2019 and 16/9/2019</p>		

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	L 3038539 B 6840424 Nalar Gemilang AT 908732 5/7/2019, 9/8/2019, 16/8/2019, 23/8/2019, 30/8/2019, 6/9/2019, 13/9/2019, 20/9/2019 and 27/9/2019 30/7/2019, 31/8/2019, 9/9/2019 and 16/9/2019 AT 766544 AT 768921 C 2726702
Corrections:	Compile details of worker salary that reflected in the pay slip
Root Cause Analysis:	No supervision by management in monitoring and obtaining contractor workers' payslip.
Corrective Actions:	Appoint person incharge for management to ensure all contractor put relevant detail on worker salary in their pay slip by regular monitoring every 6 months by Person in charge.
Assessment Conclusion:	During site verification the appointed person for each operating unit was available sampling on site :- Verification on appointment letter (02)FGVPMSB/368/RSPO/E2 dated 10 June 2019, appoint Ayyubeilysana B. Mohamad as person incharge on monitoring contractor workers payslip for Mill operating unit. In Bukit Sagu 4, appointment letter for person incharge on monitoring contractor workers payslip referred letter (06)330/RSPO-Persuratan dated 30 Oct 2019 already appoint En Nik Razubi Bin Nik Mustapha and (06)330/RSPO-Persuratan dated 30 oct 2019. The correction action plan was close accordingly based on evidence verification. refer to evidence folder.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1838950-201906-M2	Clause & Category (Major / Minor)	Indicator 6.5.2 Major
Date Issued	18/10/2019	Due Date	15/01/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	23/12/2019
Statement of Nonconformity:	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.) was not implemented effectively.		
Requirement Reference:	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.		
Objective Evidence:	<u>Bukit Sagu POM:</u> There was no employment contract for 5 workers (sorters in Bukit Sagu POM) that worked with the contractor, Suria Pajar Enterprise. <u>Bukit Sagu 06 Estate:</u>		

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	<p>The employment contract signed by the 4 contractor’s workers (Nalar Gemilang) with Passport No.: AT 766544, AT 768921, C 2726702 and AT 908732 was incomplete as the following terms and conditions were not outlined in the contract.</p> <ul style="list-style-type: none"> i. Annual leave ii. Sick Leave iii. Public holiday entitlement iv. Rate of overtime, work on rest day and work on public holiday v. Reasons for dismissal vi. Period of notice
Corrections:	Compile details of benefit to contractor workers in employment contract .
Root Cause Analysis:	No monitoring from management regarding preparation and details of benefit to contractor workers in employment contract .
Corrective Actions:	<p>1) Appoint person incharge to ensure all contractors will prepare the employment contract and will obtain the copy for record.</p> <p>2) Management to do employment contract briefing and contractor need to sign document on briefing agreement with the estate management for evidence every year</p>
Assessment Conclusion:	<p>On site verification: Employment contract available dated 23 Oct 2019 signed by AT908732, and B6840424. The employment contract already complete as per the following terms and conditions were not outlined in the contract.</p> <ul style="list-style-type: none"> i. Annual leave ii. Sick Leave iii. Public holiday entitlement iv. Rate of overtime, work on rest day and work on public holiday v. Reasons for dismissal vi. Period of notice <p>The employment contract was available for all worker for Suria Pajar Enterprise. Sampling on Letter bil: 1051 dated 20 Nov 2019. The appointment letter was available as per verification and evidence. Verification on appointment letter (02)FGVPMSB/368/RSPO/E2 dated 10 June 2019, appoint Ayyubeilysana B. Mohamad as person incharge on monitoring contractor workers payslip for Mill operating unit. The Corretive action plan was done accordingly and Major Nc closed accordingly.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1838950-201906-N1	Clause & Category (Major / Minor)	Indicator 6.5.3 Minor
Date Issued	18/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	“Open”
Statement of Nonconformity:	Linesite inspection was not conducted as per the regulations and ineffectively.		
Requirement Reference:	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.		

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Objective Evidence:	<p>Bukit Sagu 04 Estate: Linesite inspection was carried out monthly basis by Mandore using "Pemeriksaan Mingguan Rumah Pekerja Asing" checklist. The last inspection was carried out on 1st week of April 2019, 2nd week of May 2019, 3rd week of June 2019, 4th week of July 2019, 3rd week of August 2019 and 3rd month of September 2019. Besides, during linesite visit found the following issues in Bukit Sagu 04 Estate:</p> <ul style="list-style-type: none"> i. Trashes were scattered around behind the housing area. ii. Water stagnant at the monsoon drain. iii. Sign of burning of trashes. iv. Water contained in blue drum without cover. <p>Bukit Sagu 07 Estate: Weekly linesite inspection for local workers' housing and daily inspection for foreign workers' housing was conducted in Bukit Sagu 07 Estate.</p> <p>However, utilization of the checklist could be further improved by record and further explain the unsatisfied condition sighted during the inspection in the table at the bottom of the checklist with proposed action taken.</p>
Corrections:	<ul style="list-style-type: none"> 1) Management to conduct weekly basis on linesite inspection and provide picture before and after at cleaning program linesite inspection 2) Appoint person incharge to conduct weekly basis on linesite inspection
Root Cause Analysis:	<ul style="list-style-type: none"> 1) No monitoring on weekly inspection for linesite inspection by management 2) No monitoring on domestic waste management and no awareness conduct on zero burning for workers
Corrective Actions:	<ul style="list-style-type: none"> 1) Appoint person incharge for management to monitor the issue of disposal of solid / domestic wastes by regular monitoring every 6 months by Person in charge. 2) Management to conduct awareness on domestic waste management as well as zero burning to workers every 6 months.
Assessment Conclusion:	<p>Corrective action plan was accepted. Evidence of effectiveness to be verified during next coming assessment</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1838950-201906-N2	Clause & Category (Major / Minor)	Indicator 4.7.3 Minor
Date Issued	18/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Found PPE for workers was Inadequate		
Requirement Reference:	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.		
Objective Evidence:	i) In Bukit Sagu 06, in field PR 16G workers for spraying was not wearing the Goggles during spraying activities as per CHRA recommendation dated 12 November 2018. From the document verification on PPE issuance, no record of goggle been given to workers in record issuance.		

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	<p>ii) In Bukit Sagu 07, in field PR 18D workers for manuring activity was wearing cotton glove however not wearing the Protuf Glove or Nitrile glove as per CHRA and SOP (Work Safety Procedure PPE-FGVPM 2015 rev 1).</p> <p>iii) During site visit at loading ramp and oil dispatch station, sighted personnel/employee were not wearing PPE as per list of PPE established. During site visit at loading ramp, sighted one lorry driver didn't wear appropriate shoes during unloading FFB onto loading ramp. During site visit at oil dispatch station, sighted employee were not using harness when fixing seal at the oil tanks. This show the list of appropriate PPE is not effectively followed/implemented.</p>
Corrections:	The estate management need to monitor and enforce on PPE usage based on PPE matrix.
Root Cause Analysis:	No supervision & no enforcement to the staff and workers on PPE usage by management due to changes new person incharge.
Corrective Actions:	The management need to discuss the PPE issues in the OSH meeting endorsed by regional SHO and establish new PPE procedure and recommendation.
Assessment Conclusion:	Corrective action plan was accepted. Evidence of effectiveness to be verified during next coming assessment.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1838950-201906-N3	Clause & Category (Major / Minor)	Indicator 4.7.5 Minor
Date Issued	18/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Found the inadequate of accident record		
Requirement Reference:	Records of all accidents shall be kept and periodically reviewed.		
Objective Evidence:	<p>i) In BS04 Estate, JKKP 8 (JKKP 8/8751/2018) dated 9 Jan 2019 have record 1 accident on 24/11/2018 with MC 4 days however from the MC verification the record was 10 days.</p> <p>ii) In BS04 estate, no record of JKKP 6 for the accident record and also no probability of accident been reviewed.</p> <p>iii) In BS06, JKKP 8 (JKKP8/ 24057/2018) dated 11 Jan 2019 have record an accident dated 29 Sept 2018 and already send the JKKP 6 on 1 Oct 2019 however the JKKP 6 record was not available during audit. Accident probability was not reviewed verified during audit.</p>		
Corrections:	<p>1) Reporting JKKP6 for accident occurred</p> <p>2) Appoint new person incharge for JKKP reporting</p>		
Root Cause Analysis:	Estate did not report on accident for JKKP 6 due to change on person incharged and no proper handing over.		
Corrective Actions:	Regional SHO to give awareness training and campaign on JKKP 6 Report process and will check 3 monthly basis during OSH meeting.		
Assessment Conclusion:	Corrective Action Plan was accepted. Evidence of effectiveness to be verified during next coming assessment.		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1838950-201906-N4	Clause & Category (Major / Minor)	Indicator 5.3.3 Minor
Date Issued	18/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Waste management plan not effectively implemented		
Requirement Reference:	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence:	The estates visited has generated SW 410, used PPE and identified in the waste identification conducted. Waste management plan has been established and stated that the waste generated will be disposed through contractors registered with DOE and as per legal requirements. However, the estates management didn't treated the SW 410 as scheduled waste. No evidence on notification of SW 410 through ESWISS and inventory of SW 410 has been established. Thus, NC were raised.		
Corrections:	1) Conduct training on Scheduled waste for estates by Regional SHO 2) Identify used PPE as Scheduled waste in inventory form		
Root Cause Analysis:	No monitoring of used PPE as a Scheduled waste by management due to no training regarding schedule waste conduct to staff		
Corrective Actions:	Management to ensure Used PPE produced handled according to the waste management plan by regular monitoring every 6 months by regional SHO and thru periodic OSHA meeting		
Assessment Conclusion:	Corrective Action Plan was accepted. Evidence of effectiveness to be verified during next coming assessment.		

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description
PF 1	

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1712266-201810-M1	Clause & Category (Major / Minor)	Indicator Major 2.1.1
Closed (Yes / No)	Yes	Date of nonconformity Closure	17/01/2019
Statement of Nonconformity:	The compliance of certain legal requirements was not adequately demonstrated.		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence:	Bukit Sagu POM: During the site visit, it was found that leachate generated from EFB stock pile was flowing to the environment through nearby monsoon drain. The leachate was not channelled to the effluent treatment pond for treatment as required by Clause 29 of DOE's Compliance Schedule License No. 004129.		
Corrective Actions:	Provide a specific and appropriate space for storing EFB which will not cause any pollution towards the environment, which are leachate and EFB disposal for plantation reuse or which is approved by the Department of Environment.		
Assessment Conclusion:	ASA2 verification: The management already upgrade the system and build up appropriate space for storing EFB and the leachate was channel accordingly. The implementation was effective implemented as per site verification.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1712266-201810-N1	Clause & Category (Major / Minor)	Indicator 4.7.6 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	Claim not been reimbursed by Employer.		
Requirement Reference:	All workers shall be provided with medical care, and covered by accident insurance.		
Objective Evidence:	FGVPM Bukit Sagu 7 Estate Found claim have not been claim for accident happen in Ldg Bukit Sagu 7. Referred cases under JKKP 6, Rahman, and accident dated 15 March 2018 with MC 15 days.		
Corrective Actions:	JTK HQ should provide SOPs and awareness for accident reporting to JTK Peninsular Malaysia		
Assessment Conclusion:	ASA2 verification: From the verification FGV already establish the procedure referred FGV/FGVPM-JTK/SOP/017 dated 1 Sep 2019 .The claim to JTK already been done by management dated 3 December 2018 refer to letter 475/Fail_Peribadi/FW04750873 to JTK. The claim already been get by workers dated 7 March 2019 (refer letter: CLC047519030002).		

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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1712266-201810-N2	Clause & Category (Major / Minor)	Indicator 6.11.2 Minor
Closed (Yes / No)	No	Date of nonconformity Closure	14/10/2019
Statement of Nonconformity:	No evidence that efforts and/or resources have been allocated to improve smallholder productivity.		
Requirement Reference:	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity.		
Objective Evidence:	Bukit Sagu POM: - Based on the mill documented the SIA reports (Laporan Penilaian Impak Sosial FPISB Kilang Bukit Sagu) and Table Management Plan for Negative & Positive Impacts (Pelan Pengurusan bagi Impak Sosial) which is not considered the independent smallholders and out growers FFB supply productivity improvement.		
Corrective Actions:	Mill need to review the SIA Report and include issues related to assistance for smallholders and external BTS providers regarding productivity improvement		
Assessment Conclusion:	<p>ASA2 verification: Reviewed on the SIA and management plan dated 19/9/2019 found that impacts of smallholders and FFB suppliers were assessed and identified the impacts accordingly. Campaign of FFB Quality was carried out on 15/2/2019 that involved settlers/ smallholders. The campaign has involved activities such as visit to the estates and briefing on the quality FFB to the smallholders.</p> <p>Besides, a training on 24/1/2019 to Felda Bukit Sagu 1 on the specification and quality of FFB as well as the root cause for the unripe FFB sent to the mill was carried out. Besides, JPPK meeting was conducted on monthly basis with the settlers/ smallholders/ FFB suppliers to discuss the quality of FFB. The last meeting was carried out on 6/9/2019. Thus, the corrective action plan has implemented effectively and thus the minor non-conformance was closed on 14/10/2019.</p>		

Opportunity for Improvements	
OFI #	Description
OFI 1	<p>1712266-201810-I1</p> <p>Indicator 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.</p> <p>Details: The calculation of GHG emission using the RSPO GHG calculator can be further improved by ensuring the accuracy of the input data such as quantity of diesel and fertiliser consumption.</p> <p>ASA2 status: The calculation of GHG for year 2018 was accurate and improved accordingly</p>
OFI 2	<p>1712266-201810-I2</p> <p>Indicator 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>Details: FGVPB Bukit Sagu 8,7 & 4 Estates: - Updates of chemical register need to be improved - Chemical Health Risk Assessment (CHRA) coverage need to be improved</p> <p>ASA2 status: The CHRA and Chemical register was updated accordingly dated Jan 2019. The OFI was close accordingly.</p>
OFI 3	<p>1712266-201810-13</p> <p>Indicator 6.5.1 Documentation of pay and conditions shall be available.</p> <p>Details: Bukit Sagu POM: Conditions related staff and workers salary deduction permits by JTK need to be observed carefully and demonstrated its consent by the staff and workers themselves.</p> <p>ASA2 status: Raise as Major NC</p>
OFI 4	<p>1712266-201810-14</p> <p>Indicator 6.5.3</p> <p>Details: All operating units: Company need to demonstrate its stance related to any unauthorized constructions, renovations and/or extension of company's houses whether permanent or temporary structure.</p> <p>ASA2 status: During site verification no unauthorized constructions, renovations and/or extension of company's houses whether permanent or temporary structure. The OFI was close.</p>

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1525351-201708-M1	Major	6.1.3	07/09/2017	Closed out on 13/11/2017
1525351-201708-M2	Major	6.5.2	07/09/2017	Closed out on 13/11/2017
1525351-201708-M3	Major	2.1.1	07/09/2017	Closed out on 13/11/2017
1525351-201708-N1	Minor	6.2.3	07/09/2017	Closed out on 30/11/2018
1525351-201708-N2	Minor	4.6.10	07/09/2017	Closed out on 30/11/2018

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1525351-201708-N3	Minor	1.1.1	07/09/2017	Closed out on 30/11/2018
1525351-201708-N4	Minor	5.4.1	07/09/2017	Closed out on 30/11/2018
1525351-201708-N5	Minor	4.8.2	07/09/2017	Closed out on 30/11/2018
1525351-201708-N6	Minor	5.1.2	07/09/2017	Closed out on 30/11/2018
1525351-201708-N7	Minor	5.1.3	07/09/2017	Closed out on 30/11/2018
1525351-201708-N8	Minor	5.2.4	07/09/2017	Closed out on 30/11/2018
1525351-201708-N9	Minor	2.1.3	07/09/2017	Closed out on 30/11/2018
1712266-201810-M1	Major	2.1.1	30/11/2018	Closed out on 17/01/2019
1712266-201810-N1	Minor	4.7.6	30/11/2018	Closed out on 14/10/2019
1712266-201810-N2	Minor	6.11.2	30/11/2018	Closed out on 14/10/2019
1838950-201906-M1	Major	6.5.1	18/10/2019	Closed out on 23/12/2019
1838950-201906-M2	Major	6.5.2	18/10/2019	Closed out on 23/12/2019
1838950-201906-N1	Minor	6.5.3	18/10/2019	"Open"
1838950-201906-N2	Minor	4.7.3	18/10/2019	"Open"
1838950-201906-N3	Minor	4.7.5	18/10/2019	"Open"
1838950-201906-N4	Minor	5.3.3	18/10/2019	"Open"

3.5. Stakeholders Consultation

Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss FGVPISB Bukit Sagu Palm Oil Mill Certification Unit’s environmental and social performance, legal and any known dispute issues.

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

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

List of Stakeholders Contacted	
Internal Stakeholders	Union/Contractors/Local Communities
Field workers	Suria Pajar Enterprise
Mill workers	Mahu Berjaya Sdn Bhd

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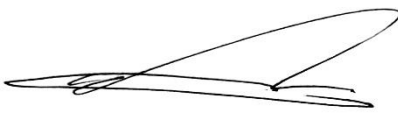
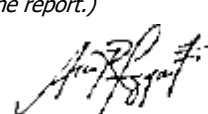
NUPW representative Gender committee General workers	
Government Departments Tabika Kemas	NGO Nil

IS #	Description
1	Feedbacks: Contractors – They were informed that the payment was made promptly and FGV is a good pay master. They have been invited to attend stakeholder meeting and aware of the complaint procedure. They have good relationship with the management.
	Management Responses: The management will continue to maintain good relationship with the management.
	Audit Team Findings: No other issue.
2	Feedbacks: Workers’ Representatives – They informed that they were treated equally without any discrimination. Their wages have achieved the Minimum Wage Order 2018. Free housing and subsidy of water and electricity was provided to all the workers. They are aware of the complaint procedure.
	Management Responses: The management will ensure all the workers are treat fairly and wages are achieved Minimum Wage Order 2018.
	Audit Team Findings: No further issue.
3	Feedbacks: Gender Committee Representative – They informed that no case of sexual harassment and violence reported. They told that management did not discriminate any female workers.
	Management Responses: The management will continue to monitor if there is any case of sexual harassment and violence happen in the estates.
	Audit Team Findings: No other issue.
4	Feedbacks: Teacher of Tabika – She informed that no issue with the management and have good relationship. Assistance was provided whenever requested.
	Management Responses: The management will continue to support and provide assistance if necessary.
	Audit Team Findings: No further issue.

Formal Signing-off of Assessment Conclusion and Recommendation

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The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that FGVPSB Bukit Sagu Palm Oil Mill has complied with the RSPO P&C MY-NI 2014 & RSPO Supply Chain Certification Standard (June 2017) and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of FGVPSB Bukit Sagu Palm Oil Mill is approved and continued.

