

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

FGV Holdings Berhad
Client company Address: Sustainability & Environmental Department, Level 20(W), Wisma FGV, Jalan Raja Laut 50350 Kuala Lumpur, Malaysia.
Certification Unit: Lepar Hilir Palm Oil Mill and supply base Location of Certification Unit: Felda Global Ventures Plantations (M) Sdn Bhd Lepar Hilir Palm Oil Mill 26300 Gambang, 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, Level 20(W), Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia.		
Subsidiary (Certification Unit Name)	Felda Global Ventures Plantations (M) Sdn Bhd Lepar Hilir Palm Oil Mill		
Address	26300 Gambang, Kuantan, Pahang, Malaysia		
Contact Name	Ameer Izyanif Hamzah		
Website	http://fgvholdings.com	E-mail	ameer.h@fgvholdings.com
Telephone	+603 2859 1995	Facsimile	+603 2859 1311

2. Certification Information			
Certificate Number	RSPO 666408	Date of First Certification	02/02/2018
		Certificate Start Date	02/02/2018
		Certificate Expiry Date	01/02/2023
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
MSPO 701754	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4	BSI Services Malaysia Sdn Bhd	23/03/2024
MSPO 701755	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
FGVPIB Lepar Hilir Palm Oil Mill	Kilang Sawit Lepar Hilir, Karung Kunci No.3, Pejabat Pos Gambang, 23000 Kuantan Pahang	3° 38' 30" N	103° 00' 36" E

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FGVPM Lepar Hilir 05 Estate	Ladang Felda Lepar Hilir 5, 26300 Gambang Pahang	3° 36' 03" N	103° 00' 41" E
FGVPM Lepar Hilir 06 Estate	Ladang Felda Lepar Hilir 6, 26300 Gambang Pahang	3° 35' 59" N	103° 00' 41" E
FGVPM Lepar Hilir 08 Estate	Ladang Felda Lepar Hilir 8, 26300 Gambang Pahang	3° 39' 05" N	103° 05' 03" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Lepar Hilir 05 Estate	2,607.61	0	281.93	2,889.54	90.24
FGVPM Lepar Hilir 06 Estate	2,624.78	0	340.82	2,965.60	88.51
FGVPM Lepar Hilir 08 Estate	3,090.08	0	346.46	3,436.54	89.91
Total	8,322.47	0	969.21	9,291.68	89.56

6. Plantings & Cycle							
Estate	Age (Years)					Mature** (ha)	Immature (ha)
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Lepar Hilir 05 Estate	790.41	861.54	0	0	955.64	1,817.20	790.41
FGVPM Lepar Hilir 06 Estate	707.33	1,266.59	86.25	260.17	304.44	1,917.45	707.33
FGVPM Lepar Hilir 08 Estate	673.70	2,235.65	0	0	180.73	2,416.38	673.70
Total	2,171.44	4,363.78	86.25	260.17	1,440.81	6,151.03	2,171.44

7. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated (mt) (Feb 2019-Jan 2020)	Actual (mt) (Dec 2018-Sept 2019)	Forecast (mt) (Feb 2020-Jan 2021)
FGVPM Lepar Hilir 05 Estate	31,863.00	23,842.86	30,167.00

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FGVPM Lepar Hilir 06 Estate	35,936.00	25,903.28	35,500.00
FGVPM Lepar Hilir 08 Estate	40,659.00	33,938.02	41,000.00
Total	108,458.00	83,684.16	106,667.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (mt) (Feb 2019-Jan 2020)	Actual (mt) (Dec 2018-Sept 2019)	Forecast (mt) (Feb 2020-Jan 2021)
PP JENGA 3	N/A	582.44	N/A
KS PASOH		40.41	
KS SEROJA		1,236.05	
KS JENGA 8		256.00	
KS SERTING		360.80	
KS LEPAR UTARA 6		160.38	
KS PANCHING		2,336.46	
KS SERTING HILIR		463.61	
KS JENGA 21		444.64	
KS CINI 3		338.51	
Total		6,219.30	

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (mt) (Feb 2019-Jan 2020)	Actual (mt) (Dec 2018-Sept 2019)	Forecast (mt) (Feb 2020-Jan 2021)
Felda Lepar Hilir 01	Nil	25,500.37	
Felda Lepar Hilir 02		3,160.29	
Felda Lepar Hilir 03		12,086.13	
Felda Lepar Hilir 04		334.00	
FTP Lepar Hilir 01		5,091.58	
FTP Lepar Hilir 02		18,388.40	
FTP Lepar Hilir 03		11,450.59	
FTP Lepar Hilir 04		9,482.77	

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Koperasi Peneroka Felda Lepar Hilir 03		353.47	
Tai Ichi Enterprise		12,869.63	
Bakti Mas Bina Sdn Bhd		8,269.74	
Kim Ma Oil Palm Sdn Bhd		8,847.40	
Utusan Paduan		768.74	
Ekstrapalma Sdn Bhd		457.57	
Husin bin Osman		48.10	
Total		117,108.78	

10. Certified Tonnage			
	Estimated (mt) (Feb 2019-Jan 2020)	Actual (mt) (Dec 2018-Sept 2019)	Forecast (mt) (Feb 2020-Jan 2021)
	FFB	FFB	FFB
Mill Capacity: 60 MT/hr	108,458.00	89,903.46	106,667.00
SCC Model: MB	CPO (OER: 20.40%)	CPO (OER: 20.15%)	CPO (OER: 20.85%)
	22,125.43	18,115.55	22,240.07
	PK (KER: 5.20%)	PK (KER: 4.42%)	PK (KER: 4.50 %)
	5,639.82	3,973.73	4,800.02

11. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	1,082.97	-	-	2,587.21	3,670.18

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

12. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	-	1,918.42	-	15,919	17,837.42

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,
Lingkar 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 21-24/10/2019. 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 onsite major NC closure visit was conducted on 24/12/2019 by Muhammad Naquiddin.

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 the stakeholder

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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 Lepar Hilir Palm Oil Mill	✓	✓	✓	✓	✓
FGVPM Lepar Hilir 05 Estate	✓	✓	✓	✓	✓
FGVPM Lepar Hilir 06 Estate	✓	✓	✓	✓	✓
FGVPM Lepar Hilir 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>
Muhamad Naquiddin Mazeli	Team Leader	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

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		<p>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>
Valence Shem	Team Member	<p>He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.</p>
Ronnie Tan	Team Member	<p>Ronnie Tan is a Social Compliance and Security Auditor for more than 15 years. He is a qualified Lead Auditor for SMETA 2 & 4 Pillar, Responsibility Business Alliance (RBA), C-TPAT, TAPA FSR & TSR and other code of conduct audits scheme. He is a National Social Compliance Manager during his past employment and manages a pool of social auditors on social and security audits. He has accumulated more than 400 audit days throughout his current career as the auditor for multiple disciplines covering Malaysia, Singapore, Vietnam and Philippines. He has been trained in the RSPO P&C standards, BSCI standard, RBA standards, McDonalds SWA, Disney ILS SMETA 2 & 4 Pillar and has been actively involved in RSPO audits & 2nd party audits within Malaysia. During assessment, he covered the mill and estate best practices, legal issues, social issues, workers consultation, stakeholder consultation, environmental and occupational safety & health. He is fluent in Bahasa Malaysia and English languages.</p>
Elzy Ovktafia Chairul	Team Member	<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 in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research &</p>

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		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	RT	VS	EO
Sunday, 20/10/2019		Travel from KL to Kuantan and check in Rocana Hotel.	√	√	√	√
Monday, 21/10/2019 Lepar Hilir Mill	0830-0900	Lepar Hilir 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	√	√	√	-
	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).	√	√	√	-
		Meeting with stakeholders (Government, villagers, smallholders, Union Leader, contractor etc.)	-	√	-	-
	1700–1730	Interim Closing Briefing	√	√	√	√

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Date	Time	Subjects	MN	RT	VS	EO
Tuesday 22/10/2019 Lepar Hilir 08 estate	0830–1300	Lepar Hilir 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	√	√	√	-
		Meeting with stakeholders (Government, villagers, smallholders, Union Leader, contractor etc.)		√		-
1630-1700	Interim Closing Briefing	√	√	√	-	
Wednesday 23/10/2019 Lepar Hilir 06 estate	0830–1300	Lepar Hilir 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	√	√	√	-
	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	√	√	√	-