Report prepared by	Acceptance of Assessment Conclusion
Name: Muhamad Naquiddin Mazeli	Name: Amir Izyanif Hamzah
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: FGV Holding Berhad
Title: Lead Auditor	Title: General Manager
Signature: 	Signature: <i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i> 
Date: 9/1/2020	Date: 10/01/2020

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>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.</p> <p>- Minor compliance -</p> <p>FGV has established SOP for onformation request from relevant stakeholders and documented in 'Komunikasi, Penglibatan dan Rundingan'. Refer document no. FGV/ML-1A/L2-Pr 12 issue no 1 dated 1/6/2016.</p> <p>The SOP has been communicated to all relevant stakeholder during Stakeholder meeting and memo circulated to all the stakeholders.</p> <p>Information on relevant sustainability issues with regards to RSPO Criteria were adequately provided to internal and external stakeholders including authorities such as the latest submission of Quarterly Return Form for Quarter 3 2019 via Online Environmental Reporting (OER) dated 8/10/2019 and previous submission for Quarter 2 2019 was made on 9/7/2019.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	<p>The operating units maintains the records of requests of information recorded in letters and visit logbook.</p> <p>BSPOM: i. Request made by DOSH Pahang during visit dated 8/7/2019 on signage and chemical register matter at lab – Mill responded on 5/8/2019 through letter ref. no (16)4046/BS/840A/16 ii. Bukit Sagu Mill has also received the instruction by DOE Pahang to enhance its Continuous Emission Monitoring System (CEMS) operation during visit conducted by DOE Pahang enforcers on 16/1/2019. The mill management has replied to DOE by submitting the approved plan to upgrade the CEMS (Contract no FGVPI-261/2019; dated 26/9/2019) as per letter ref. no JAS 91/110/611/077 acknowledged receipt by DOE Pahang enforcement officer on 31/5/2019.</p> <p>BS6E Latest request was from Labour Office as per 'Kenyataan Pemeriksaan' no. BPGK.UPS.02/07 dated 18/9/2019.</p> <p>BS7E Latest JKPP visit was conducted on 12/7/2018 for accident investigation occur on 12/3/2018. Visit report was recorded in DOSH visit logbook.</p>	Complied
<p>Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1 Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>FGV has established “Komunikasi, Penglibatan dan Rundingan” procedure with Doc. No. ML-1A/L2-Pr12 (0) dated 1/6/2016. Types of communication were listed in the procedure such as through management to employees and vice versa via morning muster, notice board, suggestion box, workers’ representative and etc.</p> <p>Communication process with external stakeholders, medias and contractors was detailing in the procedure. List of documents that was made publicly available was included into the procedure.</p> <p>Documents such as meeting minutes, OSH plan, HCV report, policies, SEIA and etc were publicly available upon request. The procedure was briefed to the stakeholders during RSPO stakeholder meeting.</p> <p>For all visited sites the following were made available:</p> <ul style="list-style-type: none"> - Land tiles are only available upon justify reason - OHS, EIA and SIA plans for both mill and estate are readily available at main office and during external stakeholder meetings. - Procedure on Complaint & Grievances are made available as Public Document. - Policies in regard to sustainability programs are available on notice boards and as and when required by stakeholders. 	<p>Complied</p>
<p>Criteria 1.3: Growers and millers commit to ethical conduct in all business operations and transactions.</p>		

Criterion / Indicator	Assessment Findings	Compliance
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p>-Minor compliance</p>	<p>Felda Global Ventures has implemented "Polisi Kod Etika Kerja dan Integriti" with Doc. No. ML-1A/L1-Po13(0) dated 1/6/2014. The company has to ensure all the employees as below:</p> <ul style="list-style-type: none"> i. <i>Menolak amalan rasuah, korupsi dan pecah amanah</i> ii. <i>Menghindarkan sebarang percanggahan kepentingan</i> iii. <i>Melaksanakan urusan perniagaan dengan telus, jujur dan adil</i> iv. <i>Melindungi kerahsiaan maklumat kumpulan selaras dengan etika penghebahan maklumat mengikut peraturan</i> v. <i>Meningkatkan tahap profesionalisma</i> <p>Besides, the company has developed FGV Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 29/5/2019) in English and Bahasa Malaysia. The policy has detailing the responsibility and compliance to the policy and FGV's commitment to sustainability. Briefing of the policy was conducted on 4/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.</p>	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

<p>2.1.1</p>	<p>Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>The mill and estate visited has established list of all relevant laws and requirement and continue to comply with related legal requirement. Sampled evidence verified during the audit as follows:</p> <p><u>BSPOM</u> Mill permits and license evidence sample sighted as following: i. MPOB license no. 618367015000; Validity period: 5/7/2019 – 30/6/2020; Unmentioned processing capacity limit for FFB ii. Pahang State Government Water Abstraction License (<i>Lesen Penggunaan Sumber Air</i>); Serial no. 0340; License no. SWUL/LPSA/70/2019; Validity period: 1/1/2019 – 31/12/2019 iii. Energy Commission (Suruhanjaya Tenaga) Private Installation License (<i>Lesen Bagi Pemasangan Persendirian</i>); Serial no. 34284; License no. 2019/00237 or installation capacity limit < 3018 kW; Validity period: 24/2/2019 – 23/2/2020 iv. Schedule Control Goods Permit (Permit Barang Kawalan Berjadual); Serial no. C0189950; Ref. no. PHG/PD/K/37/08; Diesel capacity limit < 24,000 litres; Validity period: 27/12/2018 – 26/12/2019 iv. JTK Salary deduction permit; Serial no. PP 3/34/1385; Date: 28/1/2009 v. DOE licence no. 004129 compliance schedule ref. no. JP/KKS/2019/2020/004129; Validity period: 1/7/2019 – 30/6/2020; POME final discharge method: Water course; BOD limit: 100ppm. vi. FGV Plantation Industries (FGVPI) as a group has applied the license to contravene for all its mill from DOE Putrajaya as per letter ref. no. (247)010/810/HQ/JAB OP 19; dated 27/5/2019. FGVPI has established the time bound for all its mill to comply with the requirement of latest EQ (Clean Air) Regulations 2014. FGVPI has various environment control equipment installation plan of all its mill among Vorsep (Multi-Stage Cyclone Cone Dust Collector), Clean Flow, Wet Scrubber and Electrostatic Precipitator. Based on the time bound plan, Bukit Sagu Mill was planned to be install with either of the various options on the year 2021.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>vii. Bukit Sagu Mill has also received the instruction by DOE Pahang to enhance its Continuous Emission Monitoring System (CEMS) operation during visit conducted by DOE Pahang enforcers on 16/1/2019. The mill management has replied to DOE by submitting the approved plan to upgrade the CEMS (Contract no. FGVPI-261/2019; Dated 26/9/2019) as per letter ref. no. JAS 91/110/611/077 acknowledged receipt by DOE Pahang enforcement officer on 31/5/2019.</p> <p>Viii. Latest submission of Quarterly Return Form for Quarter 3 2019 via Online Environmental Reporting (OER) dated 8/10/2019 and previous submission for Quarter 2 2019 was made on 9/7/2019.</p> <p><u>BS4E</u></p> <p>i. MPOB license no. 558968002000 valid till 29/2/2020 ii. Diesel permit no. PHG/PD/K/54/2019 valid till 5/9/2020</p> <p><u>BS6E</u></p> <p>i. Diesel permit no. PHG/PD/K/9/87 valid till 7/8/2020 ii. Petrol permit no. PHG/P/K/032/2019 valid till 24/3/2020 iii. Weighbridge calibration permit no. 5183234 and 5183238 valid till 9/12/2019 iv. MPOB license no. 559597002000 valid till 31/3/2020 v. MPOB nursery license no. 571667011000 valid till 30/4/2020</p> <p><u>BS7E</u></p> <p>i. MPOB license no. 559045002000 valid till 29/2/2020 ii. Diesel permit no. PHG/PD/K/33/97 valid till 2/7/2020 iii. Weighbridge calibration permit no. 5008392 valid till 3/10/2020</p>	

Criterion / Indicator		Assessment Findings	Compliance
2.1.2	A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	The mill has established list of all relevant laws and requirement and documented in Legal and Requirement Register. The list were updated on annually basis or new updates on the register. Latest updated was done on 15/6/2019 with addition Occupational Safety and Health (Noise Exposure) Regulations 2019. The estates visited has established and documented all related legal requirement in Legal and other Requirement Register. Refer document no. ML-1A/L5-AP2 pind 0. Latest review was done on 29/9/2019 (BS4E), 5/5/2019 (BS6E), 1/10/2019 (BS7E) 29/9/2019 with addition on Occupational Safety and Health (Noise Exposure) Regulations 2019 and Employer's Circular No. 3 Year 2018, Employees' Social Security Act, 1969.	Complied
2.1.3	A mechanism for ensuring compliance shall be implemented. - Minor compliance -	The estate and mill has appointed person responsible for each operating unit to monitor the compliance to legal and other requirements. Sustainability Department, Regional Compliance Unit and Internal Audit Department conducted internal audit to check the compliancy to related legal and other requirement on annually basis. The operating units visited monitor the validity period of the license through form 'Mekanisma Pematuhan Lesen/Permit/Keperluan Undang-Undang'.	Complied
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	FGV has established guidelines to track any changes in the law and documented in 'Sistem semakan Perubahan Undang-Undang' and 'Sistem Pengesanan Perubahan Undang-Undang' Pindaan 4 dated 1/2/2018.	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.			

<p>2.2.1</p>	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -</p>	<p><u>BSPOM</u> Pahang State government leased the land to FELDA for development. As per agreement letter between FELDA and FELDA Mills Corporation dated 4/5/1994, FELDA agreed to grant part of the land for the purpose of palm oil mill and related purpose at Grant no H.S.(D) 17995, PT 1129, 78140 m². <u>Bukit Sagu 06 Estate</u> Land Title was available in Estate bukit Sagu 06 as per below sampling:-</p> <table border="1" data-bbox="972 651 1411 1150"> <thead> <tr> <th>Lot No</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td>PT 1121</td> <td>257.64</td> </tr> <tr> <td>PT 1122</td> <td>0.09</td> </tr> <tr> <td>PT 1123</td> <td>735.00</td> </tr> <tr> <td>PT 1124</td> <td>403.32</td> </tr> <tr> <td>PT 1125</td> <td>328.43</td> </tr> <tr> <td>PT 1126</td> <td>23.02</td> </tr> <tr> <td>PT 1127</td> <td>13.16</td> </tr> <tr> <td>PT 1128</td> <td>5.78</td> </tr> <tr> <td>Total</td> <td>1766.44</td> </tr> </tbody> </table> <p><u>Bukit Sagu 07</u></p> <table border="1" data-bbox="972 1249 1411 1390"> <thead> <tr> <th>Lot No.</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr> <td>PT 17972</td> <td>558.28</td> </tr> <tr> <td>PT 17973</td> <td>239.94</td> </tr> </tbody> </table>	Lot No	Hectarage	PT 1121	257.64	PT 1122	0.09	PT 1123	735.00	PT 1124	403.32	PT 1125	328.43	PT 1126	23.02	PT 1127	13.16	PT 1128	5.78	Total	1766.44	Lot No.	Hectarage	PT 17972	558.28	PT 17973	239.94	<p>Complied</p>
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Criterion / Indicator		Assessment Findings		Compliance
		PT 17974	82.99	
		PT 17975	161.12	
		PT 17976	1162.46	
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	<p><u>BSPOM</u></p> <p>Legal boundaries were clearly demarcated with fences.</p> <p>For BSPOM, the Legal boundaries were clearly demarcated with fences between estate and mill. The estate located about 40Km away from Kuantan Town. Total area owned by Felda is 3,340.29 ha. Area statement (Laporan Maklumat Asas Peringkat Bukit Sagu 04) shown overall area: 3,340.29 ha; planted area: 2,939.88 ha; matured area: 2,177.50 ha. Sighted total 15 ownership documents consist of 15 lots as per samples as following: - Title # HSD 17980; Lot # PT 1105; Area: 264.95 ha - Title # HSD 17981; Lot # PT 1106; Area: 345.04 ha Title # HSD 17982; Lot # PT 1107; Area: 46.04 ha. In this ASA 2, Bukit Sagu 04, verification boundary with Hutan simpan Bukit Kuantan between Block 33 (4 degree 2.736, 103 degree 8.999)</p>		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 -	<p>There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.</p>		Complied

Criterion / Indicator		Assessment Findings	Compliance
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.	Complied
Criterion 2.3:			
Use of the land for oil palm does not diminish the legal rights, customary or user right of other users without their free, prior and informed consent.			
2.3.1	Maps of an appropriate scale showing the extent of recognized legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities). - Major compliance -	There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <ul style="list-style-type: none"> a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. <p>- Minor compliance -</p>	<p>There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.</p>	<p>Complied</p>
<p>2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p> <p>-Minor compliance</p>	<p>There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.</p>	<p>Complied</p>
<p>2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p>-Major compliance</p>	<p>There is no land dispute in the Bukit Sagu certification unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the company.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance															
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 -	Budget for Bukit Sagu Mill and estate is available refer to Belanjawan Bukit Sagu for 5 year. This budget is include the wages and allowance, medical, housing, commission, office maintenance and others. Example referred under Anggaran Perbelanjaan AM bagi Tahun 2019 for office maintenance is around RM 34,500 and for road side maintenance is around RM 2400.	Complied															
3.1.2	An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	<p>The replanting programme was established. Sighted Replanting Programme 2019-2044:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Year will be replanting</th> <th>Hectare/field</th> </tr> </thead> <tbody> <tr> <td>Bkt sagu 04</td> <td>2023</td> <td>143.35 ha (PM99I) 159.42 ha (PM00J)</td> </tr> <tr> <td>Bkt Sagu 06</td> <td>No replanting</td> <td>No replanting</td> </tr> <tr> <td>Bkt Sagu 07</td> <td>2018 -2022</td> <td>2018 – 359.65 2019 – 256.02 2020 – 438.10 2021 – 348.74 2022 – 364.26</td> </tr> <tr> <td>Bukit Sagu 08</td> <td>2019</td> <td>2019 – 57.48</td> </tr> </tbody> </table>	Estate	Year will be replanting	Hectare/field	Bkt sagu 04	2023	143.35 ha (PM99I) 159.42 ha (PM00J)	Bkt Sagu 06	No replanting	No replanting	Bkt Sagu 07	2018 -2022	2018 – 359.65 2019 – 256.02 2020 – 438.10 2021 – 348.74 2022 – 364.26	Bukit Sagu 08	2019	2019 – 57.48	Complied
Estate	Year will be replanting	Hectare/field																
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Principle 4: Use of appropriate best practices by growers and millers																		
Criterion 4.1:																		
Operating procedures are appropriately documented, consistently implemented and monitored.																		

Criterion / Indicator		Assessment Findings	Compliance
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>The SOP for estates had been established entitled "Manual Ladang Sawit Lestari" (Sustainable Oil Palm Plantation Manual), 3rd edition as guidance to maintain the agriculture best practices. There are 5 main sections in the manual i.e. oil palm nursery management, development of replanting, immature oil palms, mature oil palms and fertiliser application.</p> <p>As for the mill, 3-tier Documentation System is in place:</p> <p>i. Tier 1: QOHSEMS Management Manual; Doc. no.: FPI/L1/QOHSE-1.0; Rev. 1.0; Date: 18/11/2016</p> <p>ii. Tier 2: QOHSEMS Procedure; Doc. no.: FPI/L2/QOHSE- 1.0 – FPI/L2/QOHSE-25.0; Rev. 14; Date: 31/5/2017</p> <p>iii. Tier 3: QOHSEMS Specific Work Instruction; FPI/L3/1-01 - FPI/L3/16-01; Rev. 24; Date: 31/5/2017; i.e. Palm Oil Mill Operation</p> <p>Manual and amendments covering every station from the security gate for reception of FFB until the delivery of processed oil and POME management.</p>	Complied

Criterion / Indicator		Assessment Findings	Compliance												
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	<p><u>BSPOM</u> FGVPI has established mechanism to check the consistency of procedure established such as 'Ketua Zon' visit, RC visit, internal audit or internal request email. Sighted the 'Ketua Zon' visit report recorded in the Management Visit log book.</p> <p>Mechanism to check consistent implementation of procedure is through Internal Audit, Mill Advisor and Regional compliance unit Visit. Internal Audit is planned twice a year by Sustainability Department, refer to internal audit carried out at specific operating units;</p> <table border="1"> <thead> <tr> <th>Operating unit</th> <th>Audit Date</th> <th>Finding/ NC status</th> </tr> </thead> <tbody> <tr> <td>Bkt Sagu 04</td> <td>20 – 26 Sept 2019</td> <td>From the internal audit 44% was not comply with the requirement. All action already been taken.</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Operating Unit</th> <th>RCU visit date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Bukit Sagu 04</td> <td>12 & 13 March 2018</td> <td>Need to update record frequently</td> </tr> </tbody> </table> <p>In estate, agronomist also carried out the assessment and recommendation for manuring and others.</p>	Operating unit	Audit Date	Finding/ NC status	Bkt Sagu 04	20 – 26 Sept 2019	From the internal audit 44% was not comply with the requirement. All action already been taken.	Operating Unit	RCU visit date	Remarks	Bukit Sagu 04	12 & 13 March 2018	Need to update record frequently	Complied
Operating unit	Audit Date	Finding/ NC status													
Bkt Sagu 04	20 – 26 Sept 2019	From the internal audit 44% was not comply with the requirement. All action already been taken.													
Operating Unit	RCU visit date	Remarks													
Bukit Sagu 04	12 & 13 March 2018	Need to update record frequently													
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	<p>Records of monitoring and action taken by the mill were well maintained and available at the mill office for review. Sighted the sample records verified as follows:</p> <p>i. Reply to 'Ketua Zon' visit dated 10/9/2019.</p>	Complied												

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Criterion / Indicator		Assessment Findings	Compliance
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Purchasing of third-party sourced FFB implemented as per established Procedure: Purchasing of FFB; Doc. no.: FGV/FGVPM/II/QOHSE/15/012.1; Rev. 2; Date: 31/5/2017.	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Management of soil fertility is guided by FGV's "Manual Ladang Sawit Lestari" (Oil Palm Plantation Sustainability Manual), Third Edition (2017), Section V: Manuring. It covers the applications of fertiliser for various stages of palm age and techniques. Recommendation of type of fertilisers and dosage is given by the agronomy unit through analysis of foliar and soil. The evidence of implementation was seen through verification of various records as described in 4.2.2 and 4.2.3, apart from interview with manuring workers.	Complied
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. Bukit Sagu 06 Agronomist report by FGV Agri Services department dated 2 Jan 2019, fertilizer recommendation 2019 was done by agronomist : 1. NK 24: 2.25kg/palm 2. NK Mix: 3.00kg/palm In Bukit Sagu 07, Agronomist report by FGV Agri Services department dated 25 April 2019, fertilizer recommendation 2019 was done by agronomist : PM92B:- NK Mix(3kg/palm) PR15C:- NPK Mg(1.75kg/palm) & ERP (1.25kg/palm)	Complied

Criterion / Indicator		Assessment Findings	Compliance									
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	<p>Foliar and soil sampling was carried out by Internal Agronomist from Agronomy Advisory and Services Department prior to the fertilizer recommendation for the next financial year. Leaf and soil nutrient analysis are commonly used in the diagnosis of fertilizer requirements in oil palms. The frequency for leaf sampling must be conduct for every year while for soil analysis, the frequency for soil sampling is conducted at 5 years intervals (Leaf and Soil Sampling Notes Procedure. Analysis reports were summarized as per below:</p> <table border="1"> <thead> <tr> <th>Estate</th> <th>Agronomist report</th> <th>Leaf Sampling and Soil Sampling</th> </tr> </thead> <tbody> <tr> <td>Bukit Sagu 04</td> <td>Dated : 1 March 2018 by Zul Hasymi Bin Saadul Kurzi</td> <td>Report can refer Soil lab ref: FRS20190161 Foliar lab ref: FRF20190331 Dated 26 March 2018</td> </tr> <tr> <td>Bukit Sagu 07</td> <td>Dated : 25 April 2019 Puteri Raifana Bt Ahmad Zai</td> <td>Report can refer Agronomist report for foliar sampling and soil sampling.</td> </tr> </tbody> </table>	Estate	Agronomist report	Leaf Sampling and Soil Sampling	Bukit Sagu 04	Dated : 1 March 2018 by Zul Hasymi Bin Saadul Kurzi	Report can refer Soil lab ref: FRS20190161 Foliar lab ref: FRF20190331 Dated 26 March 2018	Bukit Sagu 07	Dated : 25 April 2019 Puteri Raifana Bt Ahmad Zai	Report can refer Agronomist report for foliar sampling and soil sampling.	Complied
Estate	Agronomist report	Leaf Sampling and Soil Sampling										
Bukit Sagu 04	Dated : 1 March 2018 by Zul Hasymi Bin Saadul Kurzi	Report can refer Soil lab ref: FRS20190161 Foliar lab ref: FRF20190331 Dated 26 March 2018										
Bukit Sagu 07	Dated : 25 April 2019 Puteri Raifana Bt Ahmad Zai	Report can refer Agronomist report for foliar sampling and soil sampling.										
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 -	Application of EFB was in place as part of the nutrient recycling strategy. Records of mulching was recorded in "Rekod Tandan Kosong" (EFB Records). The latest implementation sampling in BS06 was in PR16G dated 11 March 2019 with total 14.52 MT.	Complied									
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>												

Criterion / Indicator		Assessment Findings	Compliance
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	In FGV Lepar Hilir 8 estate, Soil map is available referred to Soil map dated 26 Feb 2018 by Unit Geinformatics(GIS) from FELDA Agricultural Services Sdn Bhd. From the map, Kedah type and Malacca type is almost cover in the estate. No fragile soil in estate from record and site verification.	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 -	From the site verification in all estate, the management planting at hilly area is followed as Manual Ladang Sawit Lestari referred MLSL(Ed.3) – Sec.2 (11.0) dated 1 September 2017 already stated under 11.3.1 the planting at slope must build tearrace in area 6 degree to 25 degree.	Complied
4.3.3	A road maintenance programme shall be in place. - Minor compliance -	Estates has implemented annual road and bridges programme. Example of programme checked at Bukit Sagu 04 and Bukit Sagu 06 estates shows the file road programme indicating road repairs and maintenance for the whole estate roads includes grading, compacting and to strengthen the road surface with crusher run. Latest record was on July 2019 actual been done in Field PM12P with total 407.08 ha.	Complied
4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	No peat soil in 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 -	No peat soil in 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 -	No peat soil in all estates	Complied
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.			