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Date	Time	Subjects	MN	RT	VS	EO
Thursday 24/10/2019 Lepar Hilir 05 estate & Lepar Hilir Mill	0830–1300	Lepar Hilir 05 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.	√	√	√	-
		Lepar Hilir 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	√	√	√	√
	1400-1600	Lepar Hilir 05 estate: Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records	√	√	√	-
		Lepar Hilir POM: RSPO Supply Chain Continue with unfinished elements.	-	-	-	√
	1600-1700	Preparing for Closing Meeting	√	√	√	√
1700-1730	Closing Meeting	√	√	√	√	
Friday 25/10/2019	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.	Challege from the time bound plan is age of plantation and location. No new acquisitions as per 2019.	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 Respondent FELDA GLOBAL VENTURES HOLDINGS BERHAD Complainant Secretariat of RSPO, on the basis of Chain Reaction Research article</p> <p>Date Complaints Submitted 19 Apr 2017</p> <p>Date Complaints Accepted N/A 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>Yes</p>
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	<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>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>	
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	<p>26-Sep-17 (CP Meeting) Secretariat to send the letter.</p> <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>	<p>Company Group/ Holding Statement: There is new planting after 1st January 2010.</p> <p>Auditor Verification: NPP audit has been carried out for all FGVPM Estate and is currently under review. Data as per below:</p> <table border="1" data-bbox="662 808 1294 2007"> <thead> <tr> <th data-bbox="662 808 778 994">Estate</th> <th data-bbox="778 808 890 994">Hectare Involves In NPP</th> <th data-bbox="890 808 1294 994">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="662 994 778 1256">Tembangau 05</td> <td data-bbox="778 994 890 1256">45.84</td> <td data-bbox="890 994 1294 1256">March 2016 – May 2016, Cannot undergo development https://hcvnetwork.org/reports/hcv-chegar-perah-02-estate-bukit-sagu-08-estate-tembangau-05-estate-selendang-03-estate-malaysia/</td> </tr> <tr> <td data-bbox="662 1256 778 1541">Chegar Perah</td> <td data-bbox="778 1256 890 1541">259.84</td> <td data-bbox="890 1256 1294 1541" rowspan="3">Proceed with land clearing Refer to FGVPM Operation</td> </tr> <tr> <td data-bbox="662 1541 778 1653">Selendang 03</td> <td data-bbox="778 1541 890 1653">97.14</td> </tr> <tr> <td data-bbox="662 1653 778 1541">Bukit Sagu 08</td> <td data-bbox="778 1653 890 1541">61.54</td> </tr> <tr> <td data-bbox="662 1541 778 2007">Pt CNP, Kalimantan</td> <td data-bbox="778 1541 890 2007">14,385</td> <td data-bbox="890 1541 1294 2007"> "Full assesment 22-29 Mac 2018 Public consultations 13-16 July 2018" "SEIA: Completed HCV: Completed" NPP Completed Nursery and Planting Development www.rspo.org/files/download/c085da6476b00a1 </td> </tr> </tbody> </table>	Estate	Hectare Involves In NPP	Status	Tembangau 05	45.84	March 2016 – May 2016, Cannot undergo development https://hcvnetwork.org/reports/hcv-chegar-perah-02-estate-bukit-sagu-08-estate-tembangau-05-estate-selendang-03-estate-malaysia/	Chegar Perah	259.84	Proceed with land clearing Refer to FGVPM Operation	Selendang 03	97.14	Bukit Sagu 08	61.54	Pt CNP, Kalimantan	14,385	"Full assesment 22-29 Mac 2018 Public consultations 13-16 July 2018" "SEIA: Completed HCV: Completed" NPP Completed Nursery and Planting Development www.rspo.org/files/download/c085da6476b00a1	<p>Yes</p>
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Tembangau 05	45.84	March 2016 – May 2016, Cannot undergo development https://hcvnetwork.org/reports/hcv-chegar-perah-02-estate-bukit-sagu-08-estate-tembangau-05-estate-selendang-03-estate-malaysia/																
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	PT TAA, Kalimantan	8,193	SEIA: Completed NPP process Development on some area but stop after the CP issue.	
	Tawai 01	2740.1 1	"January, 24, 2018 - February, 02, 2018" Second resubmission by Aksenta First submission failed on 14 Nov 2018.	
	Tawai 02	2745.5 8	https://hcvnetwork.org/reports/hcv-ladang-tawai-1-and-ladang-tawai-2-fgvp-malaysia/	
	Asian Plantation Limited	25,32 5.00	5 - 19 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>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: 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 Sahabat 55 The issue still in progress. Data as per below: Member : Lembaga Kemajuan Tanah Persekutuan (FELDA) /Orang Dusun Desa Begahak Date Filed : 16 February 2015 Complaint : Community of Desa Begahak Complaint : The company has breached the communities user rights to the land in breach of Principle 2.2 CompliedPF441 RSPO Public Summary Report Revision 7 (Aug /2018) Page 20 of 129 Status : Box F – Action Plan Synopsis According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p>			<p>Yes</p>

	<p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p> <p>FELDA enclaved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land. 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 Panel for further discussion and action. PF441 RSPO Public Summary Report Revision 7 (Aug /2018) Page 21 of 129</p> <p>4 June 2015 – FELDA met the complainant Robin Balud and discussed the main issues of the land claim and compensation.</p> <p>22 March 2016 – RSPO sent complaint notice to FELDA.</p> <p>1 April 2016 – State Land and Survey Department begin its mapping exercise.</p> <p>4 April 2016 – FELDA submits action plan to RSPO dated 27 March 2016.</p> <p>6 May 2016 – FELDA withdraws its RSPO Principle and Criterias certificates.</p> <p>26 July 2016 – Complainant send a formal letter to FELDA to settle the customary land dispute.</p> <p>19 August 2016 – Progress report submitted by Felda.</p> <p>20 September 2016 – Felda met with the community to</p>	
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	<p>discuss on how they will progress on the complaint, once the joint mapping report is received from the Sabah Land and Survey department</p> <p>20 October 2016 - Secretariat to wait for the report from Land and Survey Department of Sabah.</p> <p>22 February 2017 - Secretariat to wait for further information and to follow up with the company on the response from the Sabah Land Department.</p> <p>22 March 2017 - No response received from the Sabah Land and Survey Department. Secretariat to monitor status and updates of the case.</p> <p>19 April 2017 - Secretariat to determine if an attempt to contact Sabah Land and Survey Department should be sought.</p> <p>31 May 2017 - Secretariat is monitoring the case.</p> <p>21 July 2017-No further updates from Felda.</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 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 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</p>	<p>Yes</p>

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	<p>passports. Remarks 29 July 2015 - 12 NGOs urged the RSPO to conduct a transparent investigation into Wall Street Journal's findings of forced labour, human trafficking, and other human and labour rights violations especially on RSPO member FELDA's plantations. The Complaints Panel in its meeting on August 2015, decided that the member, Felde, 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 7 March 2016 - RSPO Complaints Panel reviewed the independent assessment reports and decided to suspend Pasoh palm oil mill owned by Felde until full clearance is given based on the re-audits. 10 March 2016 - FGV had a meeting with RSPO regarding the ASI report and suspension decision by RSPO. 18 March 2016 - FGV sent complaint acknowledgment letter to RSPO. FGV will submit 12 month time bound action plan addressing all the issues relating to ASI report. 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</p>	
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	<p>with RSPO secretariat on 11 January 2017 at RSPO Bangsar, RSPO Compensation Panel would like to review the WSJ action plan and as suggested by RSPO CP a group of labour experts (lawyer and NUPW union org with 1 CP member as observer) will be engaged to verify the FGV and FELDA WSJ Action Plan. It were expected to have one operation unit for both FELDA and FGV in this verification exercise on the ground especially involving the policy and implementation. The verification is expected to be in this coming March 2018 and RSPO CP will share the scope and plan for the verification assessment once it is ready.</p> <p>25 July 2017 (CP Meeting) -Secretariat to proceed with the review of the Action Plan</p> <p>24 August 2017 (CP Meeting)</p> <p>1) CP to wait for the report of the Review of FGV Action Plan;</p> <p>2) Secretariat to work with the Technical department to develop a formula for identifying the number of units for verification;</p> <p>3) Secretariat to start identifying a team of experts for the verification exercise.</p> <p>26 September 2017 (CP Meeting) -Secretariat to follow up with FGV on the 2 reports.</p> <p>23 October 2017 (CP Meeting) - Secretariat to send CP's response to the Company.</p> <p>21 November 2017 (CP Meeting) -Verification exercise to be carried out once the schedule is confirmed with the verification team.</p> <p>21 December 2017 (CP Meeting) - Verification exercise to be carried out in March.</p> <p>24 January 2018 (CP Meeting) -TOR for the verification exercise to be drafted.</p> <p>Further details, please refer to https://www.rspo.org/members/complaints/status-of-complaints/view/85</p>	
<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:</p> <p>There is Non-compliance with the requirements of RSPO P&C criteria 2.1</p>	<p>Yes</p>
<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:</p> <p>Yes, there have positive assurance statement from internal certification unit.</p> <p>Auditor Verification:</p> <p>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>Yes</p>

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	<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>	
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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?</p> <p>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 three (3) Major & three (3) Minor nonconformities raised. The FGVPISB Lepar Hilir Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

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

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-M1	Clause & Category (Major / Minor)	Indicator 2.1.3 Major
Date Issued	24/10/2019	Due Date	22/01/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/12/2019
Statement of Nonconformity:	Ineffective mechanism in ensuring compliance of law		
Requirement Reference:	A mechanism for ensuring compliance shall be implemented.		
Objective Evidence:	Sighted line-site inspection is carried out for POM worker’s housing on periodically basis an documented in Jadwal Pemeriksaan Kawasan Perumahan Kilang. Lepar Hilir Mill		

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	<p>Seen the Buku Laporan Kerosakan Rumah KS Lepar Hilir 2019. Sighted 3 request raised dated 05.09.2019 in regards to housing B1-1A to repair toilet door, low water pressure, overflow of main water tank and crack on wall, 11.09.2019 in regards to roof leakage for house F24, 17.09.2019 in regards to main door damage for house no. F24. No objective evidence sighted that adequate mechanism is in place to ensure the resolved issue / request and the outcome is documented. 04 out of 04 selected workers from various department sighted worked more than 12 hours / day not in accordance to the Employment Act 1955, Section 60A. Hours of Work.</p> <p>Emp: 1211194 – 02.08.2019 worked from 0740~0601 (22 hours) 03.04.2019 worked from 1540~0814 (16 hours) 04.04.2019 worked from 1538~0701 (15 hours) 09.07.2019 worked from 1607~0636 (14.5 hours) 24.07.2019 worked from 1540~0804 (16 hours) 11~16.07.2019 worked from 1800~0800 (14 hours) 25~29.07.2019 worked from 1800~0800 (14 hours)</p> <p>Emp: 1206461 – 25.04.2019 worked from 2000~1000 (14 hours) 09, 11~13, 15, 18~21.07.2019 worked from 1800~0800 (14 hours) 14.07.2019 worked from 1351~0502 (15 hours) Emp: 1203717 – 06.04.2019 worked from 1517~0820 (16 hours) 27.07.2019 worked from 1648~0724 (14.5 hours) 29.07.2019 worked from 1635~0817 (15.5 hours) 08.07.2019 worked from 1556~0739 (15.5 hours) 06.07.2019 worked from 1739~0813 (14 hours) 08~09.07.2019 worked from 1800~0800 (14 hours) 18.07.2019 worked from 1800~0800 (14 hours) 20~21.07.2019 worked from 1800~0800 (14 hours) Emp: 1202895 – 06.04.2019 worked from 1400~0642 (16.5 hours) 07.04.2019 worked from 1800~0800 (14 hours) 09.04.2019 worked from 1600~0630 (14.5 hours) 18~21.07.2019 worked from 1800~0800 (14 hours)</p> <p>At Lepar Hilir POM, the followings were found not in line with the mill's DOE's compliance schedule (Jadual Pematuhan):</p> <ul style="list-style-type: none"> • CCTV to record the smoke emission of boiler's chimney was not able to retain the past 6 month recordings. • Leachate was seen flowing from the EFB stockyard into the monsoon drain instead of to ETP system.
<p>Corrections:</p>	<ol style="list-style-type: none"> 1) Compile details on grievences and evidences 2) Management to ensure all workers in comply with employment act by regular monitoring every 6 months by Person In charge 3) a. Place EFB to the appropriate stockyard where leachate can be channelled into effluent pond b. Discussion and sending notice with the plantation management of FGVP and outsource supplier for reuse of EFB to reduce EFB quantity at mill c. Evidences on saving CCTV data in external storage.
<p>Root Cause Analysis:</p>	<p>Management were not recorded resolved issue due to monitor grievence from workers. No monitoring from management on workers overtime due to change on</p>

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	person incharged. No monitoring on DOE’s compliance schedule (Jadual Pematuhan) due to change on new mill management .
Corrective Actions:	1) Appoint person incharge for management to ensure leachate flowing to POME system as well as DOE’s Compliance by regular monitoring every 6 months by Person in charge. 2) OT monitoring- Mill to create and key in OT Dashboard system by weekly by individual and provided by FGVPI (Zon1). Appointed person in charge.
Assessment Conclusion:	<u>Onsite Major NC verification visit:</u> For OT issue, the management already establish Dashbord system version 2.82 to ensure and monitor no work more than 12 hour. Letter (03)4045/LH/840A/1 dated 1 Nov 2019 work instruction to fill up the form for OT for any workers want to proceed with Overtime working. The implementation was verified during document review on implementation dated Nov 2019 and interview with assistant manager (Wan Mohd Syahrin). For CCTV the management already buy a new hard disc for recording purpose refer the PO 3301387794/1301047155 and verified as per site verification. Appointed person En. Wan Mohd Syahrin Bin Wan Yadri referred letter (02)4045/840/RSPO/LEACHATE dated 1 Nov 2019 as PIC for leachate monitoring. The leachate drainage construction already in progress as per site verification, work start 14 Dec 2019. From the Buku laporan Kerosakan Petugas verification, already approved verified by the complainant, the sampling on 28 Oct 2019, complaint regarding to piping issue already been done properly by management dated 28 oct 2019.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-M2	Clause & Category (Major / Minor)	Indicator 6.5.1 Major
Date Issued	24/10/2019	Due Date	22/01/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/12/2019
Statement of Nonconformity:	Contract workers supplied by vendor and estate’s worker does not meet at least legal or industry minimum standards; in terms of EIS/SIP contribution and minimum wage pay		
Requirement Reference:	Documentation of pay and conditions shall be available		
Objective Evidence:	<u>Lepar Hilir Estate #6</u> FFB transportation vendor’s (Sy. Hasdori Jaya) workers payslip for month of July, August & September 2019 sighted 02 foreign workers (Bobi Candra & Satria) wage for the month of September 2019 deducted for SOCSO contribution, amounting MYR31.90 & MYR25.60. <u>Lepar Hilir Mill</u> 04 selected sorting contractor’s worker’s payslip (Abra Tech Enterprise – Shanmugam, Saravanan, Mohd Shanrul Nizam, Helmi Bin Ramli) for the month of August 2019 indicates		

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	<ul style="list-style-type: none"> - no contribution made for EIS / SIP from both; employer and employee. - Contribution for SOCSO sighted not accordance with the PERKESO Second Schedule : Contribution Rate. 04 Payslip evidenced that total contribution made by both, the employer and employee is MYR19.10 consistently disregards of the wages earned for the month. - Contribution for EPF sighted not accordance with EPF Jadual Ketiga – Kadar Caruman Bulanan. 04 payslip evidenced that total contribution made by both employer and employees is at MYR216 consistently disregards of the wages earned for the month.
Corrections:	<ol style="list-style-type: none"> 1) Awareness to contractor on EPF, SOCSO and EIS deduction. 2) Evidences on details payment for EPF, SOCSO, EIS deduction 3) Recalculation on workers deduction and short contribution will be payed
Root Cause Analysis:	No monitoring from management regarding on EPF, SOCSO and EIS deduction in contractor workers payslip due to change on person incharged.
Corrective Actions:	<ol style="list-style-type: none"> 1) Appoint person incharge for management to ensure all contractors will deduct the EPF, SOCSO and EIS deduction in contractor workers payslip and will obtain the copy for record by regular monitoring every 6 months by Person in charge. 2) Data base will be developed for monitoring contractors workers, EPF, SOCSO & EIS payed accordingly
Assessment Conclusion:	<p><u>Onsite Major NC verification visit:</u> Lepar Hilir 6 estate The payment back for SOCSO payment deduction by employee have been done on Oct 2019 was been redeem back dated 4 Nov 2019 Training for contractor regarding to Socso requirement dated 12 nov 2019 at Lepar Hilir POM. attended by contractor Syrikat Hasdori jaya.</p> <p>The monitoring for Payslip was done by Monthly basis, verified on monitroing record dated 17 Dec 2019.</p> <p>Appointment letter referred (17)275/RSPO dated 9 Dec 2019 (Mohd Nazrul Fikri Bin Khalid) to ensure all contractors will deduct the EPF, SOCSO and EIS deduction in contractor workers payslip and will obtain the copy for record by regular monitoring every 6 months. Notification by management to contractor during Mesyuarat Kebajikan Pekerja (04/2019) dated 11 Nov 2019 to ensure no deduction on Socso for foreign workers.</p> <p>Lepar Hilir Mill The appointment letter for incharge to monitored the contractor and ensure the payslip was followed as per regulation was available, the management already appointed Tajuddin Bin Mustappa referred letter (02)4045/840/MINIT MESYUARAT KESELAMATAN dated 1 November 2019</p> <p>The management also already conduct the PERKESO training with PERKESO and contractor employer and employee dated 12 November 2019.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-M3	Clause & Category (Major / Minor)	Indicator 6.1.1 Major
Date Issued	24/10/2019	Due Date	22/01/2020

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Closed (Yes / No)	Yes	Date of nonconformity Closure	24/12/2019
Statement of Nonconformity:	Social impacts identified in a participatory way, and plans to mitigate the negative impacts not documented in SIA report.		
Requirement Reference:	A social impact assessment (SIA) including records of meetings shall be documented.		
Objective Evidence:	<p>Social issues presence related to extended foreign workers work permit renewal process and risk of having workers without valid work permit was not identified in the SIA assessment (refer "Laporan Penilaian Impak Social FGVP M Lepar Hilir 05" dated 01.01.2019 & "Pelan Pengurusan (Management Plan) Bagi Impak Social Di Ladang Lepar Hilir 5", dated 15.01.2019)</p> <p>Lepar Hilir #8 Sighted 19 foreign workers passports with expired work permit; whereby - 05 out of 19 found to be in 'Senarai Syak / List of Suspects' in Malaysia Immigration's system, resulting in delay of work permit renewal. Their work permit found expired averagely from 09 to 18 months. - 05 out of 19 work permit expired averagely from 02 to 11 months; however, sighted work permit is newly obtained from immigration office as at time of audit. - 09 out of 19 work permit expired averagely from 02 to 05 months; however, renewal of work permit is still in progress based on the records of submission to the FGV head office. No further evidence sighted that progress of following up with immigration for the passport renewal is done progressively. Management interview and documentation review confirmed that all passport and work permit renewal is carried out 3 months in advance, however, process may be delayed if the foreign workers are found to be in suspected list.</p> <p>Lepar Hilir #05 Sighted 01 foreign workers passport with expired work permit since 11.05.2019. Communication with immigration confirmed that the foreign worker is found to be in the 'Senarai Syak / List of Suspects' in Malaysia Immigration System. As at current facility is awaiting for further immigration office to process and investigate further.</p> <p>Lepar Hilir #06 Sighted 05 foreign workers passport with expired work permit, whereby - 03 out of 06 work permit expired averagely 2 to 7 months. Delay is due to inadequate passport validity period (less than a year) which prevent renewal of work permit. Inadequate mechanism in place to review passport validity to ensure work permit renewal is not affected through checklist PLKS MYEG 1/02 – Jabatan Tenaga Kerja Asing. - 02 out of 06 work permit have expired 4 months. Documented evidence sighted (1) work permit is due on 02 & 06.06.2019, (2) submission to region office for renewal on 24.05.2019, (3) Rayuan Pengecualian Denda Kelewatan Mendapatkan Permit Kerja, dated 19.08.2019, indicates renewal is not carried out promptly.</p>		
Corrections:	1) Conducting SIA assessment end of November 2019 and conclude on foreign workers passports with expired work permit in SIA report.		
Root Cause Analysis:	No capturing on foreign workers passports with expired work permit in SIA report due to no monitoring from management.		