<p>4.4.1</p>	<p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p>The estates visited has established water management plan FY 2019. Latest review of the management plan was conducted on 14/2/2019. In the management plan stated the water source, issue, impact to water catchment/stakeholder, mitigation plan and person responsible. The plan focusing on controlling flood in the field, soil erosion at buffer zone area, water shortage, river water quality and maintain soil moisture. Sighted the implementation of the management plan as follows:</p> <p>Estates in Bukit Sagu Complex conducted river water sampling on annually basis. Sighted the analysis certificate no 402/2019 for Sg. Rengoi, Sg. Bemban and Sg. Endau. The result conform to NWQS class IIC for river water quality.</p> <p><u>BSPOM</u> Mill updated its Water Management Plan 2019 on 4/9/2019 with detail on the identification of water source, efficiency of water consumption, availability of renewable source of water, impact of mill activity to water catchment, root cause of issue and action plan. The mill also appointed specific person in-charge for its plan which involved water use for mill process and housing area. The source of water process for mill process was from river with own treatment and mill from public pipe supply.</p> <p><u>BS4E</u> i. Sighted the construction of the silt pit along the main road to block 21 to block 33 for water conservation. ii. The estate monitor the rainfall on monthly basis. As todote September 2019, the estate received 1082.50 mm rain over 62 rained days.</p> <p><u>BS6E</u> i. The estate has established riparian buffer zone for Sg. Batu and demarcated with blue and white concrete pole. Signboard on prohibition of chemical application at the buffer zone area has been erected.</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>BS7E</u></p> <p>i. The estate has established work program for road maintenance and desilting drain. Latest desilting drain was done in September and October 2018 as per 'Surat Perintah Kerja' no 5300004674 dated 12/9/2018.</p> <p>ii. The estate monitor the rainfall on monthly basis. As todate September 2019, the estate received 1263.50 mm rain over 80 rained days.</p> <p><u>BS8E</u></p> <p>i. The estate has established riparian buffer zone for Sg. Endan and demarcated with blue and white paint at the palm trunks. Sighted there was no evidence of chemical application at the buffer zone established.</p> <p>ii. The estate monitor the rainfall on monthly basis. As todate September 2019, the estate received 905.50 mm rain over 50 rained days.</p>	

<p>4.4.2</p>	<p>Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>FGVPM has established procedure to identify river buffer zone and documented in Sustainable Palm Oil Manual Procedure. Refer document no ML-1A/L2-Pr8(0) as follows:</p> <table border="1" data-bbox="972 459 1603 663"> <thead> <tr> <th>River Width</th> <th>Buffer Zone (m)</th> </tr> </thead> <tbody> <tr> <td>>40</td> <td>50</td> </tr> <tr> <td>>20 – 40</td> <td>40</td> </tr> <tr> <td>>10 – 20</td> <td>20</td> </tr> <tr> <td>>5 - 10</td> <td>10</td> </tr> <tr> <td>1-5</td> <td>5</td> </tr> </tbody> </table> <p><u>BS4E</u> The estate demarcated the riparian buffer zone with fences. Sighted during site visit at Sg. Batu buffer zone with block 9, no evidence of chemical application at the buffer zone. Signboard on prohibition of chemical application were erected at the buffer zone. Noted during interview with the sprayer’s shows the awareness on the prohibition of chemical application in the area.</p> <p><u>BS6E</u> i. The estate has established riparian buffer zone for Sg. Batu and demarcated with blue and white concrete pole as sighted in field PM13E and PR16G. Signboard on prohibition of chemical application at the buffer zone area has been erected. No evidence of chemical application along the buffer zone. Interview with the sprayer show awareness on prohibition of chemical application along the buffer zone area.</p> <p><u>BS7E</u> The estate has established riparian buffer zone for Sg. Reman. The riparian buffer zone area was demarcated with blue colour paint at the palm trunk as sighted at P98A block 7 at the inlet water sampling point. No evidence of chemical application along the buffer zone. Interview with fertiliser</p>	River Width	Buffer Zone (m)	>40	50	>20 – 40	40	>10 – 20	20	>5 - 10	10	1-5	5	<p>Complied</p>
River Width	Buffer Zone (m)														
>40	50														
>20 – 40	40														
>10 – 20	20														
>5 - 10	10														
1-5	5														

Criterion / Indicator		Assessment Findings	Compliance
		<p>applicator, noted the understanding on prohibition of chemical application at the buffer zone area was satisfactory.</p> <p><u>BS8E</u> The estate has established riparian buffer zone for Sg. Endan. The riparian buffer zone area was demarcated with blue colour paint at the palm trunk as sighted at PM04L block 10. No evidence of chemical applications at the buffer zone as sighted during site visit.</p>	
4.4.3	<p>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).</p> <p>- Minor compliance -</p>	<p>The mill treated its effluent to meet the requirements of DOE license compliance schedule for POME final discharge method through water course with BOD limit of 100ppm. Regular monitoring of final discharge parameters as well as connecting river upstream and downstream analysis were done via monthly testing of water samples as following:</p> <p>i. Sample 6309/2019 (M1/2019) Final Discharge Point Certificate of Analysis no. 3207/2019; date: 9/10/2019; BOD results: 80ppm</p> <p>ii. Sample 4345/2019 (M2/2019) River Upstream (Sungai Reman) Point Certificate of Analysis no. 2264/2019; date: 19/7/2019; BOD results: 53ppm; Total Solid 512ppm</p> <p>iii. Sample 4346/2019 (M2/2019) River Downstream (Sungai Reman) Point Certificate of Analysis no. 2264/2019; date: 19/7/2019; BOD results: 40ppm; Total Solid 240ppm</p> <p>The sample analysis results shown river water quality did not negatively affected from mill activity.</p>	Complied
4.4.4	<p>Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p> <p>- Minor compliance -</p>	<p>Based on the info of Monthly Environmental Performance Indicators; Form no. FPI/L4/QOHSE-15.4 Pind 0 the 2019 year to date water consumption as of 30/9/2019 was 1.38 m³/mt FFB processed. Absolute figure of processing for Jan – Sep 2019 were as following:</p> <p>i. FFB processed: 160,460 mt</p> <p>ii. Water usage (process): 221,434.80 m³</p>	Complied
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>			

Criterion / Indicator		Assessment Findings	Compliance															
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM plan dated Jan 2019. This plan include census on rat, Owl, bagworm and others. The implementation as per rat census record CDD-RSPO L1/K 4.5/4.5.2 in Field PM03K dated 8 Jan 2019. Other sampling on Barn Owl Box document referred ML-1A/L4-F16(0) at Field PM13Q dated 15 July 2019 have 18 box with occupancy 6%. In BS08 estate, BOB was available dated 2 Oct 2019 and latest occupancy was 68%. BS08 have 20 BOB in whole estate cover 1775.65 Ha.	Complied															
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Last IPM training was done on 5 March 2019 on rat census and baiting at field PM03K for BS04 and 3 September for BS06. In BS07 estate, the IPM training was done such as Amco Pheromic and Pheromone setup training dated 25 Sept 2019.	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 -	Justification for all pesticide available under Manual Lestari 1A, under Document: ML- 1A/L3-GP1(0) dated March 2012. In this Justification all chemical such as pesticide, Herbicide and Fungicide is available for each chemical.	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 and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained	Complied															
		<table border="1"> <thead> <tr> <th>Estate</th> <th>Application Hectarage</th> <th>AI/Ha</th> </tr> </thead> <tbody> <tr> <td>Bukit Sagu 04</td> <td>2,939.88</td> <td>0.036</td> </tr> <tr> <td>Bukit Sagu 06</td> <td>1,747.21</td> <td>0.158</td> </tr> <tr> <td>Bukit Sagu 07</td> <td>1,830.37</td> <td>0.121</td> </tr> <tr> <td>Bukit Sagu 08</td> <td>1,775.65</td> <td>0.118</td> </tr> </tbody> </table>	Estate	Application Hectarage	AI/Ha	Bukit Sagu 04	2,939.88	0.036	Bukit Sagu 06	1,747.21	0.158	Bukit Sagu 07	1,830.37	0.121	Bukit Sagu 08	1,775.65	0.118	
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Criterion / Indicator		Assessment Findings	Compliance
4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in Manual Lestari 1A . The implementation in the field is consistent with the manual. There is no prophylactic use of pesticides. It is the policy to minimize the use of pesticides in accordance with IPM plan. The pesticide reduction program is monitored on usage per hectare basis.	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 -	At FGV Bukit Sagu referred (27)010810/HQ/JAB.OP.17/ Plantations/AM dated 8 May 2017 under Title : Prohibition On Using Paraquat Dichloride. This letter or memo to all FGV plantation to ensure cannot use Paraquat start from this letter issue approved by Suhaidi Hamzah(Executive Director)	Complied

Criterion / Indicator	Assessment Findings	Compliance																							
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 -	<p>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. PPE is been given to workers referred record in ` Buku Penyerahan PPE kepada pekerja' example record for Mask 2550, latest PPE given. The training also been given to ensure they competent with their work as per sampling below:-</p> <table border="1" data-bbox="969 587 1865 1319"> <thead> <tr> <th data-bbox="969 587 1128 624">Id Workers</th> <th data-bbox="1128 587 1464 624">Training attend</th> <th data-bbox="1464 587 1675 624">Date</th> <th data-bbox="1675 587 1865 624">Estate</th> </tr> </thead> <tbody> <tr> <td data-bbox="969 624 1128 692">FW 03300445</td> <td data-bbox="1128 624 1464 692" rowspan="4">Spraying and handling chemical</td> <td data-bbox="1464 624 1675 692" rowspan="4">7 August 2019</td> <td data-bbox="1675 624 1865 692" rowspan="4">BS04</td> </tr> <tr> <td data-bbox="969 692 1128 794">FW 03301800 1</td> </tr> <tr> <td data-bbox="969 794 1128 863">FW 03300328</td> </tr> <tr> <td data-bbox="969 863 1128 932">FW 03301080</td> </tr> <tr> <td data-bbox="969 932 1128 1000">FW 03680935</td> <td data-bbox="1128 932 1464 1000" rowspan="2">Briefing on Spraying Technique</td> <td data-bbox="1464 932 1675 1000" rowspan="2">12 September 2019</td> <td data-bbox="1675 932 1865 1000" rowspan="2">BS06</td> </tr> <tr> <td data-bbox="969 1000 1128 1053">FW 03680935</td> </tr> <tr> <td data-bbox="969 1053 1128 1121">LW 04750019</td> <td data-bbox="1128 1053 1464 1121" rowspan="4">Manuring and PPE training</td> <td data-bbox="1464 1053 1675 1121" rowspan="4">25 May 2019</td> <td data-bbox="1675 1053 1865 1121" rowspan="4">BS07</td> </tr> <tr> <td data-bbox="969 1121 1128 1190">LW 04750060</td> </tr> <tr> <td data-bbox="969 1190 1128 1259">FW 04750962</td> </tr> <tr> <td data-bbox="969 1259 1128 1319">FW 04751088</td> </tr> </tbody> </table>	Id Workers	Training attend	Date	Estate	FW 03300445	Spraying and handling chemical	7 August 2019	BS04	FW 03301800 1	FW 03300328	FW 03301080	FW 03680935	Briefing on Spraying Technique	12 September 2019	BS06	FW 03680935	LW 04750019	Manuring and PPE training	25 May 2019	BS07	LW 04750060	FW 04750962	FW 04751088	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
4.6.6	Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -	The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation and as per SOP (Working Safety Procedure) FGVPM/L3/PK-03 dated 1 April 2014.	Complied
4.6.7	Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -	The quantity of agrochemicals required for various field conditions are documented and justified in "Manual Ladang Sawit Lestari" MLSL (Ed.2) – Sec. 2(5.0). The implementation in the field is consistent with the Agriculture Manual. The hazard already been assess in HIRARC ad action plan was available. During interview in field PR 16G with Spraying all PPE been using such as Apron, 3M respirator and Safety Shoes, verified with PPE issuance dated 1 Oct 2019 (FW 03680867, FW03680871, FW03680877).	Complied
4.6.8	Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -	No aerial spraying at all estate.	Complied
4.6.9	Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -	There is no associated smallholder at Bukit Sagu Certification Unit. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.6.10	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p> <p>- Minor compliance -</p>	<p>FPI has established SOP for waste disposal and documented in 'Prosedur Pengurusan Sisa Domestik dan Bahan Buangan'. Refer document no ML-1A/L2-(PR12(0) dated March 2017.</p> <p>All domestic waste were disposed at designated landfill located far from housing area and natural water course. Noted during site visit at landfill area in all estates visited, only domestic waste were disposed in the landfill. No evidence of scheduled waste disposed in the landfill.</p> <p>Noted during interview with workers, the awareness on disposal of domestic waste and prohibition of waste burning in housing area is satisfactory.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.6.11</p> <p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.</p> <p>- Major compliance -</p>	<p>CHRA Ref No. JKKP HIE 127/171/2(8)-2017/081 by Dr Yasriza Bin Yahya dated 12 November 2018 from Occumed Consultancy & Services Sdn Bhd.</p> <p>Medical surveillance already been conduct on 17 April 2018 by Dr Syed Badaruddin Syed Ali (JKKP no: HQ/08/DOC/00/07) with total 14 workers. All workers was fit to work with chemical. Latest, already conducted on Oct 2019 with total workers 36 person, the result still pending at IFZ Medical Supplies & Consultancy referred letter PI-G10710.</p> <p>Medical surveillance already been send on dated 10 Oct 2019 referred letter (11) EHS PSQM/FGVPM/BS07/20 with total 15 workers however the result still pending. Previously BS07 send medical surveillance dated 21 Sept 2018. All 15 workers was fit to work with chemical.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
4.6.12	No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -	Pesticide handlers and sprayers in the estates were noted to be men only. It was verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator.	Complied
Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:			

<p>4.7.1</p>	<p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -</p>	<p>FGVPM has established Safety and Health Policy and documented in Quality, Occupational Safety and Health and Environmental Policy signed by the CEO on 20/11/2017.</p> <p><u>BSPOM</u> The mill has established safety and health plan. The plan covers on CHRA, Medical Surveillance, Fire Drill, training, OSH meeting and etc. Sighted the implementation of the management plan as follows:</p> <p>i. Baseline and annual audiometric test has been conducted on 16/2/2019. 7 workers were diagnose with hearing impairment and 6 workers were found to have Standard Threshold Level. JKPP 7 for those with hearing impairment were submitted to DOSH on 31/3/2019. Workers with STS were send for retest on 20/6/2019.</p> <p>ii. The mill has conducted the medical surveillance for the workers on annually basis. Latest medical surveillance was conducted on 11-12/10/2019. 10 workers were send for surveillance.</p> <p>iii. Latest CHRA was conducted on 25/7/2018 by registered CHRA Assessor. Refer reg. no JKPP HIE 127/171-2(85).</p> <p>In estate, OSH plan was available dated Jan 2019 approved by manager. As per OSH plan verification was done as per below:-</p> <p>OSH communities was available in FGV Bukit Sagu 04, Mr Arie Ismail as chairman with 6 representative for employer and 6 representative from employee. OSH appointment letter was available dated 15 Jan 2019 referred appointment letter Bil; (94)FGVPM/100/330/1-1-02.</p> <p>OSH meeting was done periodically once in 3 month. Latest record available dated 29 August 2019 (01/2019) and previously was done on 11 June 2019 (02/2019).</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>Verification on training should be done as per OSH plan, Policy on Safety briefing done dated 25 April 2019, and for HIRARC training was done 8 Jan 2019.</p>	
<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p> <p><u>BSPOM</u></p> <p>FGVPI has established SOP to assess risk of all operation. Refer doc no FPI/L2/QOSHE-1.0 rev. 7 dated 8/6/2018. The mill has conducted risk assessment and documented Hazard Identification, Risk Assessment and Determination Control. Ref form no. FPI/L4/QOSHE-1.4 Pind. 2. The HIRADC reviewed at minimum of once a year and if any accident cases happen in the mill. Latest review was conducted in 27/9/2019.</p> <p>In estate, chemical hazard risk assessment already been conduct accordingly. Sampling in BS07 the CHRA (JKKP HIE 127/171/2(8) – 2017/097 been conducted dated 9 Jan 2019 by Dr Yasriza Bin Yahya. All activity been asses including manuring, spraying, skid tank and others.</p> <p>The risk assessment already been done periodically recorded under HIRARC in E1.2.1 for all operation activity. The latest HIRARC sampling on FGVPM/L4/PP-1.4 Pind 0 dated reviewed on 3 June 2019.</p> <p>In BS06, HIRARC already been reviewed dated 2 May 2019 including for record of HIRARC on accident happen dated 29 Sept 2018.</p> <p>In BS07, HIRARC already been done dated 16 March 2018 for accident happen on 12 March 2018.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance	
<p>4.7.3</p>	<p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>All operating units visited has established training program for all workers.</p> <p><u>BSPOM</u> FGVPI has established list of appropriated PPE as per work activity. The mill maintained the PPE issuance records by workers. Sighted PPE records for workers with employee id. no. 1210610, 1210884, 1204544.</p> <p>Noted during site visit at loading ramp and oil dispatch station, sighted personnel/employee were not wearing PPE as per list of PPE established. During site visit at loading ramp, sighted one lorry driver didn't wear appropriate shoes during unloading FFB onto loading ramp. During site visit at oil dispatch station, sighted employee were not using harness when fixing seal at the oil tanks. This show the list of appropriate PPE is not effectively followed/implemented.</p> <p>In BS06, found at field PR 16G workers for spraying was not wearing the Goggles during spraying activities as per CHRA recommendation dated 12 November 2018. From the document verification on PPE issuance no record of goggle in record issuance</p> <p>In BS07, found at filed PR 18D manuring activity was not wearing the Protuf Glove or Nitrile glove as per CHRA and SOP (Work Safety Procedure PPE-FGVPM 2015 rev 1). As per verification on Glove no record was been given by management to workers. Thus Minor NC been raise.</p>	<p>Minor nonconformance</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.4</p>	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p> <p>The mill manager were appointed as OSH Committee Chairman and responsible for all issue regarding safety and health at the mill. The mill manger has appointed members of OSH Committee consist of secretary, employer and employee representatives. Latest appointment letter dated 25/9/2019 signed by the mill manager.</p> <p>The committee conduct meeting to discussed safety and health issue on quarterly basis. Sighted the minutes of OSH committee meeting dated 29/8/2019, 21/5/2019 and 14/2/2019.</p> <p>In BS07, OSH meeting done periodically and the latest record was on 20 August 2019. During meeting workplace inspection been discuss and also accident record. Previously meeting done was on 5 May 2019. The implementation was done properly</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.</p> <p>- Minor compliance -</p>	<p>FGVP has established emergency procedures and documented in Emergency Preparedness and Response in QOSHE Manual Procedure document no. FPI/L2/QOSHE-14.0. In the procedure stated emergency procedure on fire, minor and major accident and chemical spillage. The procedure is written in Bahasa Malaysia an available at the office for review.</p> <p><u>BSPOM</u> First aid were provided at strategic work station in the mill. Noted during interview and site visit at steriliser station and boiler station, the operator aware on the nearest first aid box location. Sighted the first aid box at the supervisor room. The item in the first aid box is adequate.</p> <p>Latest fire drill, ERP and First Aid was conducted on 5/10/2019</p> <p>In BS07, JKPP 8 (JKPP 8/26007/2018) dated 15 Jan 2019 have recorded 1 accident happen in estate 12 March 2018 (JKPP 6 dated 15 March 2018) was available.</p> <p>In BS04 Estate, JKPP 8 (JKPP 8/8751/2018) dated 9 Jan 2019 have record 1 accident on 24/11/2018 with MC 10 days however no record of JKPP 6 for the accident record and also no HIRARC reviewed. In BS06, JKPP 8 (JKPP8/24057/2018) dated 11 Jan 2019 have record 2 accident dated 29 Sept 2018 and 27 July 2018. Thus Minor NC been raised.</p> <p>For Bukit Sagu 8, JKPP 8 was available dated sent to DOSH on 9 Jan 2019 (JKPP 8/22748/2018), no accident happen in Bukit Sagu 8. For 2019, one accident been identified dated 25 March 2019 with MC 30 days. The Insurance have been claim by management dated 10 April 2019 referred letter JKPP/PH/127/131/7(24).</p>	<p>Minor nonconformance</p>

<p>4.7.6</p>	<p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>Medical care is provided to all the employees. All workers is covered with SOCSO as per Regulations 2019 and Employer’s Circular No. 3 Year 2018, Employees’ Social Security Act, 1969. BSPOM All workers in the mill are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial) and Group Personel Accident. Refer to form 8A, “Jadual Caruman” for July, August and September 2019.</p> <p>Sighted the SOCSO application form for accident case dated 26/5/2019 and SOCSO application and compensation payment from Group Personnel Accident for case dated 17/5/2018.</p> <table border="1" data-bbox="972 719 1861 1337"> <thead> <tr> <th>Insurance</th> <th>Period</th> <th>Mill/estate</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>SOCSO</td> <td>Sept 2019</td> <td>BS06</td> <td>No Id: FW 03680955, FW 03680968, FW 0380970, FW 03680867</td> </tr> <tr> <td>FWCS (TWf-W5032731-W1) Etiqa Takaful</td> <td>1 April 2019 – 31 March 2020</td> <td>BS06</td> <td>No Id: FW 03680867, 03680871, 03680875, 03680877</td> </tr> <tr> <td>SOCSO</td> <td>Sept 2019</td> <td>BS07</td> <td>No Id: FW04750012, FW04750281, FW04750297, FW04750344, FW04750362.</td> </tr> </tbody> </table>	Insurance	Period	Mill/estate	Remarks	SOCSO	Sept 2019	BS06	No Id: FW 03680955, FW 03680968, FW 0380970, FW 03680867	FWCS (TWf-W5032731-W1) Etiqa Takaful	1 April 2019 – 31 March 2020	BS06	No Id: FW 03680867, 03680871, 03680875, 03680877	SOCSO	Sept 2019	BS07	No Id: FW04750012, FW04750281, FW04750297, FW04750344, FW04750362.	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance														
		From the verification FGV already establish the procedure referred FGV/FGVPM-JTK/SOP/017 dated 1 Sep 2019 distributed on 1 Oct 2019 to all operation unit .The claim to JTK already been done by management dated 3 december 2018 refer toletter 475/Fail_Peribadi/FW04750873 to JTK. The claim already been get dated 7 March 2019 (refer letter: CLC047519030002).															
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	<p>Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained and based on JKPP 6, 7 & 8. Sample of accident statistic as shown below :</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>BSPOM</th> <th>BS 08</th> <th>BS 04</th> <th>BS 05</th> <th>BS 06</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>LTA</td> <td>81.5</td> <td>21.3</td> <td>41.7</td> <td>88</td> <td>91.2</td> </tr> </tbody> </table> <p>The mill and estates visited submitted the JKPP 8 form to DOSH through myKKP. Sighted the submission dated as follows: BSPOM: 23/1/2019</p>			BSPOM	BS 08	BS 04	BS 05	BS 06	2018	LTA	81.5	21.3	41.7	88	91.2	Complied
		BSPOM	BS 08	BS 04	BS 05	BS 06											
2018	LTA	81.5	21.3	41.7	88	91.2											
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 -	<p><u>BSPOM</u> The mill has established training program and documented in Annual Training Program for all employee and contractors FY 2019.</p>	Complied														

<p>4.8.2</p>	<p>Records of training for each employee shall be maintained. - Minor compliance -</p>	<p><u>BSPOM</u> The mill maintained the training records for all employee. Sighted the sampled training records as follows: i. Fire drill, ERP and first aid training dated 5/10/2019 ii. Company policy briefing dated 5/10/2019 iii. Safety talk and Gotong-Royong dated 1/3/2019 iv. Safe work procedure for digester and cake breaker (press station) dated 6/4/2019 v. Safety work procedure at mill entrance, palm oil tanker and FFB lorry dated 9/2/2019 vi. Operation and maintenance turbine and genset course dated 22-23/4/2019 vii. Hearing conservation briefing dated 16/2/2019 viii. Safety, HIRADC, PPE and road safety training dated 2/1/2019 ix. SOP for power saw and PPE training dated 17/1/2019 x. Safety talk dated 2/2/2019 xi. Ergonomics, Era initial and Era Advan NCD awareness training dated 19/02/2019</p> <p><u>BSO6</u> i. IPM training on Rat bait application dated 3 September 2019 ii. Harvesting training 2 September 2019 iii. Chemical Handling training 2 September 2019 iv. No open burning training dated 27 August 2019 v. MSPO & RSPO dated 2 August 2019 vi. Buffer zone dated 12 June 2019 vii. Manuring training dated 30 April 2019</p> <p><u>BS07</u> i. Briefing on Skim Bencana Perkeso dated 16 October 2019 ii. Fire Fighting training dated 2 Oct 2019 iii. First Aid Training dated 2 October 2019 iv. Harvesting training dated 13 Oct 2019</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	v. Manuring Training dated 10 Oct 2019 vi. Triple Rinsing training dated 7 Oct 2019	
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.		

<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Environmental impact assessment was guided by its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C]. The identification of Environmental Aspects and Evaluation of Significance Form [FPI/L4/QOSHE-1.7 Pind 0] was used to identify and evaluate the environmental aspect and impact.</p> <p>Subsequent process of the identification and assessment, determination of the significant impact were made based on the scoring and legal criteria. The form Significant Environmental Aspect and Impacts Register Form [FPI/L4/QOSHE-1.8 Pind 0] was used to register the mitigation method which basically link to the Manual Operation procedures.</p> <p>Format of EAI includes Dept./process, Aspect, Impact (type & score), Usage/discharge quantity (per month or day), Impact mitigation method and comments</p> <p><u>BSPOM</u> The evaluation was divided by workstations such as loading ramp, sterilizer, trashing & press, incinerator, oil room, bulk storage tank, raw water treatment plant, boiler, ETP, laboratory, diesel tank, workshop, SW store, EFB stock pile to name a few. The evaluation of EAI was last updated on 7/10/2019.</p> <p><u>BS4E</u> The estate has conducted the environmental impact aspect and documented 'Pengenalpastian Aspek and penilaian Impak operasi Ladang'. The assessment was reviewed on annually basis or changes in estate operation. Latest EIA review was conducted on 27/9/2019. From the assessment, 10 activities with significant impact was identified.</p> <p><u>BS6E</u> The estate has conducted the environmental impact aspect and documented 'Pengenalpastian Aspek and penilaian Impak operasi Ladang'. The</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>assessment was reviewed on annually basis or changes in estate operation. Latest EIA review was conducted on 16/5/2019. From the assessment, 11 significant impacts activities has been identified and mitigation plan has been established.</p> <p><u>BS7E</u></p> <p>The estate has conducted the environmental impact aspect and documented 'Pengenalpastian Aspek and penilaian Impak operasi Ladang'. The assessment was reviewed on annually basis or changes in estate operation. Latest EIA review was conducted on 25/9/2019. From the assessment, 13 significant impacts activities has been identified and mitigation plan has been established.</p> <p><u>BS8E</u></p> <p>The estate has conducted the environmental impact aspect and documented 'Pengenalpastian Aspek and penilaian Impak operasi Ladang'. The assessment was reviewed on annually basis or changes in estate operation. Latest EIA review was conducted on 8/1/2019. From the assessment, 10 significant impacts activities has been identified and mitigation plan has been established.</p>	

<p>5.1.2</p>	<p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p><u>BS4E</u> The estate has established environmental management plan base on the significant impacts activity identified in the EIA conducted. The management plan was documented in 'Laporan Aspek Impak Alam Sekitar melalui aktiviti perladangan, bahan buangan dan pencemaran.</p> <p><u>BS4E</u> Latest review was conducted on 7/10/2019. Sighted the implementation of the management plan as follows: i. The estate collected all waste water from premix area in a collection sump and reused for chemical premix. ii. Empty pesticides containers were triple rinsed, punctured and stored in designated store before being dispose by licensed contractors. The estate maintain the records of triple rinse empty container in 'Buku Rekod Bilasan 3 Kali'. Sighted the inventory records for the month January – September 2019.</p> <p><u>BS6E</u> Latest review was conducted on 26/6/2019. Sighted the implementation of the management plan as follows: i. The estate maintain the monitoring of diesel usage on monthly basis. Sighted the records as follows:</p> <table border="1" data-bbox="972 1038 1861 1107"> <tr> <td>2019</td> <td>Jan</td> <td>Feb</td> <td>Mar</td> <td>Apr</td> <td>May</td> <td>Jun</td> <td>Jul</td> <td>Aug</td> <td>Sep</td> </tr> <tr> <td>Liter</td> <td>3811</td> <td>3225</td> <td>3642</td> <td>3332</td> <td>2599</td> <td>2719</td> <td>3037</td> <td>2409</td> <td>3155</td> </tr> </table> <p>ii. Sighted the records of vehicle maintenance records recorded in 'Rekod Pembaikan Kenderaan' logbook. Sighted the logbook for vehicle no. WQG 5897, TF 2, WYU 5646 and WXR 2124.</p> <p><u>BS7E</u> Latest review was conducted on 1/10/2019. Sighted the implementation of the management plan as follows: i. The estate monitor the diesel consumption per ton FFB produced on monthly basis. Sighted the records as follows:</p>	2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Liter	3811	3225	3642	3332	2599	2719	3037	2409	3155	<p>Complied</p>
2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep														
Liter	3811	3225	3642	3332	2599	2719	3037	2409	3155														

Criterion / Indicator		Assessment Findings										Compliance
		2019	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
		L/FF	3.92	5.58	3.56	2.50	1.76	2.64	1.88	2.15	3.01	
		B										
		ii. Sighted the records of vehicle maintenance records recorded in 'Rekod Pembaikan Kenderaan' file. Sighted the logbook for vehicle no. WQG 5878 <u>BS8E</u> i. Sighted the waste water from premixing were collected in collection sump and reuse for chemical premixing activity. ii. Empty pesticides containers were triple rinsed, punctured and stored in designated store before being dispose by licensed contractors. The estate maintain the records of triple rinse empty container in 'Buku Rekod Bilasan 3 Kali'. Sighted the inventory records for the month January – September 2019.										
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	The management plan established include pollution source, mitigation plan, and person responsible, monitoring and monitoring period. The plan was conducted on annually basis bases on EIA review results.										Complied
Criterion 5.2: The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and and operations managed to best ensure that they are maintained and/or enhanced.												

Criterion / Indicator	Assessment Findings	Compliance	
<p>5.2.1</p>	<p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -</p>	<p>All estates visited has conducted HCV assessment by IB Executives from VDD department in December 2016. Among the methods used in the assessment were interview with stakeholders (FELDA officers, local communities, government agencies) and literatures review.</p> <p><u>BS4E</u> The estate has conducted the HCV assessment as per Biodiversity Report dated 16/1/2016. As per report, 2 HCV area were identified, the S. Batu and Sg. Riong bufferzone and boundaries with Bukit Kuantan Forest Reserve.</p> <p><u>BS6E</u> HCV assessment has been conducted as per Biodiversity Report dated 14/12/2016. 2 HCV area has been identified in the report such as Sungai Burung buffer zone, Sungai Rion buffer zone and boundaries with Bukit Kuantan Forest Reserve.</p> <p><u>BS7E</u> HCV assessment has been conducted as per Biodiversity Report dated 14/12/2016. 1 HCV area has been identified in the report such as Sungai Ramen and Sg. Riong buffer zone.</p> <p><u>BS8E</u> HCV assessment has been conducted as per Biodiversity Report dated 14/12/2016. 1 HCV area has been identified in the report such as Sg. Endan, Sg. Tawah and Sg. Ulat buffer zone.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan. - Major compliance -	Based on the HCV assessment report mentioned in indicator 5.2.1 above, there are RTE species sighted in the plantation due to the reason that the estates are located adjacent to Reman Chereh and Bukit Kuantan forest reserves. Among the RTE species potentially exist are Panthera tigris (tiger), Tapirus indicus (Tapir), elephant (Elephas maximus) and tenggiling Manis javanica, to name a few. The estate has established its management plan which was derived from the biodiversity assessment report. The action plan established to maintain the RTE species are creating awareness among the employees through no hunting signage placed at strategic locations, briefing about RTE species.	Complied
5.2.3 There shall b 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 estates visited continue to provide awareness to the workers on the RTE species. Training or briefing on RTE species and HCV area was programmed in the training program FY 2019. Signboard on awareness and prohibition of illegal hunting were erected at the HCV area, Estate entrance and housing complex.	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 -	The estates visited has established Biodivesity Management Plan 2017 – 2022 documented in the Biodiversity Report. In the management plan stated the HCV area, person responsible and mitigation plan (short term, middle term and long term). Monitoring report is recorded using a form entitled "Rekod Pemantauan Hidupan Liar & Kawasan Sensitif" (Wildlife and Sensitive Areas Monitoring Records). The monitoring was conducted on quarterly basis. Sighted the monitoring records at all estates. Usual species sighted during the monitoring patrol such as foxes, wildboar and monkeys.	Complied

Criterion / Indicator		Assessment Findings	Compliance
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	No HCV with existing rights of local communities was identified that needs to be set aside.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The estates visited has identified all waste products and source pollution as follows: i. Estate Operation – Used PPE, Empty Pesticides Container, Spent oil, Used Filter, Empty fertiliser bags, used tyre, Scrap iron ii. Office and housing area – Recycle item, Domestic waste iii. Side Waste – Fronds, chipped trunk, EFB, POME	Complied

Criterion / Indicator	Assessment Findings	Compliance
5.3.2	<p>All chemicals and their containers shall be disposed of responsibly. - Major compliance -</p> <p>Empty pesticides containers were triple rinsed, punctured and stored in designated store before being dispose by licensed contractors. The estate maintain the records of triple rinse empty container in 'Buku Rekod Bilasan 3 Kali'.</p> <p><u>BS4E</u> Sighted the inventory records for the month January – September 2019. Latest disposal was done on 12/9/2019. Refer Consignment note no 65919 and weighbridge ticket no 011894 dated 12/9/2019 collected by Urban Environment Industries Sdn. Bhd.</p> <p><u>BS6E</u> Sighted the inventory records for the month of January – September 2019 recorded in 'Rekod Tong Kosong' logbook and 'Rekod Bilasan 3 kali' logbook. Latest disposal was conducted on 9/8/2019. Refer C/N no. 65781.</p> <p><u>BS7E</u> Sighted the inventory records for the month of January – September 2019 recorded in 'Rekod Bilasan 3 kali' file. Latest disposal was conducted on 14/10/2019. Refer C/N no. 66045.</p> <p><u>BS8E</u> Sighted the inventory records for the month of January – September 2019 recorded in the 'Rekod Inventory & Pelupusan Bahan Terjadual' record book. Latest disposal was done on 12/9/2019. Refer C/N no. 65919 and delivery note 19/09087.</p>	Complied

<p>5.3.3</p>	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -</p>	<p>The estates visited has established waste management plan base on the waste identified. Sighted the implementation of the management plan as follows:</p> <p><u>BS4E</u> i. Domestic waste was disposed in designated landfill located far from housing area and natural water source. Noted during site visit, no evidence of recycle waste and scheduled waste was disposed in the landfill. Sighted the records of domestic waste collected 3 time a week for the month of July, August and September 2019</p> <p>ii. Empty pesticides containers were triple rinsed, punctured and stored in designated store before being dispose by licensed contractors. The estate maintain the records of triple rinse empty container in 'Buku Rekod Bilasan 3 Kali'. Sighted the inventory records for the month January – September 2019. Latest disposal was done on 12/9/2019. Refer Consignment note no 65919 and weighbridge ticket no 011894 dated 12/9/2019 collected by Urban Environment Industries Sdn. Bhd.</p> <p><u>BS6E</u> i. Domestic waste was collected in the designated landfill. Sighted the domestic waste collection records in 'Buku Harian Kenderaan Lorry WQQ 2997'. ii. Vehicle and machinery services was done by appointed contractors. The scheduled was generated such as spent oil and used filter was disposed by the appointed contractors who had written approval by DOE to conduct off-site disposal. Refer approval letter no. AS(BB)91/110/619/161 Jilid 14(69) dated 6/9/2011.</p> <p><u>BS7E</u> i. No controlled burning noted based on the records on the land clearing and felling for the replanting at the estates as seen during site visit in PR19F.</p>	<p>Minor nonconformance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>They using system chipping and buried the old trunk as per SOP FGV. ii. EFB from the mill were applied at the estates as nutrient cycle. Sighted the EFB application records as todate FY 2019 at 3274.28 tons.</p> <p><u>BS8E</u></p> <p>i. Empty pesticides containers were triple rinsed, punctured and stored in designated store before being dispose by licensed contractors. Sighted the inventory records for the month of January – September 2019 recorded in the 'Rekod Inventory & Pelupusan Bahan Terjadual' record book. Latest disposal was done on 12/9/2019. Refer C/N no. 65919 and delivery note 19/09087.</p> <p>ii. Domestic was was collected 3 time a week and disposed at designated landfill. The estate has established domestic was collection scheduled. Sighted the records of domestic waste collection in 'Rekod angkat sampah' logbook.</p> <p>The estates visited has generated used PPE and identified in the waste identification. Waste management plan has been established to mitigate impacts. However, the estates management didn't manage the used PPE as per plan established. Thus, NC were raised.</p>	
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		

Criterion / Indicator		Assessment Findings	Compliance
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	The mill has its own renewable energy fuel power generation facility i.e. steam turbine engine that received steam generated from boiler with mesocarp fibres and kernel shells used as boiler fuels. The mill keep on improving its strategy to maintain the operational up-time to ensure power consumption sourced from steam turbine engine as diesel genset mostly run during down-time or start-up of process. Based on the info of Monthly Environmental Performance Indicators; Form # FPI/L4/QOHSE-15.4 Pind 0 the 2019 year to date diesel consumption for electricity generation as of 30/9/2019 was 1.58 liter/mt FFB processed. Absolute figure of processing for Jan – Sep 2019 were as following: i. FFB processed: 160,460 mt ii. Diesel usage (electricity): 230,637 liters iii. Electricity consumption average: 0.16 kWh/mt FFB processed – no per CPO	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 -	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.	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 replanting activities carried out in the Bukit Sagu, they using system chipping and buried the old trunk as per SOP FGV. 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 / Indicator		Assessment Findings	Compliance
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	Various monitoring has been conducted including the effluent analysis, stack monitoring and river water monitoring. 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. Monitoring done by Triple A EHS Solution with results as following: 1 st Half 2019 Stack Emission Monitoring Report for Boiler no. 1 & Boiler no. 2 KKS Bukit Sagu; Report ref. no. STK/BSAGU/19/001; Date: 29/4/2019; Monitoring date: 24/4/2019. Result of dust emission load: i. Stack no 1: 148.79mg/Nm ³ @ 12% CO ₂ ii. Stack no. 2: 140.20mg/Nm ³ @ 12% CO ₂	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	Significant pollutants and greenhouse gas (GHG) emissions were identified includes methane from effluent, smoke and fertilizer usage have been adequately documented. The management plan has been established and documented in the Environmental Impact Assessment and Action plan under section Environmental Pollution and Greenhouse Gases Management Plan.	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 -	Tools and systems used to monitor significant pollutants includes the DOE CEMS monitoring system for air emissions, water quality at discharge points as per DOE regulations. Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 3.0.1 is used and the management opted for full version was applied.	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.			