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Corrective Actions:	Prepare on action plan regarding this issue by sustainability officer.
Assessment Conclusion:	Onsite Major NC verification visit: The assessment of SIA already been done on 26 Nov 2019 FGV/SCC-SIA Pind 2. The action plan already been conducted, to have checklist for Passport renew and monitoring by monthly. The record of monitoring was available during verification.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-M4	Clause & Category (Major / Minor)	Indicator 4.7.4 Major
Date Issued	24/10/2019	Due Date	22/01/2020
Closed (Yes / No)	No	Date of nonconformity Closure	24/12/2019
Statement of Nonconformity:	The regular meeting was not adequately implemented		
Requirement Reference:	The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.		
Objective Evidence:	Found the safety meeting in Lepar Hilir POM conducted on 13 Sept 2019 and previously was done on 19 Feb 2019 as per safety minute meeting record.		
Corrections:	Management to conduct periodic on safety meeting		
Root Cause Analysis:	No monitoring on conducting safety meeting by management due to change on person incharged.		
Corrective Actions:	1)The management to monitor and discuss this issue in a periodic management meeting 2) Management appoint a person in charge to monitor safety meeting conduct in periodic time		
Assessment Conclusion:	Management already appoint SHO as per letter (02)4045/840/MINIT MESYUARAT KESELAMATAN dated 1 Nov 2019 to ensure meeting was done periodically. Evidence latest meeting dated 5 November 2019 and previously was on 13 Sept 2019. NCR close accordingly.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-N2	Clause & Category (Major / Minor)	Indicator 4.7.5 Minor
Date Issued	24/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	The record of accident was not available during time of audit		
Requirement Reference:	Records of all accidents shall be kept and periodically reviewed.		

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Objective Evidence:	The audiometric test been done, dated 7 March 2019 by Dr. Siow Shin Yee (HQ/13/DOC/00/330) from specialist mobile safety supplies Sdn Bhd. In total 43 workers was attended the Audiometric test, the result found 13 hearing impairment and 17 workers was STS however no record of JKPP 7 for 13 Hearing impairment.
Corrections:	Reporting JKPP7 for accident occurred
Root Cause Analysis:	Mill did not report on hearing impairment for JKPP 7 due to change on person incharged.
Corrective Actions:	Regional SHO to give awareness on JKPP 7 Report process to whole management and appoint new person incharge and evaluate for all trainee.
Assessment Conclusion:	Will be verified on next surveillance

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1841408-201906-N3	Clause & Category (Major / Minor)	Indicator 5.6.3 Minor
Date Issued	24/10/2019	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	The input data in the RSPO GHG calculator was not verifiable.		
Requirement Reference:	A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.		
Objective Evidence:	The input data in the RSPO GHG Calculator for Lepar Hilir certification unit for the year 2018 was not verifiable at all the operating units.		
Corrections:	1) Appoint person incharge for check the data tally with bin card. The data need to be check by Manager/ Asisstant Manager 2) To provide Data GHG from Jan -Dec 2018		
Root Cause Analysis:	No verification of the data GHG in the RSPO GHG Calculator		
Corrective Actions:	1) Management to ensure all data given before calculate in RSPO GHG calculator is correct and endorsed by sustainability officer. 2) GHG data verify during periodic internal audit by Sustainability Officer.		
Assessment Conclusion:	Will be verified on next surveillance		

Opportunity for Improvements	
OFI #	Description
OFI 1	

Positive Findings	
PF #	Description

PF 1	
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3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-M1	Clause & Category (Major / Minor)	Indicator 6.1.3 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	18/01/2019
Statement of Nonconformity:	Plans for avoidance or mitigation of impacts related to absconded workers issues were not adequate.		
Requirement Reference:	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.		
Objective Evidence:	FGV Lepar Hilir 5 & 6 Estates: Based on the records of foreign workers particulars list, it was found that there are at least 5 foreign workers were absconded from each FGV Lepar Hilir 5 & 6 Estates in year 2018.		
Corrective Actions:	Monitoring by PSD to clarify issues related to issues related to issues foreign workers were absconded from estates in the SIA report		
Assessment Conclusion:	<u>ASA2 verification:</u> From the verification no new record of absconded as per document and interview verification. The action plan as per SIA action plan was done accordingly.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-M2	Clause & Category (Major / Minor)	Indicator 4.7.1 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	18/01/2019
Statement of Nonconformity:	The implementation of safety in POM was not adequate		
Requirement Reference:	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.		
Objective Evidence:	a) Found certain driver for FFB at POM is not wearing proper PPE such as safety boot as per SOP Prosedur Kerja Selamat (Prosedur pintu masuk utama kilang, tanker minyak, trailer isi sawit dan lori bts) 6.1.4: Pemandu dan orang yang berkaitan hendaklah memakai kasut keselamatan dan pakaian yang bersesuaian dengan aktiviti tersebut. b) Found water leaking in Continuous Sterilizer Control room not comply with Section 15 (General Duties of employers and self employed person) 2 (e). c) The installation of emergency shower at the hazard place d) During Site visit in POM found workers did not followed Safety Standard Operating Procedure (FPI-PK-052) Continuous Sterilizer for any damage or broken		

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	down during operation. Example the operator did not empty FFB in CS during maintenance done. e) PPE for Boiler operator is not followed as per PPE matrix.
Corrective Actions:	Periodical monitoring by management, regional SHO and sustainability internal auditor and appointment of PIC.
Assessment Conclusion:	<u>ASA2 verification:</u> From the verification of action plan by SHO and management, the action plan was done accordingly. The issue was been verified during site verification.

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N1	Clause & Category (Major / Minor)	Indicator 2.1.3 Minor
Closed (Yes / No)	No	Date of nonconformity Closure	Escalated to major NC due to recurrence of issue in the same indicator
Statement of Nonconformity:	Mechanism for ensuring compliance was not effectively implemented.		
Requirement Reference:	A mechanism for ensuring compliance shall be implemented.		
Objective Evidence:	a) Found 6 workers not attend the medical surveillance in Lepar Hilir 8. b) During site visit in Lepar Hilir POM found first aid kits items at Felsco Post and boiler room were inadequate as per FMA 1967 regulation 38. c) In Lepar Hilir POM found contamination of Iron Oxide on maintenance personnel was not monitored as per CHRA recommendation.		
Corrective Actions:	Periodical monitoring by management, regional SHO and sustainability internal auditor and appointment of PIC.		
Assessment Conclusion:	<u>ASA2 verification:</u> Periodical monitoring by management, regional SHO and sustainability internal auditor and appointment of PIC. Please refer indicator 2.1.3 (upgrade to major)		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N2	Clause & Category (Major / Minor)	Indicator 4.7.6 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/10/2019
Statement of Nonconformity:	The workers' insurance did not been claim by employers.		
Requirement Reference:	All workers shall be provided with medical care, and covered by accident insurance.		

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Objective Evidence:	<p>a) Found Insurance was not claimed for Md Rubel Mia (FW ID) accident which happened on 30 June 2018 with lost time injury more than 80 days in Lepar Hilir 6</p> <p>b) SOCSO was not claimed for Mohd Norizaidi B. Muhamad (Local) whom involved in accident during driving on 28 June 2018 with lost time injury 10 days at Lepar Hilir 5.</p>
Corrective Actions:	Periodical monitoring by JTK HQ.
Assessment Conclusion:	<p><u>ASA2 verification:</u> From the document verification the insurance already been claim for Md Rubel Mia and also SOCSO claim for Mohd Norizaidi B. Mohamad. The NC was close accordingly.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N3	Clause & Category (Major / Minor)	Indicator 4.4.1 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/10/2019
Statement of Nonconformity:	Water Management Plan was not effectively implemented		
Requirement Reference:	An implemented water management plan shall be in place.		
Objective Evidence:	It was sighted during the site visit at Lepar Hilir 8, there was evidence of chemical application at the riparian buffer zone near the fences at Field PR 14. Noted during interview with the sprayers' shows the lack of awareness and ineffective communication regarding the prohibition on chemical application along the boundary. The water management plan stated under riparian buffer zone management, the workers will be trained on prohibition of chemical application along the buffer zone This evidence shows the management plan is not effectively implemented.		
Corrective Actions:	Periodical monitoring by management, sustainability internal auditor and appointment of PIC		
Assessment Conclusion:	<p><u>ASA2 verification:</u> As per site verification on field PR 14 the riparian already establish and no chemical activity been done. During interview with workers, the workers was aware regarding to no chemical activity at buffer zone area. The NC was close accordingly.</p>		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N4	Clause & Category (Major / Minor)	Indicator 5.1.2 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/10/2019
Statement of Nonconformity:	Environmental management plan was not effectively implemented.		