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Criterion / Indicator		Assessment Findings	Compliance
6.1.1	A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	SIA for Bukit Sagu POM was conducted on 19/9/2019, 17/9/2019 in Bukit Sagu 04 Estate, 17/9/2019 in Bukit Sagu 06 Estate, 18/9/2019 in Bukit Sagu -7 Estate and 18/9/2019 in Bukit Sagu 08 Estate by Sustainability Compliance & Certification Department (SCCSD). Stakeholders such as contractors, workers, settlers and FFB suppliers were involved in the assessment. Issues that raised by the stakeholders were recorded in the assessment report and developed the management plan accordingly.	Complied
6.1.2	There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The assessment has involved the participation of affected parties such as contractors, FFB suppliers and settlers by verified on the attendance list and photo evident of the process.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>6.1.3</p> <p>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.</p> <p>- Major compliance -</p>	<p>Management Plan for Social Impact Assessment for Negative and Positive Impacts was developed to monitor the action plan to be taken. Timeframe and person to be responsible was included into the management plan.</p> <p>Sampled of the impacts as below:</p> <ul style="list-style-type: none"> i. Impact: The FFB transporters have complaint that the waiting time to unload the FFB in ramp was too long and caused the delay in the next trip. Action to be taken: The management will control the process of registration of entering the premise in order to reduce the waiting time. Status: The problem has been improved where the mill management has allowed the 7 transporters to enter for unloading instead of 4 transporters previously. ii. Impact: Bukit Sagu 07 Estate has provided bus facilities to send the children of workers to school every day. Action to be taken: The management will always committed to provide facilities and take care of the welfare of workers. Status: Confirmed with the staffs that the management has provided free bus transportation to all the children to school. This has verify with the workers as well. iii. Impact: Contractors in Bukit Sagu 08 Estate has informed that the payment of work usually after 10th of the following month. Action to be taken: The management will arrange a meeting with the contractors. Status: A meeting with contractors was conducted on 7/10/2019 to brief on the payment. As per the procedure of company, the payment will be made 2nd week of every following month. Seen the meeting minutes. 	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
6.1.4	The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	The management plan was last reviewed on 17-19/9/2019.	Complied
6.1.5	Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	There was no scheme smallholders involved in the certification.	Not applicable
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Felda Global Ventures has developed " <i>Polisi Kominikasi</i> " with Doc. No. ML-1A/L1-Po3(0) dated 1/6/2014 signed by President and CEO of FGV to communicate with internal and external parties related to quality, environmental issues, safety and health. Besides, FGV has established " <i>Komunikasi, Penglibatan dan Rundingan</i> " procedure with Doc. No. ML-1A/L2-Pr12(0) dated 1/6/2016 that provide an effective communication system with internal and external stakeholders. Methods of communication can be done via morning muster, notice board, suggestion box and workers' representative. The timeframe to provide response to all the communication is within 2 weeks from the date of receipt of communication.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	Assistant Manager of Bukit Sagu POM has been appointed as Communication Officer to handle any communication and complaint from the stakeholders. Role and responsibilities have clearly stated in the appointment letter dated 27/9/2019. Manager of Bukit Sagu 06 Estate and Bukit Sagu 07 Estate has appointed Assistant Manager to be the responsible person for communication and social and appointment letter dated 10/6/2019 and 10/1/2018 respectively was sighted.	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 -	Stakeholder meeting with the Bukit Sagu Complex was conducted on 6/9/2019 with the participation of setters and neighbouring plantations under Felda smallholders. Results of grading was reported during the meeting. No other complaint reported during the meeting.	Complied
Criterion 6.3:			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.			
6.3.1	The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested. - Major compliance -	FGV Holding Berhad has issued a memorandum on the <i>Polisi & Prosedur Pemberian Maklumat</i> with Doc. No.: ML-1A/L1-Po19(0) dated 24/2/2015 where the objectives of the policy is to provide space for the workers to report any misconduct with assurance of protect their identity from any discrimination and revenge. Besides, it also provide an official mechanism to handle any complaints. Besides, procedure <i>"Menangani Aduan dan Rungutan"</i> with Doc. No.: ML-1A/L2-Pr13(0) dated 1/6/2016 to establish mechanism to handle complaint and grievances. The time taken to initiate the investigation shall be carried out within 7 days from the date of complaint lodged. The maximum time taken to resolve any issue was 2 months.	Complied

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Criterion / Indicator		Assessment Findings	Compliance
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance –	<p>Bukit Sagu POM and the estates has implemented Request & Response Form/ Complaint Form to record any request and complaints from the stakeholders. Sampled of the complaints as below:</p> <ul style="list-style-type: none"> i. Issue: Workers reported that the piping system in the housing area was broken on 6/9/2019. Action: The mill management has tendered the project of repairing to contractors with Ref. No.: BS/161/2019 on 6/9/2019. However, the management crosschecked with the authority found that the repairing work was under authority’s responsibility. The authority has repaired the pipe accordingly. Thus, the issue was resolved. ii. Issue: House No. 47 has reported of broken water pipe on 1/8/2019. Action: A memo has issued on 5/8/2019 to request the mandore to carry out the repair work. The memo will issue on the same day of repair work carried out. iii. Issue: House No. RP 19 has reported of septic tank was full on 17/9/2019. Action: The management has contacted Indah Water Konsortium Sdn Bhd to carry out the desludging septic tank process. Seen the invoice# 201892 and the payment voucher# CLP047519090026 dated 25/9/2019 was sighted. 	Complied
<p>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.</p>			

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 -	FGV has developed procedure on “ <i>Pengenalpastian dan penyelesaian pertikaian tanah</i> ” with Doc. No. ML-1A/L1-Pr10(0) dated 1/6/2016. The objective of the procedure is to handle and monitor issue raised from local communities on customary or user rights. Procedure on the compensation to the people entitled and monitoring of boundary stone was detailing in the procedure. Compensation will be paid according to basic cost/ acre and market land price.	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups’ proof of legal versus communal ownership of land. - Minor compliance -	SOP as per Indicator 6.4.1.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit through interviewed with the settlers. Boundary stone and trenches were available to demarcate the boundary of land between the neighboring stakeholders.	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.			

<p>6.5.1</p>	<p>Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>Mill and estate have employed local and foreign workers. The payslip has included basic pay, allowances, working days, deduction of salary such as electricity and water bill. Payslip for January 2019, March 2019, August 2019 and September 2019 was sampled based on the crop summary as below:</p> <ul style="list-style-type: none"> a. Employee No.: 1201827 (BSPOM) b. Employee No.: 1210422 (BSPOM) c. Employee No.: 1203493 (BSPOM) d. Employee No.: 1201985 (BSPOM) e. Employee No.: FW03301271 (BS04E) f. Employee No.: FW03301133 (BS04E) g. Employee No.: FW03301316 (BS04E) h. Employee No.: FW03300843 (BS04E) i. Employee No.: LW03680051 (BS06E) j. Employee No.: FW03680124 (BS06E) k. Employee No.: FW03680835 (BS06E) l. Employee No.: FW03680647 (BS06E) m. Employee No.: LW03680113 (BS06E) n. Employee No.: FW04750344 (BS07E) o. Employee No.: FW04751084 (BS07E) p. Employee No.: FW04750374 (BS07E) q. Employee No.: FW04751078 (BS07E) r. Employee No.: FW06290430 (BS08E) s. Employee No.: FW06290775 (BS08E) t. Employee No.: FW06290799 (BS08E) u. Employee No.: FW06290752 (BS08E) <p>Based on the "Borang Tuntutan Bayaran Kerja dan Kerja Lebih Masa, Bekerja Pada Hari Biasa, Cuti Rehat dan Hari Cuti Kelepasan Am" found that no overtime has exceeded the limit of 104 hours as per the Employment Act 1955. Besides, the workers employed by the mill were under monthly-rated wage. Overtime rate, work on rest day and public holiday was paid according to Employment Act 1955 as well. Besides, the sampled workers have</p>	<p>Major nonconformance</p>
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		<p>acknowledged on the consent letter to deduct salary on monthly basis by the company.</p> <p><u>Bukit Sagu POM:</u> Document reviewed on the payslip for September 2019 for the 5 contractor's workers (Graders & Sorters) in Bukit Sagu POM found that no EPF contribution was made to the workers. Besides, the workers have worked on half day of public holiday but no two days' wages were given to the workers.</p> <p><u>Bukit Sagu 04 Estate:</u> There are 2 contractor's workers (Impian Jaya) working in Bukit Sagu 04 Estate. Interviewed with the contractor's workers found that they were not paying double or triple if worked on rest day and public holiday. Document reviewed on the payslips and "<i>Borang Berat Timbangan Penghasilan (BBTP-010) – Penyelia</i>" found that the workers have worked on the following rest days and public holidays without paying the rate as per the Employment Act 1955.</p> <table border="1" data-bbox="972 911 1720 1337"> <thead> <tr> <th>Passport No.</th> <th>Date WDR & Tonnage</th> <th>Date WPH & Tonnage</th> <th>Field No.</th> </tr> </thead> <tbody> <tr> <td rowspan="4">B 1957333</td> <td>6/9/2019 – 8.56 MT</td> <td>9/9/2019 – 7.55 MT</td> <td>11N</td> </tr> <tr> <td>13/9/2019 – 6.20 MT</td> <td></td> <td></td> </tr> <tr> <td>20/9/2019 – 7.22 MT</td> <td></td> <td></td> </tr> <tr> <td>27/9/2019 – 16.55 MT</td> <td></td> <td></td> </tr> <tr> <td>B 4583576</td> <td>6/9/2019 – 8.56 MT</td> <td>9/9/2019 – 7.55 MT</td> <td>11N</td> </tr> </tbody> </table>	Passport No.	Date WDR & Tonnage	Date WPH & Tonnage	Field No.	B 1957333	6/9/2019 – 8.56 MT	9/9/2019 – 7.55 MT	11N	13/9/2019 – 6.20 MT			20/9/2019 – 7.22 MT			27/9/2019 – 16.55 MT			B 4583576	6/9/2019 – 8.56 MT	9/9/2019 – 7.55 MT	11N	
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		13/9/2019 – 7.85 MT																						
		20/9/2019 – 8.14 MT																						
		27/9/2019 – 6.67 MT																						
<p><u>Bukit Sagu 06 Estate:</u> Sampled the payslips for the checkroll workers found that they did not pay twice his ordinary rate per piece when they worked on rest day as below:</p> <table border="1"> <thead> <tr> <th>Employee No.:</th> <th>Date of WDR</th> </tr> </thead> <tbody> <tr> <td>FW03680809</td> <td>15/3/2019</td> </tr> <tr> <td>FW03680958</td> <td>15/3/2019</td> </tr> <tr> <td>FW03680905</td> <td>15/3/2019</td> </tr> <tr> <td></td> <td>22/3/2019</td> </tr> </tbody> </table> <p>Besides, contractors' workers who have worked on rest day and public holiday were not paid the rate as per the Employment Act 1955. Crosschecked the payslips for July 2019 to September 2019 and Databank Analysis. Sampled of the payslips as below:</p> <table border="1"> <thead> <tr> <th>Passport No.</th> <th>Date of WDR</th> <th>Date of WPH</th> </tr> </thead> <tbody> <tr> <td colspan="3"><u>Syabas Ku Jaya Enterprise</u></td> </tr> <tr> <td>B 2234950</td> <td></td> <td></td> </tr> </tbody> </table>						Employee No.:	Date of WDR	FW03680809	15/3/2019	FW03680958	15/3/2019	FW03680905	15/3/2019		22/3/2019	Passport No.	Date of WDR	Date of WPH	<u>Syabas Ku Jaya Enterprise</u>			B 2234950		
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<p><u>Bukit Sagu 07 Estate:</u> Sampled of payslips and productivity records of contractors' workers found that they worked on public holiday but were not paid the rate as per the regulations.</p>																			
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<p><u>Bukit Sagu 08 Estate:</u> No evidence to show that the contractor's workers have paid the rate as per the regulations for worked on public holiday as verified the payslips.</p>																			
<table border="1"> <tr> <td>Passport No.</td> <td>Day of Work on PH</td> </tr> </table>					Passport No.	Day of Work on PH													
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<u>Mahu Berjaya Enterprise</u>																			

Criterion / Indicator		Assessment Findings			Compliance
			August 2019	September 2019	
		AT 760009	2 days	3 days	
		AT 773215	2 days	3 days	
		No evidence to show that EPF and SOCSO contribution has been made for the 2 local workers of contractors.			
		Contractor	I/C No.		
		Mahu Berjaya	640621-06-58XX		
		Impian Jaya	890416-06-52XX		
		<i>Thus, a major non-conformance was raised.</i>			

<p>6.5.2</p>	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official. - Major compliance -</p>	<p>Employment contract are available in their native language and explained in language that understood by workers. The contract was signed by the workers and sampled of contracts as below:</p> <ul style="list-style-type: none"> i. Employee No.: 1201827 (BSPOM) ii. Employee No.: 1210422 (BSPOM) iii. Employee No.: 1203493 (BSPOM) iv. Employee No.: 1201985 (BSPOM) v. Employee No.: FW03301107 (BS04E) vi. Employee No.: FW03301133 (BS04E) vii. Employee No.: FW03301316 (BS04E) viii. Employee No.: FW03301066 (BS04E) ix. Employee No.: FW03300843 (BS04E) x. Employee No.: FW03680935 (BS06E) xi. Employee No.: FW03680124 (BS06E) xii. Employee No.: FW03680647 (BS06E) xiii. Employee No.: FW03680809 (BS06E) xiv. Employee No.: FW04750928 (BS07E) xv. Employee No.: FW04750891 (BS07E) xvi. Employee No.: FW04750895 (BS07E) xvii. Employee No.: LW04750063 (BS07E) xviii. Employee No.: FW06290179 (BS08E) xix. Employee No.: FW06290752 (BS08E) xx. Employee No.: FW06290942 (BS08E) xxi. Employee No.: LW06290039 (BS08E) <p><u>Bukit Sagu POM:</u> However, there was no employment contract for 5 workers (sorters in Bukit Sagu POM) that worked with the contractor, Suria Pajar Enterprise.</p> <p><u>Bukit Sagu 06 Estate:</u> Besides, the employment contract signed by the 4 contractor’s workers (Nalar Gemilang) with Passport No.: AT 766544, AT 768921, C 2726702 and AT</p>	<p>Major nonconformance</p>
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Criterion / Indicator	Assessment Findings	Compliance
	<p>908732 was incomplete as the following terms and conditions were not outlined in the contract.</p> <ul style="list-style-type: none"> i. Annual leave ii. Sick Leave iii. Public holiday entitlement iv. Rate of overtime, work on rest day and work on public holiday v. Reasons for dismissal vi. Period of notice <p><i>Thus, a major non-conformance was raised.</i></p>	

<p>6.5.3</p>	<p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. - Minor compliance –</p>	<p>The managements have provided free housing facilities and medical facilities to all the workers. The new workers will be provided with free cooking utensils, bed frame with mattress, pillow, cooking ingredients such as cooking oil, eggs and noodles during the 1st month they arrived in the company. Besides, they were given subsidy of RM 6 for electricity and RM 4 for water bill as verified in the payslip and interviewed with the workers.</p> <p><u>Bukit Sagu 04 Estate:</u> Linesite inspection was carried out monthly basis by Mandore using "Pemeriksaan Mingguan Rumah Pekerja Asing" checklist. The last inspection was carried out on 1st week of April 2019, 2nd week of May 2019, 3rd week of June 2019, 4th week of July 2019, 3rd week of August 2019 and 3rd month of September 2019.</p> <p>Besides, during linesite visit found the following issues in Bukit Sagu 04 Estate:</p> <ul style="list-style-type: none"> i. Trashes were scattered around in the housing area. ii. Water stagnant at the monsoon drain. iii. Sign of burning of trashes. iv. Water contained in blue drum without cover. <p><u>Bukit Sagu 07 Estate:</u> Weekly linesite inspection for local workers' housing and daily inspection for foreign workers' housing was conducted in Bukit Sagu 07 Estate. However, utilization of the checklist could be further improved by record and further explain the unsatisfied condition sighted during the inspection in the table at the bottom of the checklist with proposed action taken.</p> <p>Bukit Sagu 08 Estate has yet to conduct the linesite inspection on weekly basis as verified "Rekod Kebersihan Asrama Ladang Felda Bukit Sagu 08" where they conducted on once a month.</p> <p><i>Thus, a minor non-conformance was raised.</i></p>	<p>Minor nonconformance</p>
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Criterion / Indicator		Assessment Findings	Compliance
6.5.4	Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. - Minor compliance –	The mill and estates' workers are able to access to adequate, sufficient and affordable foods and goods as the housing area was located inside the Bukit Sagu 1 Complex and estates' compound where there are few sundry shops and food shops available in the area.	Complied
Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.			
6.6.1	A published statement in local languages recognising freedom of association shall be available. - Major compliance -	FGV has established " <i>Polisi Hak Kebebsan Bersuara & Menganggotai Kesatuan</i> " with Doc. No. ML-1A/L1-Po11(0) dated 1/6/2014. All the workers can participate in those registered association. The company is given freedom for the workers to bargain collectively. Briefing of the policy was carried out on 5/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	<p>FPISB Workers' Association was established in the Bukit Sagu POM and meeting was carried out on 18/6/2019 with total 9 representatives attended. The previous issues raised during last meeting was discussed and updated. No other issue raised during this meeting as verified in the meeting minutes and interviewed with the representatives.</p> <p>Workers' Committee was established in Bukit Sagu 04 Estate and the last meeting was conducted on 21/8/2019 among the management and workers' representatives from different nationalities. No issue was reported during the meeting.</p> <p>Bukit Sagu 06 Estate has established Foreign Workers Welfare Association to discuss issues related to the workers. The last meeting was carried out on 15/8/2019. Seen the meeting minutes and no issue was reported. Interviewed with the workers confirmed that they are allowed to join the association and they are aware who are the representatives.</p> <p>Workers' Welfare Committee has conducted meeting with the management on 11/10/2019 in Bukit Sagu 07 Estate. There were few requests during the meeting. For eg: The workers have requested to have receipt of purchase from the sundry shop and the owner of sundry shop wanted to keep the bank card of workers as deposit to prevent runaway of workers from paying debt. The management has carried out a meeting with the owner of sundry shops on 16/10/2019 and meeting minutes has yet to be developed. Seen the attendance list of 2 owners have attended the discussion.</p>	Complied
<p>Criterion 6.7: Children are not employed or exploited.</p>			

Criterion / Indicator		Assessment Findings	Compliance
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	FGV has developed " <i>Polisi Pekerjaan Kanak-kanak</i> " with Doc. No.: ML-1A/L1-Po5(0) dated 1/62014 where the company does not allow any employment of individual that below 18 years old in the company. Briefing of the policy was carried out on 5/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.			
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	FGV has developed " <i>Polisi Kesetaraan Peluang</i> " with Doc. No.: ML-1A/L1-Po2(0) dated 1/62014 to ensure all the workers and applicants for job are treated equally and no discrimination based on race, nationality, religion, gender, age and union membership. Besides, the company also established " <i>Polisi Pengambilan Pekerja Asing</i> " with Doc. No.: ML-1A/L1-Po8(0) dated 1/62014 where recruitment of foreign workers will be pay as per the Minimum Wage Order in Malaysia without any discrimination and contract substitution. Briefing of the policy was carried out on 5/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	Through document reviewed on the list of employees found that the composition of workers are local, foreign workers and contract workers, male and female workers. No discrimination was sighted based on interview with the workers. The management treated all the workers fairly and equally without discrimination. All the workers were provided with housing and medical facilities.	Complied

Criterion / Indicator	Assessment Findings	Compliance
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	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 -	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 -	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	<p>FGV has established procedure "<i>Menangani Aduan Melalui Jawatankuasa Wanita</i>" with Doc. No.: ML-1A/L2-Pr14(0) dated 1/6/2016 where Gender Committee has established to handle any sexual harassment, misconduct, discrimination and violence issue happen in the company. Process of report and handle of complaint has detailed in the procedure. The method of report of complain can be done via verbally and written to the Gender Committee Representative or call to the hotline.</p> <p>Gender Committee was established and meeting was conducted on 1/10/2019 in Bukit Sagu 04 Estate, 7/10/2019 in Bukit Sagu 06 Estate and 3/10/2019 in Bukit Sagu 07 Estate. No issue related to sexual harassment and violence reported in the estate as far as verified in the meeting minutes. Interviewed with the female representatives also confirmed that no case reported.</p>	Complied
Criterion 6.10:			
Growers and mills deal fairly and transparently with smallholders and other local businesses.			
6.10.1	Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available. - Minor compliance -	Current and past prices paid for Fresh Fruit Bunches (FFB) has been displayed at the mill weighbridge counter. Pricing was according to the MPOB pricing.	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 -	Bukit Sagu POM is receiving FFB from internal supply bases and outsider crops. Interviewed with the settlers confirmed that they were explained on pricing mechanism.	Complied

Criterion / Indicator	Assessment Findings	Compliance
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Complied</p>
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>Complied</p>
<p>Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.</p>		
6.11.1	<p>Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p>- Minor compliance –</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
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 –	Reviewed on the SIA and management plan dated 19/9/2019 found that impacts of smallholders and FFB suppliers were assessed and identified the impacts accordingly. Campaign of FFB Quality was carried out on 15/2/2019 that involved settlers/ smallholders. The campaign has involved activities such as visit to the estates and briefing on the quality FFB to the smallholders. Besides, a training on 24/1/2019 to Felda Bukit Sagu 1 on the specification and quality of FFB as well as the root cause for the unripe FFB sent to the mill was carried out. Besides, JPPK meeting was conducted on monthly basis with the settlers/ smallholders/ FFB suppliers to discuss the quality of FFB. The last meeting was carried out on 6/9/2019. Thus, the corrective action plan has implemented effectively and thus the minor non-conformance was closed on 14/10/2019.	Complied
Criterion 6.12: No forms of forced or trafficked labour are used.			

<p>6.12.1</p>	<p>There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers. Contract of employment was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> a. Permit No.: PE 8698189 valid until 30/10/2020 (BS04E) b. Permit No.: PE 8698886 valid until 30/10/2020 (BS04E) c. Permit No.: PE 8360760 valid until 16/8/2020 (BS04E) d. Permit No.: PE 8698870 valid until 1/10/2020 (BS04E) e. Permit No.: PE 6053692 valid until 25/1/2020 (BS04E's Contractor Worker) f. Permit No.: PE 7630009 valid until 2/4/2020 (BS04E's Contractor Worker) g. Permit No.: PE 8464710 valid until 30/9/2020 (BS06E) h. Permit No.: PE 6641500 valid until 8/1/2020 (BS06E) i. Permit No.: PE 8464706 valid until 10/9/2020 (BS06E) j. Permit No.: PE 8698797 valid until 30/10/2020 (BS06E) k. Permit No.: PE 8360714 valid until 19/7/2020 (BS06E's Contractor Worker) l. Permit No.: PE 8074306 valid until 12/4/2020 (BS06E's Contractor Worker) m. Permit No.: PE 8464703 valid until 28/9/2020 (BS07E) n. Permit No.: PE 7805324 valid until 2/4/2020 (BS07E) o. Permit No.: PE 8360945 valid until 4/8/2020 (BS07E) p. Permit No.: PE 8040005 valid until 16/5/2020 (BS07E) q. Permit No.: PE 6900047 valid until 5/7/2020 (BS07E's Contractor Worker) r. Permit No.: PE 7307487 valid until 18/3/2020 (BS07E's Contractor Worker) s. Permit No.: PE 6792450 valid until 24/2/2020 (BS08E) t. Permit No.: PE 8360252 valid until 19/5/2020 (BS08E) u. Permit No.: PE 8698252 valid until 19/10/2020 (BS08E) v. Permit No.: PE 8758823 valid until 6/6/2020 (BS08E) 	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>w. Permit No.: PE 8464216 valid until 10/8/2020 (BS08E's Contractor Worker)</p> <p>x. Permit No.: PE 6544984 valid until 20/1/2020 (BS08E's Contractor Worker)</p>	
6.12.2	<p>Where applicable, it shall be demonstrated that no contract substitution has occurred.</p> <p>- Minor compliance –</p>	<p>Interviewed with the foreign workers confirmed that no contract substitution has occurred. The terms and conditions explained to them at their country of origin were similar to what they have signed in Malaysia.</p>	Complied
6.12.3	<p>Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</p> <p>- Major compliance -</p>	<p>The company also established "<i>Polisi Pengambilan Pekerja Asing</i>" with Doc. No.: ML-1A/L1-Po8(0) dated 1/62014 where recruitment of foreign workers will be pay as per the Minimum Wage Order in Malaysia without any discrimination and contract substitution. Besides, the workers will be provide with orientation program to brief on the language, safety during work, law and regulation and local culture. They will be provide with insurance and housing facilities as well. Briefing of the policy was carried out on 5/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.</p> <p>Seen the attendance record for the orientation program for new workers in Bukit Sagu 06 Estate on 2/8/2019. Briefing of company policies, employment contract, welfares of workers and system of employment to the workers. Interviewed with the new workers confirmed that they have been briefed on all the topics mentioned above.</p> <p>Bukit Sagu 07 Estate also conducted induction training to new workers on 9/10/2019 regarding to the terms and conditions stated in the employment contract. Seen the training materials and photo of attendance.</p>	Complied
<p>Criterion 6.13: Growers and millers respect human rights.</p>			

Criterion / Indicator		Assessment Findings	Compliance
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	FGV has developed " <i>Polisi Hak Asasi Manusia</i> " with Doc. No. ML-1A/L1-Po12(0) dated 1/6/2014. The management is committed in supporting the human rights. Besides, the company also established Group Sustainability Policy with Policy No.: FGV/SED/POL/001 dated 29/5/2019 where the company commits to respect employees' and workers' right and conduct due diligence from time to time to ensure no violations to the human rights commitment of this policy. Briefing of the policy was carried out on 5/10/2019 in Bukit Sagu POM, 3/10/2019 in Bukit Sagu 06 and 3/1/2019 in Bukit Sagu 07 Estate.	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 in Peninsular Malaysia.	Not applicable
Principle 7: Responsible development of new plantings			
Bukit Sagu Palm Oil Mill Certification Unit and supply base did not carry out any new plantings since November 2005. Therefore, Principle 7 is not applicable during this surveillance assessment. The immature areas are replanted area.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>Operating units visited have identified and implemented the following Continual Improvement Plans in the mill and estates as required. Continuous improvement plan focusing on:</p> <ul style="list-style-type: none"> i. Reduce usage of pesticides ii. Reduce impacts to environment iii. Maximise recycle and reduce waste iv. Reduce pollution and GHG emission v. Reduce social impact vi. Initiative to increase FFB production 	<p>Complied</p>

Appendix B: Approved Time Bound Plan

Time Bound Plan Forecast For RSPO Certification of All FGV Palm Oil Mills & Supply Bases					
	Palm Oil Mill	Supply bases (estates, plantations, associations)			
		Internal			
		FFB Supplier	Certification Year	Certification standard	Status
1	KS Selancar 2B	FGVPM Selancar 06	2017	MYNI 2014	Certified
		FGVPM Selancar 08	2017	MYNI 2014	
		FGVPM Selancar 09	2017	MYNI 2014	
2	KS Aring A	FGVPM Aring 02	2017	MYNI 2014	Certified
		FGVPM Aring 03	2017	MYNI 2014	
		FGVPM Aring 04	2017	MYNI 2014	
		FGVPM Aring 05	2017	MYNI 2014	
		FGVPM Aring 06	2017	MYNI 2014	
		FGVPM Aring 08	2017	MYNI 2014	
		FGVPM Aring 10	2017	MYNI 2014	
		FGVPM Aring 11	2017	MYNI 2014	
3	KS Selendang	FGVPM Selendang 3	2017	MYNI 2014	Certified
		FGVPM Selendang 4	2017	MYNI 2014	
		FGVPM Selendang 5	2017	MYNI 2014	
		FGVPM Berabong 1	2017	MYNI 2014	
4	KS Bukit Sagu	FGVPM Bukit Sagu 04	2017	MYNI 2014	Certified
		FGVPM Bukit Sagu 06	2017	MYNI 2014	
		FGVPM Bukit Sagu 07	2017	MYNI 2014	
		FGVPM Bukit Sagu 08	2017	MYNI 2014	
5	KS Keratong 9	FGVPM Bera Selatan 05	2017	MYNI 2014	Certified
		FGVPM Bera Selatan 07	2017	MYNI 2014	
		FGVPM Merchong	2017	MYNI 2014	
		FGVPM Keratong Timur	2017	MYNI 2014	
		FASSB Merchong	2017	MYNI 2014	
6	KS Lepar Utara 6	FGVPM Lepar Utara 07	2017	MYNI 2014	Certified
		FGVPM Lepar Utara 08	2017	MYNI 2014	
		FGVPM Lepar Utara 09	2017	MYNI 2014	
		FGVPM Lepar Utara 11	2017	MYNI 2014	

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

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		FGVPM Serting Hilir 08	2018	MYNI 2014	
20	KS Keratong 3	FGVPM Keratong 11	2018	MYNI 2014	Certified
21	KS Kerteh	FASSB Kerteh	2019	MYNI 2014	Certified
		FGVPM Semaring 01	2019	MYNI 2014	
22	KS Kota Gelanggi	FASSB PPTR	2018	MYNI 2014	Certified
		FASSB Kota Gelanggi 5/6	2018	MYNI 2014	
23	KS Jengka 21	FASSB Jengka 24/25	2021	MYNI 2014	Main Audit
24	KS Penggeli	FGVPM Inas Selatan	2021	MYNI 2014	Main Audit
25	KS Belitong	FASSB Ulu Belitong	2019	MYNI 2014	Certified
		FGVPM Bukit Tongkat B	2019	MYNI 2014	
26	KS Kulai	FASSB Bkt Besar/Taib Andak	2018	MYNI 2014	Certified
27	KS Adela	FGVPM Kledang 2	2018	MYNI 2014	Certified
28	KS Serting Hilir	FGVPM Tembangau 03	2021	MYNI 2014	Main Audit
		FGVPM Tembangau 05	2021	MYNI 2014	
		FGVPM Tembangau 06	2021	MYNI 2014	
		FGVPM Tembangau 07	2021	MYNI 2014	
		FGVPM Tembangau 08	2021	MYNI 2014	
		FGVPM Tembangau 09	2021	MYNI 2014	
		FGVPM Serting Hilir 8	2021	MYNI 2014	
		FGVPM Serting Hilir 9	2021	MYNI 2014	
		FASSB Serting Hilir	2021	MYNI 2014	
29	KS Bukit Kepayang	FGVPM Terapai 3	2018	MYNI 2014	Certified
30	KS Jerangau Baru	FGVPM Rantau Abang 1	2018	MYNI 2014	Certified
		FGVPM Rantau Abang 2	2018	MYNI 2014	
		FGVPM Chador 1	2018	MYNI 2014	
31	KS Tenggaroh	FGVPM Tenggaroh 9	2018	MYNI 2014	Certified
		FGVPM Tenggaroh 11	2018	MYNI 2014	
		FGVPM Tenggaroh 13	2018	MYNI 2014	
32	KS Nitar	FGVPM Nitar Timur	2018	MYNI 2014	Certified
33	KS Chalok	FGVPM Setiu 1	2018	MYNI 2014	Certified
34	KS Waha	FGVPM Bukit Aping Selatan	2018	MYNI 2014	Certified
35	KS Sampadi	FGVPM Sampadi 1	2021	MYNI 2014	Internal Audit
		FGVPM Sampadi 3	2021	MYNI 2014	
		FGVPM Sampadi 4	2021	MYNI 2014	
		FGVPM Sampadi 5	2021	MYNI 2014	
		FGVPM Sampadi 6	2021	MYNI 2014	

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

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		FGVPM Sahabat 12	2019	MYNI 2014	
		FGVPM Sahabat 17	2019	MYNI 2014	
		FGVPM Sahabat 56	2019	MYNI 2014	
		FGVPM Sahabat 20	2019	MYNI 2014	
		FGVPM Sahabat 25	2019	MYNI 2014	
		FASSB Sahabat 17	2019	MYNI 2014	
44	KS Baiduri Ayu	FGVPM Sahabat	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat	2019	MYNI 2014	
		FGVPM Sahabat	2019	MYNI 2014	
45	KS Umas	FGVPM Sahabat	2019	MYNI 2014	Internal Audit
		FGVPM Sahabat	2019	MYNI 2014	
46	KS Tenggaroh Timur	FGVPM Tenggaroh 12	2019	MYNI 2014	Internal Audit
		FGVPM Tenggaroh Timur 2	2019	MYNI 2014	
47	KS Selancar 2A	n/a	n/a	n/a	Internal Audit
48	KS Bukit Mendi	n/a	n/a	n/a	Internal Audit
49	KS Jengka 8	n/a	n/a	n/a	Internal Audit
50	KS Jengka 18	n/a	n/a	n/a	Internal Audit
51	KS Jengka 3	n/a	n/a	n/a	Internal Audit
52	KS Padang Piol	n/a	n/a	n/a	Internal Audit
53	KS Tersang	n/a	n/a	n/a	Internal Audit
54	KS Pontian Fico	Pontian Fico	2022	MYNI 2014	Internal Audit
		Pontian Subok	2022	MYNI 2014	
		Pontian Orico	2022	MYNI 2014	
		Pontian Pendirosa	2022	MYNI 2014	
		Pontian Kuril	2022	MYNI 2014	
		Pontian Hilco	2022	MYNI 2014	
		Rawajaya Sdn Bhd	2022	MYNI 2014	
		Blossom	2022	MYNI 2014	
55	KS Tementi	FGVPM Bera Selatan 1	2022	MYNI 2014	Internal Audit
		FGVPM Bera Selatan 4	2022	MYNI 2014	
56	KS Kemahang	n/a	n/a	n/a	Internal Audit
57	KS Chini 2	n/a	n/a	n/a	Internal Audit
58	KS Jerangau Barat	n/a	n/a	n/a	Internal Audit
59	KS Trolak	n/a	n/a	n/a	Internal Audit
60	KS Semenchu	n/a	n/a	n/a	Internal Audit
61	KS Panching	n/a	n/a	n/a	Internal Audit

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62	KS Air Tawar	n/a	n/a	n/a	Internal Audit
63	KS Lok Heng	n/a	n/a	n/a	Internal Audit
64	KS Sg Tenggi	n/a	n/a	n/a	Internal Audit
65	KS Pasoh	n/a	n/a	n/a	Internal Audit
66	KS Kahang	n/a	n/a	n/a	Internal Audit
67	Asian Plantation Milling Sdn Bhd	Incosetia Sdn Bhd	2021	Group Cert	Internal Audit
		Kronos Plantations Sdn Bhd	2021	Group Cert	
		Fortune Plantation Sdn Bhd	2021	Group Cert	
		BJ Corporation Sdn Bhd	2021	Group Cert	
68	Tanah Emas Oil Palm Processing	Tanah Emas Corporation Berhad (TECB)	2021	Group Cert	Internal Audit
		Ladang Kluang	2021	Group Cert	
		Yapidmas D	2021	Group Cert	
		Sri Mosta 1	2021	Group Cert	
		Sri Mosta 2	2021	Group Cert	
		Sri Mosta 3	2021	Group Cert	
		Cepat Ringgit A	2021	Group Cert	
		Cepat Ringgit B	2021	Group Cert	
		Cepat Ringgit D	2021	Group Cert	
		Karamuak	2021	Group Cert	
		Sg Milian	2021	Group Cert	
		Sg Imbak	2021	Group Cert	
		Kuamut	2021	Group Cert	
69	PT Citra Niaga Perkasa	TBA	2021	INA-NIWG	Internal Audit
70	PT Temilia Agro Abadi	TBA	2021	INA-NIWG	Internal Audit
71	FGV estate without mill (Paloh)	Paloh	2021	INA-NIWG	Internal Audit

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2018** for **FGVPISB Bukit Sagu POM** and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

- i. Estates area planted data
- ii. Fuel consumed
- iii. Mill datas include CPO produced, PKO Produced and FFB Processed
- iv. Fertilizer consumed data for both estates and smallholders.