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Requirement Reference:	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.
Objective Evidence:	During site visit at Lepar Hilir POM, it was noted at the monsoon drain no. 1, there was evidence of decanter cake entered the monsoon drain after the oil trap. Stated in the environmental management plan, impact mitigation plan for monsoon drain was to ensure oil/sludge trap to functional at oil time. Evidence of decanter cake shows the oil/sludge trap is not functional and the environmental management plan is not effectively implemented.
Corrective Actions:	Revision of pollution prevention plan and repair of oil trap
Assessment Conclusion:	<u>ASA2 verification:</u> During site verification the decanter cake already have decanter cake area and no trace of decanter cake in monsoon drain. The nc was close accordingly

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N5	Clause & Category (Major / Minor)	Indicator 5.2.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/10/2019
Statement of Nonconformity:	The policy regarding awareness on HCV and RTE species was not effectively communicated.		
Requirement Reference:	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.		
Objective Evidence:	During interview with workers at estates visited, Lepar Hilir 6, Lepar Hilir 8 and Lepar Hilir 5 it was noted that awareness level is low. The workers interviewed are not aware regarding the prohibition of illegal hunting in the estate area. The evidence shows the policy regarding awareness regarding HCV and RTE species is not effectively communicated.		
Corrective Actions:	Periodical monitoring on policy understanding among workers by management and sustainability internal auditor		
Assessment Conclusion:	<u>ASA2 verification:</u> During interview with worker the workers was aware regarding no hnting and no intrude into HCV area. The training was already been done by management to ensure they aware regarding to HCV area and been verified by teir internal auditor. Nc was close accordingly.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1722755-201810-N6	Clause & Category (Major / Minor)	Indicator 5.3.3 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/10/2019

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Statement of Nonconformity:	Waste Management plan was not effectively implemented
Requirement Reference:	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.
Objective Evidence:	<p>Lepar Hilir POM During site visit at the Scrap Iron area, sighted empty grease and lubricant container, recycle waste such as plastic bottle and domestic waste. This evidence shows the management plan was not effectively communicated and implemented.</p> <p>Lepar Hilir 6 Noted during documentation review, the monitoring of scheduled waste was not effectively implemented. The estate generated SW 408, used PPE since April 2018 and has not been disposed until the day of audit. In the waste management plan stated the Scheduled waste should be monitored and disposed through the licensed contractors. This evidence shows the management plan is not effectively implemented.</p> <p>Lepar Hilir 5 Noted during document review, the estate has generated SW 408, used PPE since march 2018. The management disposed the SW 408 generated through non-licensed contractors. In the waste management plan stated the Scheduled waste should be monitored and disposed through the licensed contractors. This evidence shows the management plan is not effectively implemented.</p>
Corrective Actions:	Periodical monitoring by management, sustainability internal auditor and appointment of PIC
Assessment Conclusion:	<p><u>ASA2 verification:</u> Lepar Hilir POM: 2019092814Q6AVRG (SW410), 2019092815A578VX (SW302), 2019092815XLBIVP (SW302) and 20190928158LV10H (SW305) Lepar 05 & 08 estates: 01979 & 01980 (SW409). Used PPE (SW409) is sent to LH06 for centralised disposal. Vendor will come only to LH06 to collect the scheduled wastes.</p> <p>Apart from the document mentioned in 5.3.1, there is also a procedure entitled "Pengurusan Sisa Pepejal (Isi Rumah)" [Solid Wastes Management (Household)] [FGV/FGVPM/II/IMS/15/011B, rev. 1.0, 2/2/2019] used as guidance to avoid or reduce pollution. Based on site visit at the landfill at all the estates, it was observed that the rubbish pits were located far from residential area and natural waterways as addressed in the procedure. At the estates, the gardening wastes were also found being dumped in the pit (OFI).</p> <p>LH05 – recyclable wastes (Plastic bottles, glass, paper and fertiliser bags) were sent to a recycle wastes collector last on 18/10/2019 – receipt voucher CLR027419100020.</p> <p>LH06 – recyclable wastes (Plastic bottles, glass, paper and fertiliser bags) were sent to a recycle wastes collector last on 18/10/2019 – receipt voucher CLR027419100020.</p> <p>The NC was close accordingly.</p>

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Opportunity for Improvements	
OFI #	Description
OFI 1	

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1531747-201708-M1	Major	4.7.1	21/9/2017	Closed out on 13/11/2017
1531747-201708-M2	Major	6.3.1	21/9/2017	Closed out on 13/11/2017
1531747-201708-M3	Major	6.3.2	21/9/2017	Closed out on 13/11/2017
1531747-201708-M4	Major	2.1.1	21/9/2017	Closed out on 13/11/2017
1531747-201708-N1	Minor	4.7.3	21/9/2017	Closed out on 21/12/2018
1531747-201708-N2	Minor	6.5.3	21/9/2017	Closed out on 21/12/2018
1531747-201708-N3	Minor	4.6.10	21/9/2017	Closed out on 21/12/2018
1531747-201708-N4	Minor	5.3.3	21/9/2017	Closed out on 21/12/2018
1722755-201810-M1	Major	6.1.3	21/12/2018	Closed out on 18/01/2019
1722755-201810-M2	Major	4.7.1	21/12/2018	Closed out on 18/01/2019
1722755-201810-N1	Minor	2.1.3	21/12/2018	Upgraded to Major NC
1722755-201810- N2	Minor	4.7.6	21/12/2018	Closed out on 25/10/2019
1722755-201810- N3	Minor	4.4.1	21/12/2018	Closed out on 25/10/2019
1722755-201810- N4	Minor	5.1.2	21/12/2018	Closed out on 25/10/2019
1722755-201810- N5	Minor	5.2.3	21/12/2018	Closed out on 25/10/2019
1722755-201810- N6	Minor	5.3.3	21/12/2018	Closed out on 25/10/2019
1841408-201906-M1	Major	2.1.3	24/10/2019	Closed out on 24/12/2019
1841408-201906-M2	Major	6.5.1	24/10/2019	Closed out on 24/12/2019
1841408-201906-M3	Major	6.1.1	24/10/2019	Closed out on 24/12/2019
1841408-201906-M4	Major	4.7.4	24/10/2019	Closed out on 24/12/2019
1841408-201906-N2	Minor	4.7.5	24/10/2019	"Open"
1841408-201906-N3	Minor	5.6.3	24/10/2019	"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 Lepar Hilir 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.

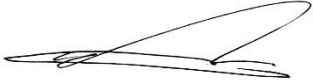

List of Stakeholders Contacted	
Internal Stakeholders Field workers Mill workers NUPW representative Gender committee General workers	Union/Contractors/Local Communities Mosque Lepar Hilir representative Tai Ichi Gut S/B Grocery owner representative
Government Departments School (SK Lepar Hilir) Auxiliary Police	NGO Nil

IS #	Description
1	Feedbacks: <u>Imam Masjid - Lepar Hilir 01.</u> FGVPM Lepar Hilir 08, 05 and 06 has a very good rapport with the mosque committee members. Events such as Raya Festive Ceremony, and donation were actively participated by FGVPM representative. The only suggestion from Mosque committee is in regards of Fitrah collection best to be conducted 100% for workers at the work region level.
	Management Responses: Estate management will further discuss with the Imam and work with them on the recommendation.
	Audit Team Findings: No other issue.
2	Feedbacks: <u>SK Lepar Hilir 01</u> Estate has provided contribution in terms of transportation to school children. Only that the contribution in terms of PIBG is not actively participated by Lepar Hilir 8 Estate.
	Management Responses: The estate staffs mostly unmarried therefore less contribution for PIBG from Lepar Hilir 8 Estate.
	Audit Team Findings:

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	No other issue.
3	<p>Feedbacks: <u>IOI –Detas Estate</u> The representative from IOI shared that their field is just adjacent to Lepar Hilir 5 and 6 Estate. Both estates has good cooperation with IOI management where sometimes they shared the field road if flood occurred. They also attended the previous stakeholder meeting chaired by FGV and shared the output.</p>
	<p>Management Responses: Noted on the information.</p>
	<p>Audit Team Findings: No other issue.</p>
4	<p>Feedbacks: <u>Wakil Kedai Runcit / Sundry Shop representative</u> Kedai runcit is applying cash transaction and credit term to workers. However, the credit term is between the worker and sundry shop owner which does not involve with the FGVPM management. No child labour or illegal workers sighted works with FGV estates or mill.</p>
	<p>Management Responses: Noted on the information.</p>
	<p>Audit Team Findings: No other issue.</p>
5	<p>Feedbacks: <u>FELSCO Officer (Lepar Hilir 05 Estate)</u> FELSCO officer has worked with FGV for more than 9 years and have sighted the presence of Tapir during inspection. No criminal record within the area so far.</p>
	<p>Management Responses: Noted on the information.</p>
	<p>Audit Team Findings: No other issue.</p>
6	<p>Feedbacks: <u>Worker’s representative</u> No discrimination practise. All workers has received fair treatment on the salary, housing and other benefits. No complaints received from workers so far.</p>
	<p>Management Responses: Noted on the information.</p>
	<p>Audit Team Findings: No other issue.</p>
7	<p>Feedbacks: <u>Gender Committee</u> No sexual harassment case reported and the gender committee team were actively involves in activities organized and supported by the FGVPM management.</p>
	<p>Management Responses: Noted on the information.</p>
	<p>Audit Team Findings: No other issue.</p>

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Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that FGV PISB Lepar Hilir 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 FGV PISB Lepar Hilir Palm Oil Mill is approved and continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: Muhamad Naquiuddin Mazeli	Name: Ameer Izyanif Hamzah
Company Name: BSI Services Malaysia Sdn Bhd	Company Name: FGV Holding Berhad
Title: Lead Auditor	Title: General manager
Signature: 	Signature: <p><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></p> 
Date: 20/1/2020	Date: 20/1/2019

Appendix A: Summary of Findings

Criterion / Indicator		Assessment Findings	Compliance
Principle 1: Commitment to Transparency			
Criterion 1.1: Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.			
1.1.1	There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. - Minor compliance -	Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the stakeholders, Regulatory Departments such as DOSH and DOE visiting log book were attended accordingly.	Complied
1.1.2	Records of requests for information and responses shall be maintained. -Major compliance	It was verified that each unit within the certification unit maintains the records of requests and responded by the respective offices. The management has kept the records from all stakeholders such as JKPP file, visitors' logbook and complaints book.	Complied
Criterion 1.2: Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.			

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>There is no restriction for the public to access the type of documents listed in the RSPO P&C standard at FGV. The means of communication have been spelt out in their “<i>Komunikasi, Penglibatan dan Rundingan</i>” procedure [doc. no.: ML-1A/L2-Pr12(0) dated 1/6/2016]. The application of the procedure has also been briefed to the stakeholders during stakeholders meeting. Among the means of communication were through morning muster between the management and the employees, notice boards, suggestion box, workers’ representative, etc. Communication process with external stakeholders, medias and contractors was also spelt out in the procedure. List of documents which are publicly available was stated in the procedure according to the RSPO P&C standard requirement. Documents such as meeting minutes, OSH plan, HCV report, policies, SEIA, etc. were publicly available upon request. Apart from that, the Group Sustainability Policy can be accessed via the internet link, http://www.feldaglobal.com/sustainability/sustainability-governance/sustainability-policies/</p>	<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>Documented policy in place as per Doc. No.: FGV/GGD/POL/004, Rev. 0.0 – Penyata Polisi Anti-Rasuah and Doc. No.: FGV/GHR/POL/039, Rev 3, Eff. Date: 01.11.2017 – Code of Business Conduct and Ethics Employees</p> <p>LH POM workers are briefed about the policies during pre-employment and required to sign the Doc. No.: FGV/GHR/POL/039, Rev 3, Effective Date: 01.11.2017 – Code of Business Conduct and Ethics Employees Acknowledgement Statement. All selected samples personal files sighted they have acknowledged the letter. E.g. dated 01.12.2018. Last morning meeting carried out dated 20.10.2019 & 19.10.2019.</p> <p>LH Estate #08 – workers were briefed on the policies during rollcall and attendance documented in 'Laporan Latihan /Ceramah / Taklimat / Rollcall' dated 18.09.2019.</p> <p>LH Estate #05 - Briefing of policies including COBC / Integrity and Ethics policy is carried out during rollcall with involvement from all level of workforce and operations and documented in 'Penerangan Polisi Sustainability, RSPO dan OSHA' Attendance Record dated 02.7.2019.</p> <p>LH Estate #06 – briefing of FGV RSPO policies and workers contract's terms and condition conducted during rollcall. Training attendance documented on 14.09.2019.</p> <p>Workers interview confirmed that they were briefed on the policies including Code of Business Conduct and Ethics Employees.</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>		

Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>FGV Lepar Hilir complex has obtained approval letter from labour office for deduction such as water and electric bills and medical fees. Ref. No.: (22) dlm HG.PU/9/129 Jld 23, dated 26.04.2016.</p> <p><u>Lepar Hilir POM</u></p> <ul style="list-style-type: none"> - DOE’s License under Section 11, EQA 1974, #003247, compliance schedule validity: 1/7/2019-30/6/2020 - License to extract water from Sungai Lepar, # 0272, validity: 1/1/2019-31/12/2019 - License for private installation from the Energy Commission, #32888, validity: 1/1/2019-31/12/2019 <p><u>Lepar Hilir 08 Estate:</u></p> <ul style="list-style-type: none"> - MPOB License #558970002000 – FGVP(M)SB, Ladang Felda Lepar Hilir 08, Menjual & Mengalih FFB, 3,436.55 Ha, validity 1/3/2019 to 29/2/2020 <p><u>Lepar Hilir 06 Estate:</u></p> <ul style="list-style-type: none"> - MPOB License #558970002000 – FGVP(M)SB, Ladang Felda Lepar Hilir 08, Menjual & Mengalih FFB, 3,436.55 Ha, validity 1/3/2019 to 29/2/2020 - Diesel permit (purchase & store) - #C001802, validity 8/8/2019 to 7/2/2020, 200 lt/day of diesel and 100 lt/day of petrol – records of purchase were available according to license terms - License to extract water #SWUL/LPSA/87/2019 (supplying to nursery), extraction from Lepar River - MPOB License #559601002000 – FGVP(M)SB, Felde Lepar Hilir 05, Menjual & Mengalih FFB, 2,889.54 Ha, validity 1/4/2019 to 31/3/2020 - MPOB License #569156011000 – FGVP(M)SB, Tapak Semaian Sawit Ladang Felde Lepar Hilir 05, Menghasil, Menjual & Mengalih, Menyimpan SLGTISU, validity 1/2/2019 to 31/1/2020 	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
2.1.2 A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -	Identification and documentation of applicable legal requirements is guided by Manual Procedure, Legal and Other Requirements [FPI/L2/QOSHE 2.0, 29/11/2016]. The applicable legal requirements for the mill and estate were registered in “ <i>Daftar Perundangan dan Lain-lain Keperluan</i> ” (Register of Legal and Other Requirements) [FPI/L4/QOSHE-2.1 Pind 0] which was last updated in September 2019. The register has info about: <ul style="list-style-type: none"> • Act/Section/regulation • Enforcer • Main requirement (e.g. <i>menjaga kebajikan petugas di tempat pekerjaan</i>) • Environment aspect • Enforcement standard • Penalty • PIC • Compliance status Among the Acts included: OSHA, FMA, Electric Supply Act, BOMBA, EQA, Poison Act, Weigh & Measure Act, SOCSO Act, MPOB Act and Employment Act to name a few.	Complied

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<p>2.1.3</p>	<p>A mechanism for ensuring compliance shall be implemented. - Minor compliance -</p>	<p><u>Lepar Hilir Palm Oil Mill</u> Seen the Buku Laporan Kerosakan Rumah KS Lepar Hilir 2019. Sighted 3 request raised dated 05.09.2019 in regards to housing B1-1A to repair toilet door, low water pressure, overflow of main water tank and crack on wall, 11.09.2019 in regards to roof leakage for house F24, 17.09.2019 in regards to main door damage for house no. F24. No objective evidence sighted that adequate mechanism is in place to ensure the resolved issue / request and the outcome is documented.</p> <p>04 out of 04 selected workers from various department sighted worked more than 12 hours / day not in accordance to the Employment Act 1955, Section 60A. Hours of Work.</p> <p>Emp: 1211194 – 02.08.2019 worked from 0740~0601 (22 hours)</p> <p>03.04.2019 worked from 1540~0814 (16 hours) 04.04.2019 worked from 1538~0701 (15 hours) 09.07.2019 worked from 1607~0636 (14.5 hours) 24.07.2019 worked from 1540~0804 (16 hours) 11~16.07.2019 worked from 1800~0800 (14 hours) 25~29.07.2019 worked from 1800~0800 (14 hours)</p> <p>Emp: 1206461 – 25.04.2019 worked from 2000~1000 (14 hours)</p> <p>09,11~13,15,18~21.07.2019 worked from 1800~0800 (14 hours)</p> <p>14.07.2019 worked from 1351~0502 (15 hours)</p> <p>Emp: 1203717 – 06.04.2019 worked from 1517~0820 (16 hours)</p> <p>27.07.2019 worked from 1648~0724 (14.5 hours) 29.07.2019 worked from 1635~0817 (15.5 hours) 08.07.2019 worked from 1556~0739 (15.5 hours) 06.07.2019 worked from 1739~0813 (14 hours) 08~09.07.2019 worked from 1800~0800 (14 hours)</p>	<p>Escalated to Major NC due to recurrence of issue in the same indicator</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>18.07.2019 worked from 1800~0800 (14 hours) 20~21.07.2019 worked from 1800~0800 (14 hours) Emp: 1202895 – 06.04.2019 worked from 1400~0642 (16.5 hours) 07.04.2019 worked from 1800~0800 (14 hours) 09.04.2019 worked from 1600~0630 (14.5 hours) 18~21.07.2019 worked from 1800~0800 (14 hours)</p> <p>The mechanism is guided by Manual Procedure, Evaluation of Compliance to Legal and Other Requirements [FPI/L2/QOSHE-17.0, rev. 3, dated 29/11/2016]. The Assistant Mill and/or Estate Managers are the persons responsible to conduct the evaluation of compliance. In the legal register [ML-1A/L5-APxx Pind 0] there is a column to record the status of compliance and it was done by the assistant managers. The report of status of compliance helps the management to get the information about non-compliance with legal requirement (if any) and subsequently take the necessary action.</p> <p>However, at Lepar Hilir POM, the followings were found not in line with the mill's DOE's compliance schedule (<i>Jadual Pematuhan</i>):</p> <ul style="list-style-type: none"> • CCTV to record the smoke emission of boiler's chimney was not able to retain the past 6 month recordings. • Leachate was seen flowing from the EFB stockyard into the monsoon drain and subsequently to the environment instead of to ETP system. <p>Thus, a non-conformity was assigned due to this lapse.</p>	
2.1.4	A system for tracking any changes in the law shall be implemented. - Minor compliance -	Tracking of any changes in law is guided by a procedure " <i>Perundangan dan Lain-lain Keperluan Kawalan</i> " (Legal and Other requirements) [FPI/L2/QOSHE-2.0, rev. 3, dated 29/11/2016]. Among the medium used to keep the management updated in law changes are government agencies websites, news and circulars. The mill and the estates have last updated its register in September 2019. The latest registered law is Employees' Social Security (Amendment of First Schedule) (No. 2) Order 2018.	Complied

Criterion / Indicator	Assessment Findings	Compliance
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		

2.2.1	<p>Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.</p> <p>- Major compliance -</p>	<p><u>Lepar Hilir Palm Oil Mill</u></p> <p>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) 17996, PT 1310, 51250 m².00000</p> <p>LH08, Land Title was available in Estate Lepar Hilir 08 as per below sampling, have some changes in hectarage, as per last year reported 3424.36 ha was followed as per perimeter hectarage assessment by (Mohd Faizan Bin Sarijo from Land Management Unit, Corporate Service department) dated 22 Oct 2019 however from Land Title hectarage was 3436.5473 ha:-</p> <table border="1" data-bbox="969 766 1489 1361"> <thead> <tr> <th>Lot No</th> <th>Hectarage</th> </tr> </thead> <tbody> <tr><td>1671</td><td>22.38</td></tr> <tr><td>1666</td><td>2.578</td></tr> <tr><td>10118</td><td>305.9</td></tr> <tr><td>10114</td><td>368.4</td></tr> <tr><td>1667</td><td>0.0393</td></tr> <tr><td>10116</td><td>120.4</td></tr> <tr><td>10117</td><td>21.55</td></tr> <tr><td>10115</td><td>62.52</td></tr> <tr><td>1669</td><td>25.72</td></tr> <tr><td>1979</td><td>334.4</td></tr> <tr><td>1980</td><td>262</td></tr> </tbody> </table>	Lot No	Hectarage	1671	22.38	1666	2.578	10118	305.9	10114	368.4	1667	0.0393	10116	120.4	10117	21.55	10115	62.52	1669	25.72	1979	334.4	1980	262	Complied
Lot No	Hectarage																										
1671	22.38																										
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1669	25.72																										
1979	334.4																										
1980	262																										