The summary of the Net GHG emitted in **2018** for **FGVPISB Bukit Sagu Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.51
PKO	1.51

Extraction	%
OER	20.36
KER	4.81

Production	t/yr
FFB Process	81971.58
CPO Produced	16689.41
PKO Produced	3942.83

Land Use	Ha
OP Planted Area	7983.70
OP Planted on peat	
Conservation (forested)	
Conservation (non-forested)	
Total	7983.70

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Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	78852.04	0.96					78852.04	0.96
CO ₂ Emission from fertilizer	4938.67	0.06					4938.67	0.06
NO ₂ Emmission	4386.88	0.05					4386.88	0.05
Fuel Consumption	450.61	0.01					450.61	0.01
Peat Oxidation	0.00	0.00					0.00	0.00
Sink								
Crop Sequestration	-74741.27	-0.91					-74741.27	-0.91
Conservation Sequestration	0.00	0.00					0.00	0.00
Total	13886.93	0.17					13886.93	0.17

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	16067.82	0.2
Fuel Consumption	760.81	0.01
Grid Electricity Utilisation	403.55	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	17232.18	0.21

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	5946.88

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PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	0

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

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

5.1 Applicability of the general chain of custody requirements for the supply chain			
	Requirement	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
5.1.1	The General Chain of Custody requirements of the RSPO Supply Chain Standard shall apply to any organization throughout the supply chain that takes legal ownership and physically handles RSPO Certified Sustainable oil palm products at a location under the control of the organization including outsourced contractors. After the end product manufacturer, there is no further requirement for certification.	FGVPISB-Bukit Sagu POM has physically handle the RSPO Certified Sustainable oil palm products. All trading, contract and sales are managed by Marketing & Logistic department at HQ and held the PalmTrace registration number for respective mill (FGVPISB Kilang Sawit Bukit Sagu: RSPO_ PO1000001233).	Yes
5.1.2	Traders and distributors require a licence obtained from RSPO Secretariat to sell RSPO certified product but do not themselves require certification. When selling RSPO certified products, a licensed trader and/or distributor shall pass on the certification number of the product manufacturer and the applicable supply chain model.	Bukit Sagu POM is not a trader or distributor.	N/A
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Felda Global Ventures Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: (FGVPISB Kilang Sawit Bukit Sagu: RSPO_ PO1000001233).	Yes
5.1.4	Processing aids do not need to be included within an organization's scope of certification.	Processing aids was not in used at Bukit Sagu Palm Oil Mill.	Yes
5.2 Supply chain model			
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.	Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered general chain of custody, RSPO SCC Committee, Sustainability Compliance & Certification (SCCD), FGVHB, organization chart	Yes

		responsibility, RSPO SCC Supply Chain Verification, claim, RSPO Supply Chain Model, Notis Amaran/Handling Non-conformance material & document, supply chain verification-FFB delivery plantation to mill, etc.	
5.2.2	The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	Bukit Sagu Palm Oil Mill was using certified with Mass Balance Module.	Yes
5.3. Documented Procedures			
5.3.1	The site shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following: <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. 	Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered general chain of custody, RSPO SCC Committee, Sustainability Compliance & Certification (SCCD), FGVHB, organization chart responsibility, RSPO SCC Supply Chain Verification, claim, RSPO Supply Chain Model, Notis Amaran/Handling Non-conformance material & document, supply chain verification-FFB delivery plantation to mill, etc.	Yes
	<ul style="list-style-type: none"> • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). 	Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered general chain of custody, RSPO SCC Committee, Sustainability Compliance & Certification (SCCD), FGVHB, organization chart responsibility, RSPO SCC Supply Chain Verification, claim, RSPO Supply Chain Model, Notis Amaran/Handling Non-conformance material & document, supply chain verification-FFB delivery plantation to mill, etc	Yes
	<ul style="list-style-type: none"> • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organization’s procedures for the implementation of this standard. 	Stated in the SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0, the Mill Manager was the chairman of RSPO SCC Committee whom need to ensure the RSPO SCC system is being implemented. The job descriptions were identified in the procedure accordingly.	Yes

5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organization;</p> <p>i) conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p>	<p>Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered the internal audit under Certification & Due Diligence (CDD), Sustainability & Environmental Department (SED), FGVH responsibility. The internal audit will be plan annually before CB audit. Internal audit procedure was crossed-reference with SOP: FGV/ML-1A-L2-PR11 issue 1 dated 01.06.2016. Internal audit was done on 02/10/2019 by CDD department.</p>	Yes
	<p>ii) effectively implements and maintains the standard requirements within its organization</p>	<p>The procedure was implemented and maintained by the management. The records (for example Internal audit report done on 02/10/2019 by CDD department) was available for verification. No NCR was raised during the internal audit.</p>	Yes
5.4. Purchasing and goods in			
5.4.1	<p>The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier in document form:</p> <ul style="list-style-type: none"> • The name and address of the buyer; • The name and address of the seller; • The loading or shipment/delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply Chain certificate number of the seller; 	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records verified by internal and external audit.</p> <p>Bukit Sagu POM has system to verify at the weighbridge. Sighted sampled as following:</p> <p>A) Within Bukit Sagu Certification Unit 1. Ladang Bukit Sagu 06 MPOB License: 559597002000 Despatch Note: 0513051 Date: 16/10/2019 Nett: 05.70 mt Transport: CDD3963</p>	Yes

	<ul style="list-style-type: none"> • A unique identification number 	<p>All the certified estate was registered in the Mill Performance Report System (MPR), therefore the certificate number for estate can be found there. During the audit, the auditor was verified the system and confirmed that 4 estates (Ladang Bukit Sagu 4, Ladang Bukit Sagu 6, Ladang Bukit Sagu 7, Ladang Bukit Sagu 8) were registered as supplier for FFB-RSPO.</p> <p>B) Non-certified Supplier</p> <p>1. Ladang Bukit Sagu 03 MPOB License: 500771502000 Despatch Note: 25071 Date: 16/10/2019 Nett: 04.79 mt Transport: CCW1806</p> <p>2. Mahu Berjaya Enterprise MPOB license: 558968-002000 Despatch note: 0037813 Date: 16/10/2019 Nett: 07.20 mt Transport: CCR2154</p>	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Bukit Sagu POM only received FFB from own estate and non-certified estate.</p> <p>Bukit Sagu POM has system to verify at the weighbridge. Sampled the document as in 5.4.1.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> • The site receiving RSPO certified oil palm products shall ensure that the products are verified as being RSPO certified. For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements/Announcements and Confirmations on the RSPO IT platform per shipment or group shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>During the audit, further verification been done on the Palmtrace system, Bukit Sagu POM has performed the shipping announcement in IT platform.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements. 	The list of suppliers was available in the MPR (Mill Performance Report). The suppliers code was used for RSPO/MSPO/ISCC and noncertified FFB supplier. Sighted the Laporan BTS ISCC/RSPO/MSPO Mengikuti Pembekal Bulan September 2019. The certificate for RSPO for estates was under the Bukit Sagu POM's certification units.	
	<ul style="list-style-type: none"> The validity of licence for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements / announcements. 	There is no traders and distributors used in Bukit Sagu POM.	N/A
5.4.2	The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.	Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered handling non-conformance material & document where the MPR system will only allow positive stock and downgrade the CSPO if the non-CSPO is not enough. So far, there is no non-conforming material received.	Yes
5.5. Outsourcing activities			
5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mil cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organization (not the tank farm manager).</p>	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A

5.5.2	Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following: a. The site has legal ownership of all input material to be included in outsourced processes;	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
	b. The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
	c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
	d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	Not applicable. No outsourcing activity with regards to processing of FFB or PK.	N/A
5.6. Sales and goods out			
5.6.1	The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form. • The name and address of the buyer;	No sales of RSPO certified products for CSPO for 2019. Sample the weighbridge ticket for PK as below:	Yes

	<ul style="list-style-type: none"> • The name and address of the seller; • The loading or shipment/ delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number 	<p>1. Buyer: Kilang Isi Sawit Semambu Address: Kuantan Seller: Kilang Sawit Bukit Sagu Address: Kuantan Date: 10/06/2019 Product: Palm Kernel Despatch note: L00000099 Quantity: Nett 40.69 MT Transport: WB 9471 C (Lorry) RSPO Certificate number: RSPO 666409</p> <p>For non-certified CPO, sampled below weighbridge ticket:</p> <p>1. Buyer: Kuantan Bulking Installation (KBI) Address: Kuantan Seller: Kilang Sawit Bukit Sagu Address: Kuantan Date: 15/06/2019 Product: Crude Palm Oil Despatch note: H00000920 Quantity: Nett 42.00 MT Transport: QTS8200 (Lorry)</p>	
	<ul style="list-style-type: none"> • Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation). 	<p>Information sighted on the set of delivery note, weighbridge ticket, MPR system, etc as in 5.6.1.</p>	<p>Yes</p>

	<ul style="list-style-type: none"> For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments. Refer to section 5.7.1 of this document for further guidance. 	<p>Sampled below shipping announcement:</p> <ol style="list-style-type: none"> Transaction ID: TR-88e9d9f8-23fa Seller: FGVVISB Kilang Sawit Bukit Sagu Seller ref: RSPG7005N Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005N Product: CSPK Supply Chain Model: Mass Balance Volume: 367.71 MT Date: 29/03/2019 	<p>Yes</p>
<p>5.7. Registration of transactions</p>			
<p>5.7.1</p>	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> are mills, traders, crushers and refineries and; take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, Refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>Felda Global Ventures Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: Members ID – FGVVISB Bukit Sagu Palm Oil Mill: (RSPO_PO1000001233) Member category : Oil Mill</p>	<p>Yes</p>
<p>5.7.2</p>	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:</p> <ul style="list-style-type: none"> Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping announcement / Announcement is based on members' own standard operating procedures. 	<p>Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established. FGVPI was responsible to do announcement in the RSPO IT Platform after each contract completed with maximum of 1 year.</p> <p>Sampled the shipping announcement as below:</p> <ol style="list-style-type: none"> Transaction ID: TR-88e9d9f8-23fa Seller: FGVVISB Kilang Sawit Bukit Sagu Seller ref: RSPG7005N 	<p>Yes</p>

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		<p>Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005N Product: CSPK Supply Chain Model: Mass Balance Volume: 367.71 MT Date: 29/03/2019</p> <p>2. Transaction ID: TRcbcd5bb4-2b5f Seller: FGVPI SB Kilang Sawit Bukit Sagu Seller ref: RSPG7001N Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005N Product: CSPK Supply Chain Model: Mass Balance Volume: 362.56 MT Date: 27/03/2019</p>	
	<ul style="list-style-type: none"> Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. 	<p>Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established. FGVPI was responsible to do announcement in the RSPO IT Platform after each contract completed with maximum of 1 year.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. 	<p>This is stated in the Supply Chain Declaration volume for actual sold under ISCC & conventional volume.</p>	<p>Yes</p>
	<ul style="list-style-type: none"> Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	<p>Sampled the shipping announcement as below: 1. Transaction ID: TR-88e9d9f8-23fa</p>	<p>Yes</p>

		<p>Seller: FGVPI SB Kilang Sawit Bukit Sagu Seller ref: RSPG7005N Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005N Product: CSPK Supply Chain Model: Mass Balance Volume: 367.71 MT Date: 29/03/2019</p> <p>2. Transaction ID: TRcbcd5bb4-2b5f Seller: FGVPI SB Kilang Sawit Bukit Sagu Seller ref: RSPG7001N Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005N Product: CSPK Supply Chain Model: Mass Balance Volume: 362.56 MT Date: 27/03/2019</p>	
5.8. Training			
5.8.1	<p>The organization shall have a training plan on RSP0 Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Procedure namely SOP for Mill RSP0 SCC, Doc. No: RSP0 SCC, dated: 01/09/2019, version: 3.0 was established. The RSP0 SCC training has been conducted on 02/10/2019 involved weighbridge operator, auxiliary police, laboratory analyst etc. Sighted the minutes of the training and attendance list.</p>	Yes

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5.8.2	Appropriate training shall be provided by the organization for personnel carrying out the tasks critical to the effective implementation of the supply chain certification standard requirements. Training shall be specific and relevant to the task(s) performed.	Last training was conducted on 02/10/2019 involved weighbridge operator, auxiliary police, laboratory analyst etc. Sighted the minutes of the training and attendance list.	Yes
5.9. Record Keeping			
5.9.1	The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Bukit Sagu Palm Oil Mill has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.	Yes
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	Procedure namely Mill RSPO SCC (Mass Balance), SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 has defined at least 2 years of retention time for all records and report.	Yes
5.9.3	The organization shall be able to provide the estimate volume of palm oil/palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for Dec 19 – Nov 19 was stated in the public summary report.	Yes
5.10. Conversion factors			
5.10.1	Where applicable a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organizations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org); RSPO Rules for Physical Transition of Oleochemicals and its Derivaties. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries.	Not applicable for Bukit Sagu POM.	N/A
5.10.2	Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	Not applicable for Bukit Sagu POM.	N/A

5.11. Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	There is no claim been made for RSPO logo & trademark in Bukit Sagu POM. The procedure for claims is stated in SOP for SCC Standard Mass Balance calculation RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0	N/A
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	Bukit Sagu POM has not use the off-product claim.	N/A
4.2	In corporate communications a member is allowed to: a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org' where the link must lead to the member's profile page.	Bukit Sagu POM has not use the off-product claim.	N/A
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Bukit Sagu POM has not use the off-product claim.	N/A
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Bukit Sagu POM has not use the off-product claim.	N/A

4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	Bukit Sagu POM has not use the off-product claim.	N/A
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	Bukit Sagu POM has not use business to business claim.	N/A
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	Bukit Sagu POM has not use business to business claim.	N/A
5.3	Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options: <ul style="list-style-type: none"> a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2. 	Bukit Sagu POM has not use business to business claim.	N/A
5.4	A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must	Bukit Sagu POM has not use business to business claim.	N/A

	<p>not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>		
Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	Bukit Sagu POM has not use business to consumer claim.	N/A
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	Bukit Sagu POM has not use business to consumer claim.	N/A

6.8	<p>RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>	Bukit Sagu POM has not use business to consumer claim.	N/A
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p>			
<p>Auditor Hint:</p>			
<p>This specific rules shall be audited concurrently with the relevant Module A and Module B (including Module F & G) under the Supply Chain Modular Requirements</p>			
<p>Certified oil palm content (IP)</p>			
	For IP, 95% or above of the oil palm content must be RSPO IP-certified.	Not applicable as Bukit Sagu POM is using the Mass Balance model.	N/A
	For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.	Not applicable as Bukit Sagu POM is using the Mass Balance model.	N/A
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified	Not applicable as Bukit Sagu POM is using the Mass Balance model.	N/A

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

	<ul style="list-style-type: none"> References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 		
5.12. Complaints			
5.12.1	The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	Procedure namely Mill RSPO SCC (Mass Balance), SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established to handle the complaint and grievance which is cross-referenced with the SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13 issue 01 dated 01.06.2016.	Yes
5.13. Management Review			
5.13.1	The organization is required to hold management reviews annually at planned intervals, appropriate to the scale and nature of the activities undertaken.	Management review was conducted on 14/08/2019 attended by 9 people.	Yes
5.13.2	<p>The input to management review shall include information on:</p> <ul style="list-style-type: none"> Results of internal audits covering RSPO Supply Chain Certification Standard. Customer feedback. Status of preventive and corrective actions. Follow-up actions from management reviews. Changes that could affect the management system. Recommendations for improvement. 	<p>Input for management review was discussed as below:</p> <ol style="list-style-type: none"> Introduction Internal & External audit result: Internal (status of NCR was closed accordingly). No ncr for external audit. Customer feedback: No complaint Production: All the certified FFB suppliers has been recorded. Changes on the newest SOP. Recommendation: All the data need to be checked from time to time. 	Yes
5.13.3	<p>The output from the management review shall include any decisions and actions related to:</p> <ul style="list-style-type: none"> Improvement of the effectiveness of the management system and its processes. Resource needs. 	<p>Output for management review was discussed as below:</p> <ol style="list-style-type: none"> Data for Weighbridge system, MPR and bank was checked. The feedback form was verified. The action for audit result will be taken accordingly. 	Yes

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

Requirements	Evidence For any N/A raised, justification is required.	Compliance (Yes / No or N/A)
E.1 Definition		
E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	Bukit Sagu POM received from own certification unit and non-certified FFB supplier. Bukit Sagu POM was certified with SC Module E: Mass Balance. During the P&C assessment, the audit team verified the volumes and sources of certified FFB entering the mill, the implementation of processing controls and volume sales of RSPO certified products.	Yes
E.2 Explanation		
E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.	Yes
E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).	Felda Global Ventures Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: Members ID – FGVPISB Bukit Sagu Palm Oil Mill: (RSPO_PO1000001233) Member category : Oil Mill	Yes
E.3 Documented procedures		

<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>Procedure namely Mill RSPO SCC (Mass Balance), SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint, Communication, Claim and etc.</p> <p>The mill manager and assistant manager have awareness of the supply chain system. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. During interview, he can demonstrate an awareness of the site procedures for the implementation of this standard.</p>	<p>Yes</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBS.</p>	<p>Procedure namely Mill RSPO SCC (Mass Balance), SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established which covered responsibility, reporting of certified CPO/PK, non-conformance material, FFB delivery Plantation to Mill, CPO/PK delivery Mill to customer, Record keeping, Training, Complaint, Communication, Claim and etc.</p>	<p>Yes</p>
<p>E.4 Purchasing and goods in</p>		
<p>E.4.1 The site shall verify and document the volumes of certified and non-certified FFBS received.</p>	<p>The daily records are prepared at the entry point at the weighbridge. Daily summary and monthly summary documented for all the certified FFB. Records were verified by internal and external audit.</p> <p>Bukit Sagu POM has system to verify at the weighbridge. Sighted sampled as following:</p> <p>A) Within Bukit Sagu Certification Unit 1. Ladang Bukit Sagu 06 MPOB License: 559597002000</p>	<p>Yes</p>

	<p>Despatch Note: 0513051 Date: 16/10/2019 Nett: 05.70 mt Transport: CDD3963</p> <p>All the certified estate was registered in the Mill Performance Report System (MPR). During the audit, the auditor was verified the system and confirmed that 4 estates (Ladang Bukit Sagu 4, Ladang Bukit Sagu 6, Ladang Bukit Sagu 7, Ladang Bukit Sagu 8) were registered as supplier for FFB-RSPO.</p> <p>B) Non-certified Supplier 1. Ladang Bukit Sagu 03 MPOB License: 500771502000 Despatch Note: 25071 Date: 16/10/2019 Nett: 04.79 mt Transport: CCW1806</p> <p>2. Mahu Berjaya Enterprise MPOB license: 558968-002000 Despatch note: 0037813 Date: 16/10/2019 Nett: 07.20 mt Transport: CCR2154</p>	
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The documented procedure above specified the mechanism to notify CB in case of any projected overproduction of certified tonnage. Verification on-site confirmed that the relevant person-in-charge of supply chain aware of this procedure.</p>	<p>Yes</p>
<p>E.5 Record keeping</p>		

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<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short. (i.e product can be sold before it is in stock.)</p>	<p>All the inventory records are maintained and updated on daily basis and monthly report shows monthly inventory. Computerized system in place. No PKO and Palm kernel expeller at Bukit Sagu Palm Oil mill. Daily records are prepared at the entry point at the weighbridge.</p> <p>Daily summary and monthly summary documented for all the FFB received. Computerized system in place with the delivery deducted accordingly.</p> <p>The Mill aware that only positive stock can be delivered as only positive stock is allowed in system. No short selling.</p>	
<p>E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement</p>	<p>Not applicable as Bukit Sagu POM did not outsource any activity to Palm Kernel Crusher.</p>	<p>N/A</p>

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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit (Oct 2018-Sept 2019)				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	October 2018	11297.75	12934.00	24231.75
2	November 2018	11704.85	11745.43	23450.28
3	December 2018	10974.18	11057.34	22031.52
4	January 2019	8966.58	9803.00	18769.58
5	February 2019	7970.30	8978.08	16948.38
6	March 2019	8483.77	9226.38	17710.15
7	April 2019	7320.47	9120.00	16440.47
8	May 2019	6737.54	9388.46	16126.00
9	June 2019	6559.50	9891.59	16379.09
10	July 2019	7896.43	10989.36	18885.79
11	August 2019	7890.74	12674.31	20565.05
12	Sept 2019	10265.84	12536.10	22801.94
Total		106067.95	128272.05	234340.00

B. Monthly Records of Certified CPO & PK since the last audit (Oct 2018-Sept 2019)			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
	October 2018	2300.22	543.42
	November 2018	2383.11	563.85
	December 2018	2234.34	527.86
	January 2019	1825.60	431.29
	February 2019	1622.75	383.37
	March 2019	1727.30	408.07
	April 2019	1592.05	352.11
	May 2019	1371.76	324.08
	June 2019	1335.51	338.66
	July 2019	1607.71	379.82
	August 2019	1606.55	379.54