		5669	178.04		
		5670	262.08		
		5672	222.07		
		5673	228.19		
		5667	296.77		
		5674	3.99		
		5668	53.86		
		5671	156.86		
		1974	508.8		
		Total	3436.5473		
		In Lepar Hilir 05 have 10 land title with total 2889.54 as per below detail:-			
		Lot no	Hectarage		
		5022	233.1		
		5041	253.2		
		5039	100.2		
		5040	530.2		
		16185	106		
		16180	283.5		
		5230	405.4		

Criterion / Indicator		Assessment Findings		Compliance
		5050	524.5	
		5023	39.94	
		5021	407.5	
		Total	2889.54	
		<u>Lepar Hilir 06 Estate</u>		
		Land Title lot no	hectarage	
		3597	687	
		3601	357.4	
		3599	370.7	
		3598	339.7	
		3600	498.2	
		3584	712.6	
		Total	2,965.6	
2.2.2	Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -	For estate Lepar Hilir 5 dan Lepar Hilir 6, the legal boundary was available between LH05 and LH06 during site visit verification in Filed PR18L block 27. For Lepar hilir mill, the Legal boundaries were clearly demarcated with fences between estate and mill.		Complied
2.2.3	Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC). - Minor compliance -	Land ownership document clearly indicate that land could be used for palm plantation activities. There isn't any conflict on the condition of land use as per land title. The land is obtained from the state government through legal process and no FPIC is relevant.		Complied

Criterion / Indicator		Assessment Findings	Compliance
2.2.4	There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved. -Major compliance	No disputes and conflicts related to land rights, or customary right as the land belongs to state government that leased to FGVP for 99 years. However, there are documented procedures available to manage the situation if needed; i.e. "Prosedur Pengenalpastian dan Penyelesaian Pertikaian Tanah", Issue 1, Rev. 0; Doc. No.: FGV/ML - 1A/L2 - PR10(0); Effective Date: 01.06.2016.	Complied
2.2.5	For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). -Minor compliance	There are no disputes, conflicts or a customary right hence participatory mapping not required.	Complied
2.2.6	To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations. -Major compliance	During field visit and interview with internal/external stakeholders, it was found there was no conflict or disputes in relates to land rights nor did violence occur within the estate. The presence of security force ensures a safe and harmonized environment at all time. Stakeholder consultation carried out confirmed that there is no violence or issues relates to land rights.	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 Lepar Hilir Certification Unit at the time of audit. FGV 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 FGVPSB	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> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p> <p>- Minor compliance -</p>	<p>There is no land dispute in the Lepar Hilir Certification Unit at the time of audit. FGV 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 FGVPSB</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 Lepar Hilir Certification Unit at the time of audit. FGV 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 FGVPSB</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 Lepar Hilir Certification Unit at the time of audit. FGV 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 FGVPSB</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 -	The Business plan was available in LH08, the budget cover from 2019 until 2022 including operation by field and replanting. 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 79,320 and for road side maintenance is around RM 443,749.00	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 -	LH08, The replanting programme available from 2019 until 2024. The replanting will be conduct on 2020 at field PM91L (146.24 ha) and PM99M (34.49ha). LH05, replanting programme was start on 2019 (252.46ha), 2020(402.57ha) and 2021(553.07ha).	Complied
Principle 4: Use of appropriate best practices by growers and millers			
Criterion 4.1:			
Operating procedures are appropriately documented, consistently implemented and monitored.			
4.1.1	Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	Mill holds three SOP and documentation available at the mill for review. Noted the Sustainable Palm Oil Manual Procedure, Safety working procedure and Quality, Occupational Health, Safety and Environmental Procedure. Estate holds three SOP and documented in Plantation Sustainability and Quality Management, Sustainable Palm Oil Manual Procedure and Occupational Safety, Health and Environmental Manual	Complied

Criterion / Indicator		Assessment Findings				Compliance
4.1.2	A mechanism to check consistent implementation of procedures shall be in place. - Minor compliance -	Mechanism to check consistent implementation of procedure is through Internal Audit, Mill Advisor, Agronomist report and Regional compliance unit Visit. Internal Audit is planned twice a year by Sustainability Department, refer to internal audit and agronomist carried out at specific operating units;				Complied
		Estate	Agronomist report	Internal Audit	Remarks	
		LH08	6 March 2019	10-11 Sept 2019	The rat attack was high in LH08 in field PM12P, PM13Q and PM15U	
		LH05	5 March 2019		Have a problem of Clidemia in Field PM15J,PM12H, and PM97F	
4.1.3	Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -	The records of monitoring was available sampling on report by Plantation advisory dated 28 Nov 2018 in Lepar Hilir 05.				Complied
4.1.4	The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	The Mill have record the origins of third party sourced FFB, there total 5 traders was been such as Tai Ichi enterprise, Ekstrapalma and Utusan Paduan Sdn Bhd.				Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.						

Criterion / Indicator		Assessment Findings	Compliance
4.2.1	There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	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 management.	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. Lepar Hilir 08 Agronomist report by FGV Agri Services department dated March 2019, fertilizer recommendation 2019 was done by agronomist. The record as per application below in: 1. Field PM 91L applied NK 30: 3.25kg/palm 2. Field PM11N applied Felda 11:2.5kg/palm In Lepar Hilir 05, 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
4.2.3	There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	The Tissue and Soil analysis was available under Agronomist report dated March 2019 for Lepar Hilir 08 and 25 April 2019 in leper Hilir 05.	Complied
4.2.4	A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	Verification in LH06 regarding to nutrient recycling strategy, LH06 was using EFB application in estate. Latest application was on 31 May 2019 in Field PR15L with total 252.47 MT EFB	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 4.3: Practices minimise and control erosion and degradation of soils.			
4.3.1	Maps of any fragile soils shall be available. - Major compliance -	In FGV Lepar Hilir 05 estate and Lepar Hilir 06 estate, Soil map is available referred to Soil map dated 26 March 2008 by Unit Komputer(GPS/GIS) from FELDA Agricultural Services Sdn Bhd. From the map, Bungor 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 -	<u>Lepar Hilir 06 Estate</u> Contour map is available prepaid by FASSB GPS/GIS Unit to show terrain in the estate. The unit has also conducted a survey to identify steep slope at Phase PM88B/PR15K for replanting in 2016. Based on the report, there was no slope more than 25° identified. 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 Lepar Hilir 05 and Lepar Hilir 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 dated August 2019 actual been done in Field PR15L with total 3550 m.	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 Lepar Hilir 8,5 and 6 estate, verified as per Soil Map by Unit Komputer(GPS/GIS) from FELDA Agricultural Services Sdn Bhd.	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	No Peat Soil in Lepar Hilir 8,5 and 6 estate, verified as per Soil Map by Unit Komputer(GPS/GIS) from FELDA Agricultural Services Sdn Bhd.	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 Lepar Hilir 8,5 and 6 estate, verified as per Soil Map by Unit Komputer(GPS/GIS) from FELDA Agricultural Services Sdn Bhd.	Complied
Criterion 4.4:			
Practices maintain the quality and availability of surface and ground water.			
4.4.1	An implemented water management plan shall be in place. - Minor compliance -	Water management plan for the mill and estates for year 2019 were available. For the mill, basically the plan was focusing on the discharge quality of its effluent to the land application such as efficient operation of effluent treatment plant and carrying out desludging at planned scheduled. Whereas for the estates, the water management plan was focusing on maintaining the riparian zone to minimise pollutant from directly reaching the rivers. The potable water supply for all the operating units is obtained from the local government.	Complied
4.4.2	Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -	The main river crossing LH05 & LH06 is Sungai Sema. Water analysis is done once a year at upstream and downstream. Report was available for verification (e.g. #2830/2019, dated 29/10/2018 by Lab SAMM No. 247). Among the parameters analysed were BOD, COD, SS, AN, TS, O&G and TN.	Complied
4.4.3	Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -	The mill applies the biological system with multiple ponds in series for its treatment of effluent. The final discharge of the ETP The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. The last 4 quarters results were verified where highest BOD reading was 83 ppm while lowest was 25 ppm. This is in compliance with the regulated limit i.e. 500 ppm. The analysis was done by an accredited laboratory (SAMM No. 247).	Complied

Criterion / Indicator		Assessment Findings	Compliance
4.4.4	Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -	The mill has been monitoring its consumption of water on daily basis. The water was sourced from Sg Lepar – pumped into collection pond. Permit to extract water is available i.e. License No. SWUL/LPSA/9/2019, Serial No. 0272, validity 1/1 to 31/12/2019, issued by Pahang State Government. Based on the daily records, the consumption in 2018 was 1.11 m ³ /mt FFB and as at Sep 2019 was 1.07 m ³ /mt FFB.	Complied
Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.			
4.5.1	Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -	IPM Plan for LH08 was available dated Jan 2019, they plan to increase another 14 BOB as per Sept 2019 (target 1:13) and to increase 1250 plant of tunera, cassia and antigonan in estate as per July 2019. The Bag worm census been done every month and last conduct was on 18 August 2019. For BOB census last done on 3 March 2019	Complied
4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	The training for IPM been done on 1 April 2019 attended by 12 workers regarding to census and bag worm also regarding to pheromone.	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