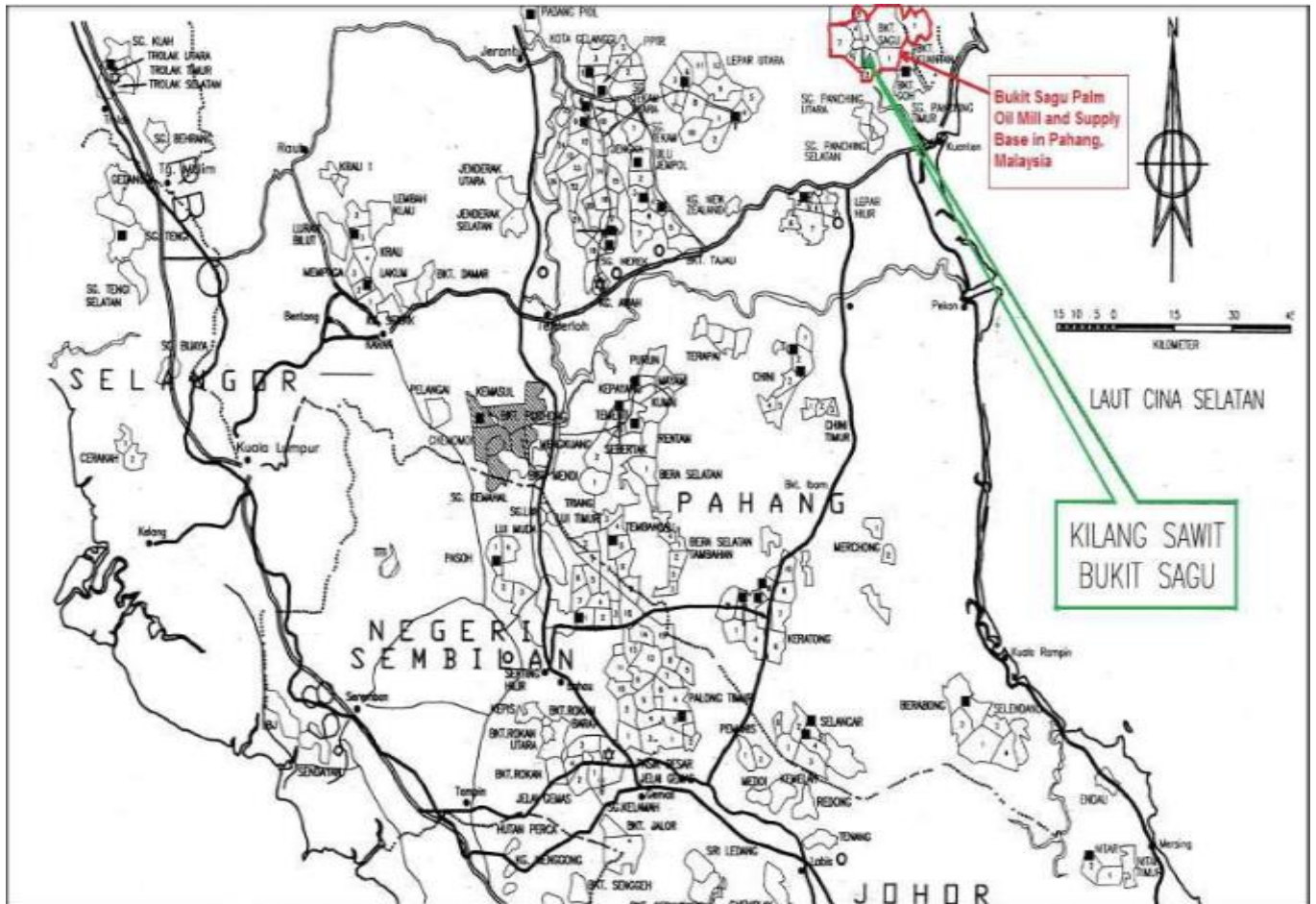
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	Sept 2019	2090.13	493.79
	Total	21697.04	5125.87

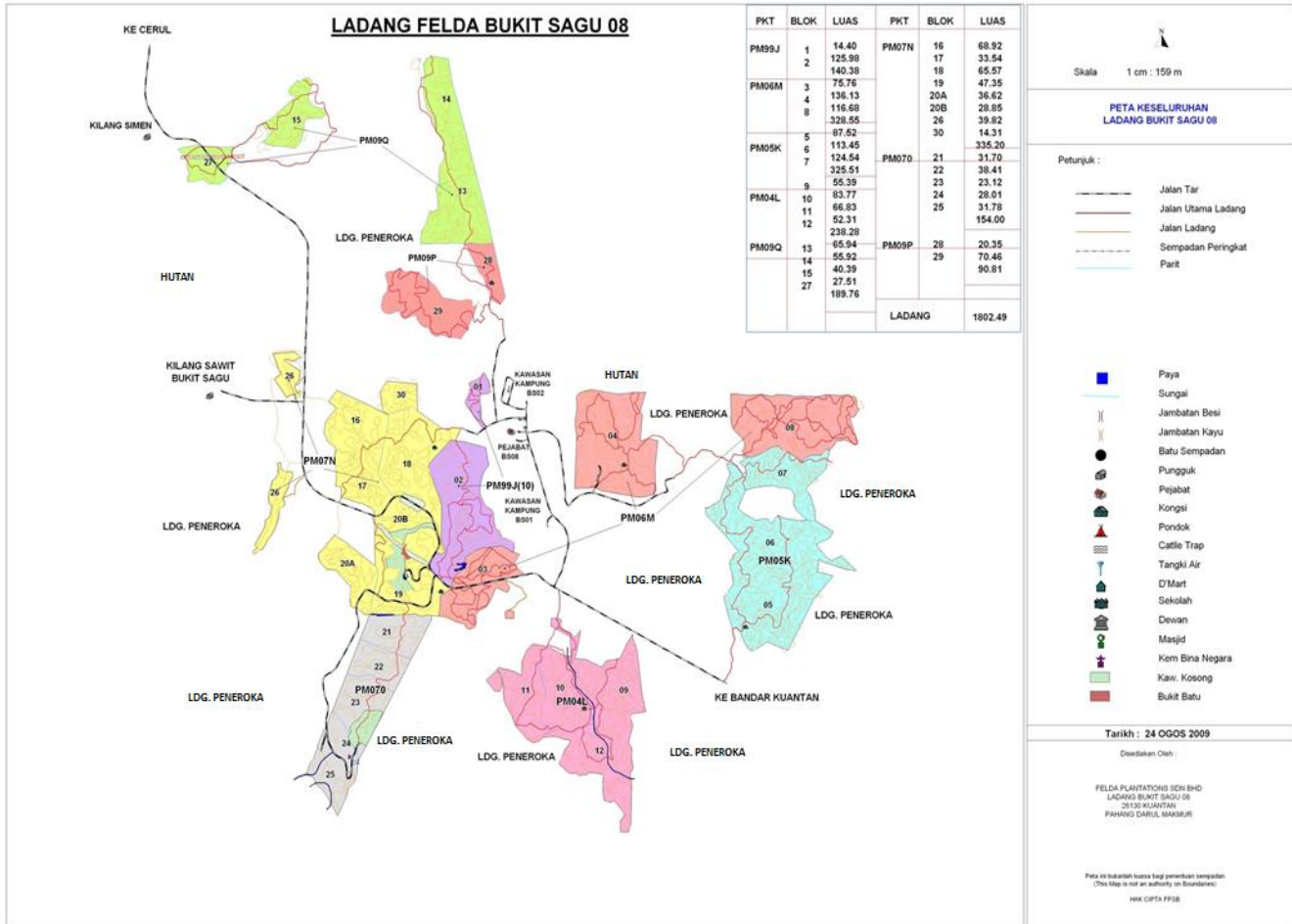
C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any) (Oct 2018-Sept 2019)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
	A	TR-88e9d9f8-23fa	-	367.71
	A	TR-cbcd5bb4-2b5f	-	362.56
	A	TR-9bc2f1c3-bca4	-	642.15
	A	TR-d2983730-faf8	-	41.36
	A	TR-b783a370-be6a	-	281.38
	A	TR-ef89f590-d05a	-	492.4
	A	TR-860b1329-a78c	-	497.56
Total				2685.12

D. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any) (Oct 2018-Sept 2019)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	A-D	21,067.04	2,340.75
	Total	21,067.04	2,340.75

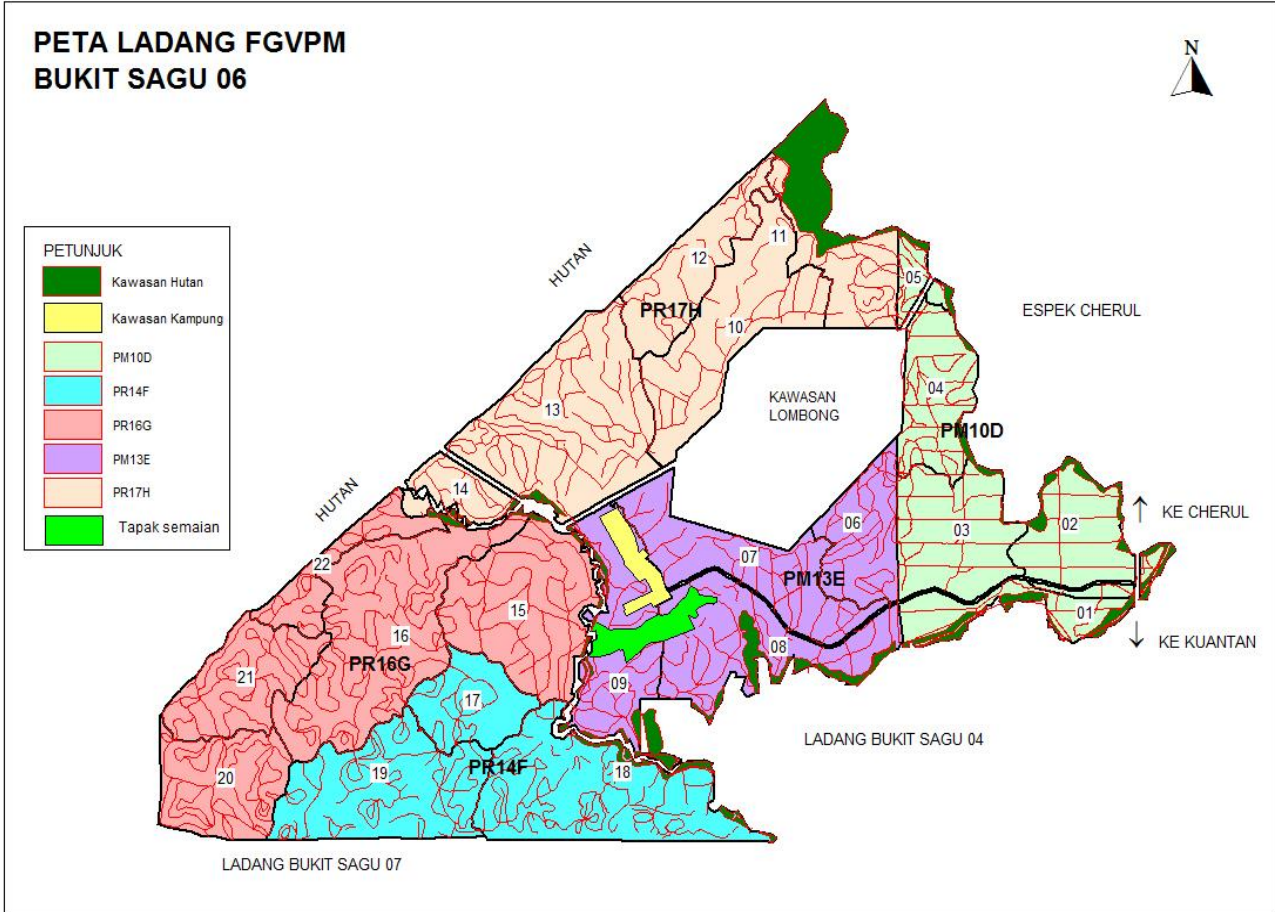
Appendix F: Location Map of FGV Bukit Sagu Palm Oil Mill and Supply bases



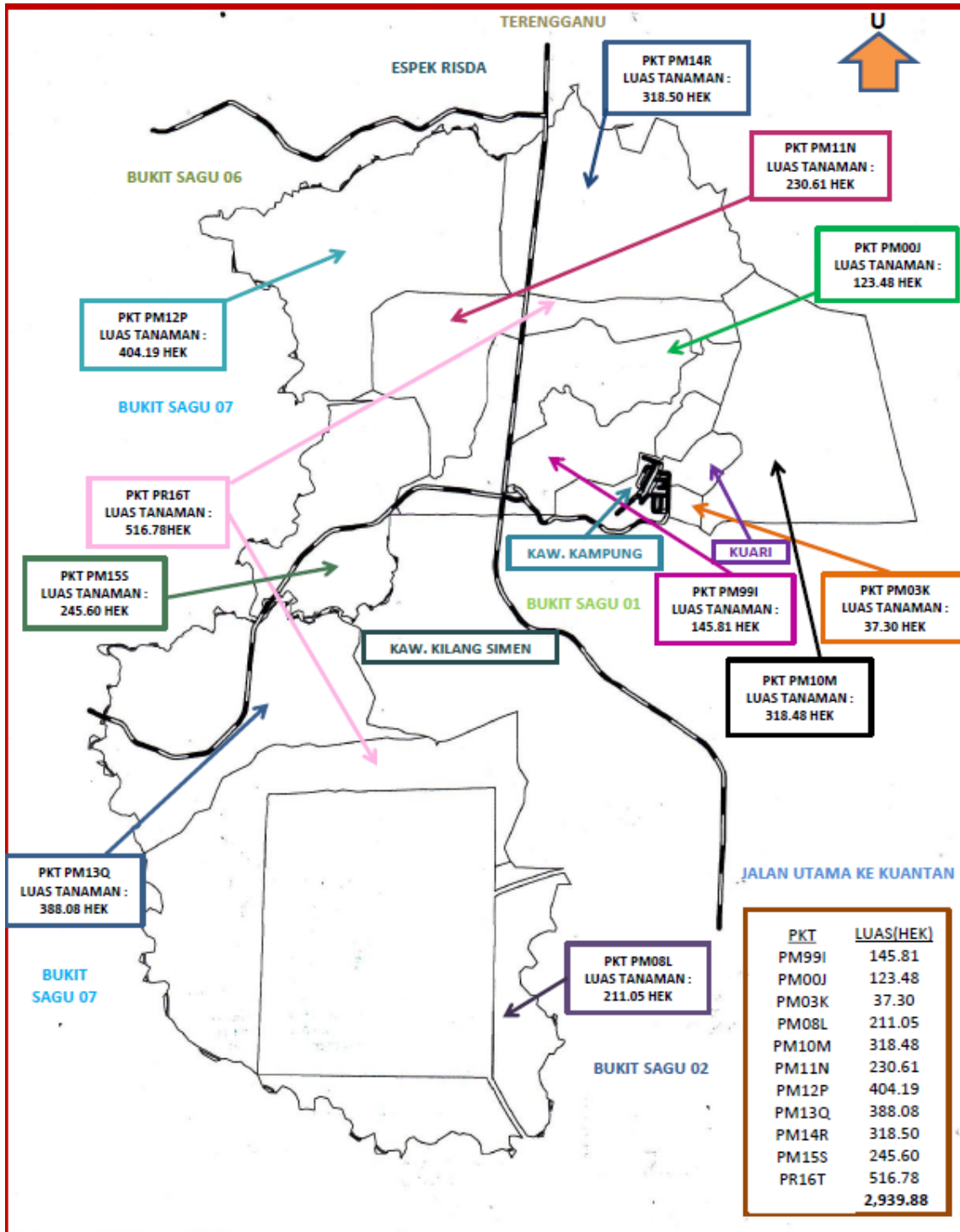
Appendix G: FGVPM Bukit Sagu 08 Estate Field Map



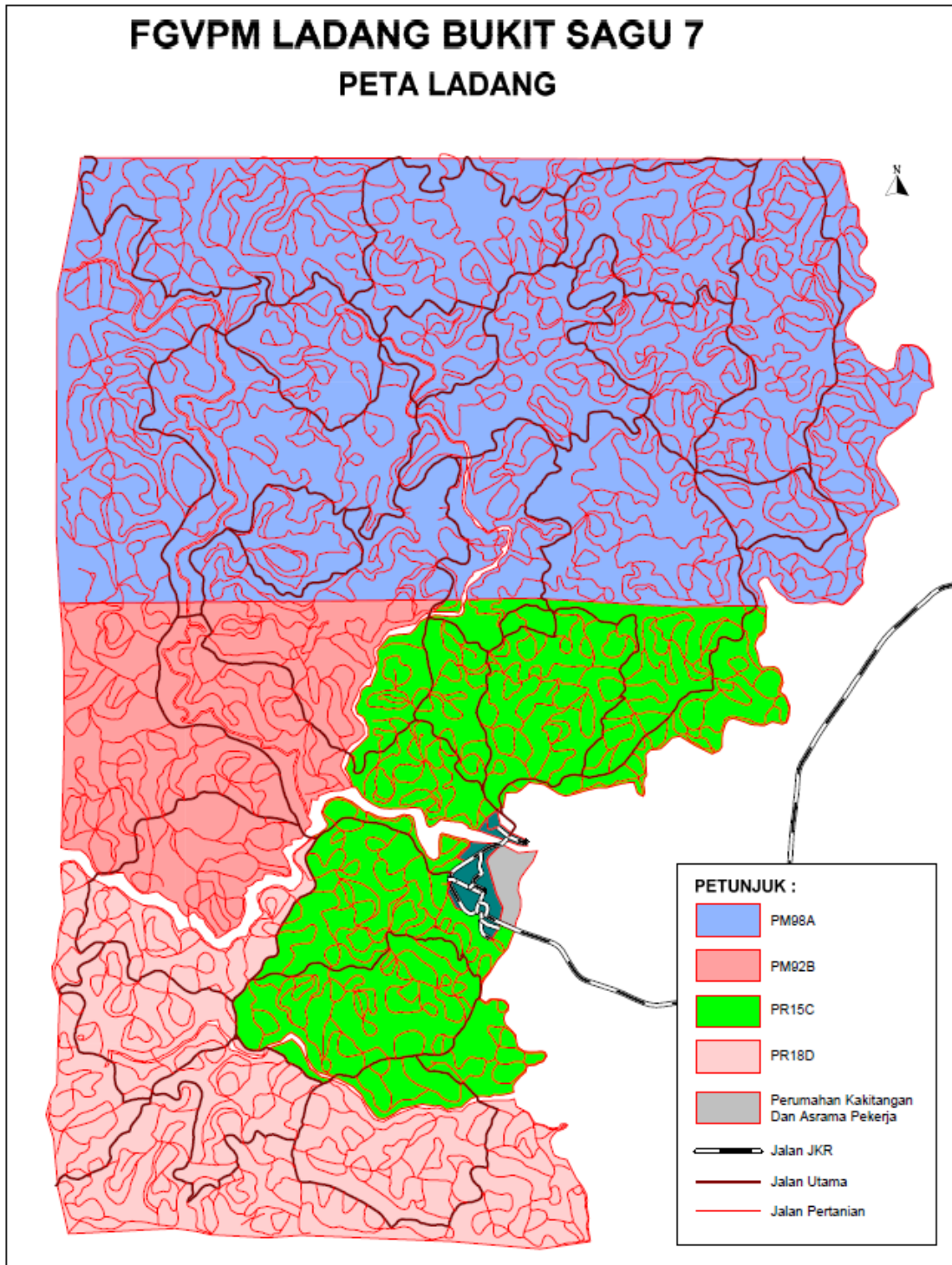
Appendix H: FGVPM Bukit Sagu 06 Estate Field Map



Appendix I: FGVPM Bukit Sagu 04 Estate Field Map



Appendix J: FGVPM Bukit Sagu 07 Estate Field Map



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

Not applicable

Appendix L: List of Abbreviations

a.i	Active Ingredient
BOD	Biochemical Oxygen Demand
CB	Certification Bodies
CHRA	Chemical Health Risk Assessment
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
CSPO	Certified Sustainable Palm Oil
CSPKO	Certified Sustainable Palm Kernel Oil
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FFB	Fresh Fruit Bunch
FPIC	Free, Prior, Informed and Consent
GAP	Good Agricultural Practice
GHG	Greenhouse Gas
GMP	Good Manufacturing Practice
GPS	Global Positioning System
HCV	High Conservation Value
IPM	Integrated Pest Management
IP	Identity Preserved
IS - CSPO	Independent Smallholder Certified Sustainable Palm Oil
IS – CSPKO	Independent Smallholder Certified Sustainable Palm Kernel Oil
IS – CSPKE	Independent Smallholder Certified Sustainable Palm Kernel Expeller
ISCC	International Sustainable Carbon Certification
LD50	Lethal Dose for 50 sample
MB	Mass Balance
MSDS	Material Safety Data Sheet
MT	Metric Tonnes
OER	Oil Extraction Rate
OSH	Occupational Safety and Health
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RSPO	Roundtable on Sustainable Palm Oil
P&C	Principles & Criteria
RTE	Rare, Threatened or Endangered species
SCCS	Supply Chain Certification Standard
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOP	Standard Operating Procedure