Criterion / Indicator		Assessment Findings	Compliance												
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides and their active ingredients used, LD50, area treated, amount of a.i. applied per ha, and number of applications was maintained <table border="1" data-bbox="969 475 1859 675"> <thead> <tr> <th>Estate</th> <th>Application Hectarage</th> <th>AI/Ha</th> </tr> </thead> <tbody> <tr> <td>Lepar Hilir 08</td> <td>3,090.08</td> <td>0.477</td> </tr> <tr> <td>Lepar Hilir 05</td> <td>2607.61</td> <td>0.587</td> </tr> <tr> <td>Lepar Hilir 06</td> <td>2624.78</td> <td>0.679</td> </tr> </tbody> </table>	Estate	Application Hectarage	AI/Ha	Lepar Hilir 08	3,090.08	0.477	Lepar Hilir 05	2607.61	0.587	Lepar Hilir 06	2624.78	0.679	Complied
Estate	Application Hectarage	AI/Ha													
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Lepar Hilir 05	2607.61	0.587													
Lepar Hilir 06	2624.78	0.679													
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 Lepar Hilir 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												

<p>4.6.5</p>	<p>Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>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="967 571 1868 1359"> <thead> <tr> <th data-bbox="967 571 1146 619">Id Workers</th> <th data-bbox="1146 571 1464 619">Training attend</th> <th data-bbox="1464 571 1675 619">Date</th> <th data-bbox="1675 571 1868 619">Estate</th> </tr> </thead> <tbody> <tr> <td data-bbox="967 619 1146 705">FW0613002 1</td> <td data-bbox="1146 619 1464 1034" rowspan="5">PPE and chemical management Training</td> <td data-bbox="1464 619 1675 1034" rowspan="5">5 April 2019</td> <td data-bbox="1675 619 1868 1034" rowspan="5">LH08</td> </tr> <tr> <td data-bbox="967 705 1146 785">FW0613114 3</td> </tr> <tr> <td data-bbox="967 785 1146 865">FW0613124 2</td> </tr> <tr> <td data-bbox="967 865 1146 944">FW0613017 8</td> </tr> <tr> <td data-bbox="967 944 1146 1034">FW0613125 4</td> </tr> <tr> <td data-bbox="967 1034 1146 1120">FW0275108 3</td> <td data-bbox="1146 1034 1464 1359" rowspan="4">Training on calibration and chemical handling training</td> <td data-bbox="1464 1034 1675 1359" rowspan="4">24 July 2019</td> <td data-bbox="1675 1034 1868 1359" rowspan="4">LH06</td> </tr> <tr> <td data-bbox="967 1120 1146 1200">FW0275115 1</td> </tr> <tr> <td data-bbox="967 1200 1146 1279">FW0275115 2</td> </tr> <tr> <td data-bbox="967 1279 1146 1359">FW0275110 2</td> </tr> </tbody> </table>	Id Workers	Training attend	Date	Estate	FW0613002 1	PPE and chemical management Training	5 April 2019	LH08	FW0613114 3	FW0613124 2	FW0613017 8	FW0613125 4	FW0275108 3	Training on calibration and chemical handling training	24 July 2019	LH06	FW0275115 1	FW0275115 2	FW0275110 2	<p>Complied</p>
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Criterion / Indicator		Assessment Findings			Compliance
		FW0275111 2			
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 12 Sept 2019 (FW06130021, FW06131242).			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 Lepar Hilir Certification Unit. Employees handling pesticide given knowledge and skill required to cover safe handling practices and standard operating procedures.			Complied
4.6.10	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -	The disposal of waste materials is guided by the established procedures that are fully understood by workers. Based on the interview with workers and site visit verification, the implementation of the procedures were found to be needing for some improvement (see Criterion 5.3).			Complied

Criterion / Indicator	Assessment Findings	Compliance
4.6.11	<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>LH08, medical surveillance was been done on 30 Nov 2019 by Klinik Syed Badaruddin Sdn Bhd at Kuantan with total 24 person. OHD license was Abdul Wahid Mohd Wazir (HQ/08/DOC/00/614(0)). From the result, 43 workers been send for medical surveillance and result show all 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:			
4.7.1	A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored. - Major compliance -	<p>FGVPM has established Safety and Health Policy and documented in Quality, Occupational Safety and Health and Environmental Policy signed by the CEO on 17 August 2018. Group sustainability Policy dated 29 May 2019</p> <p>Chemical exposure monitoring was been done for N-Hexane, welding fumes and chromium fumes by Fera Shima Binti Abdul Aziz from Occumed Consultancy & Services Sdn Bhd dated 15 Jan 2019. The result show all was low than PEL.</p> <p>Medical surveillance was done on 1 Oct 2018 at Dr Syed Badaruddin (HQ/08/DOC/00/7) attended by 6 person and from the report all workers was fit to work. For year 2019 medical surveillance already conduct on 18 Oct 2019 with total 20 people. The result still pending.</p> <p>Latest PTW was on March 2019 for boiler cleaning, the gas tester done by Nor Hafizi, AESP by M. Sabri (NW-NCC-AE-R-1568 valid until 22 May 2020) and Nor Hafizi (NW-NCC-AE-0392-C) valid until 13/2/2019)</p> <p>OSH plan in Lepar Hilir 08 was available dated 3 Jan 2019, this action plan was include Objective, training plan, OSH meeting, medical surveillance and others. As per implementation the medical surveillance referred FGVPM/L4/PP 3.2 Pind. 0</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance	
<p>4.7.2</p>	<p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers. - Major compliance -</p>	<p>CHRA was done by Ihsan Sharif Resources (JKKP HIE 127/171-2(85)) dated 5 Sept 2017. The Chemical register already updated dated 2 Jan 2019 and same as per last year chemical register.</p> <p>HIRARC also for mill already been reviewed on August 2019. The audiometric test been done by Mill dated 7 March 2019 by specialist mobile safety supplies Sdn Bhd. From total 17 workers the result found 13 hearing impairment and 17 workers was STS.</p> <p>LH08, CHRA dated June 2014 by Ihsan Sharif Resources (JKKP HIE 127/171-2(85)). The management already renew the CHRA refer letter (47)/FGVPM/LH08/613/6-1-15 dated 10 Oct 2019 to Medi-Ehsan Occupational Safety and Health and report was still in progress.</p> <p>HIRARC already been reviewed every year by LH08 management dated 30 June 2019 referred FGV/FGVPM/F(IMS)/1.3 Pind 1. No accident happen in year 2019. From the verification of implementation as per action plan in HIRARC refer Memo for tractor driver dated 25 July 2019 – To ensure not using harvesting lane for tractor.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance																								
<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning. - Minor compliance -</p>	<p>The workers that involve with chemical activities was adequately trained as per below verification with appropriate PPE as per recommendation:-</p> <table border="1" data-bbox="972 491 1870 1177"> <thead> <tr> <th data-bbox="972 491 1167 531">Id Workers</th> <th data-bbox="1167 491 1464 531">Training attend</th> <th data-bbox="1464 491 1675 531">Date</th> <th data-bbox="1675 491 1870 531">Estate</th> </tr> </thead> <tbody> <tr> <td data-bbox="972 531 1167 571">FW06130021</td> <td data-bbox="1167 531 1464 571" rowspan="5">PPE and chemical management Training</td> <td data-bbox="1464 531 1675 571" rowspan="5">5 April 2019</td> <td data-bbox="1675 531 1870 571" rowspan="5">LH08</td> </tr> <tr> <td data-bbox="972 571 1167 611">FW06131143</td> </tr> <tr> <td data-bbox="972 611 1167 651">FW06131242</td> </tr> <tr> <td data-bbox="972 651 1167 691">FW06130178</td> </tr> <tr> <td data-bbox="972 691 1167 730">FW06131254</td> </tr> <tr> <td data-bbox="972 730 1167 770">FW02751083</td> <td data-bbox="1167 730 1464 770" rowspan="5">Training on calibration and chemical handling training</td> <td data-bbox="1464 730 1675 770" rowspan="5">24 July 2019</td> <td data-bbox="1675 730 1870 770" rowspan="5">LH06</td> </tr> <tr> <td data-bbox="972 770 1167 810">FW02751151</td> </tr> <tr> <td data-bbox="972 810 1167 850">FW02751152</td> </tr> <tr> <td data-bbox="972 850 1167 890">FW02751102</td> </tr> <tr> <td data-bbox="972 890 1167 930">FW02751112</td> </tr> <tr> <td data-bbox="972 930 1167 1177"></td> <td data-bbox="1167 930 1464 1177" rowspan="1">Latest PPE record been issue to workers was on :- Rubber Boot: 23 Oct 2019 Apron: 19 Oct 2019 Hard Hat: 21 May 2019 Respirator: 1 Oct 2019 Rubber Glove: 6 Oct 2019 Goggle: 24 May 2019</td> <td data-bbox="1464 930 1675 1177"></td> <td data-bbox="1675 930 1870 1177"></td> </tr> </tbody> </table>	Id Workers	Training attend	Date	Estate	FW06130021	PPE and chemical management Training	5 April 2019	LH08	FW06131143	FW06131242	FW06130178	FW06131254	FW02751083	Training on calibration and chemical handling training	24 July 2019	LH06	FW02751151	FW02751152	FW02751102	FW02751112		Latest PPE record been issue to workers was on :- Rubber Boot: 23 Oct 2019 Apron: 19 Oct 2019 Hard Hat: 21 May 2019 Respirator: 1 Oct 2019 Rubber Glove: 6 Oct 2019 Goggle: 24 May 2019			<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance									
4.7.4	<p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Last OSH Meeting 13 Sept 2019 and previously was done on 19 Feb 2019 thus Major NC been raised. From OSH meeting, there discuss regarding to accident happen in mill as per below:-</p> <table border="1"> <thead> <tr> <th>Date of accident</th> <th>Work station</th> <th>MC/Lost</th> </tr> </thead> <tbody> <tr> <td>21 August 2019</td> <td>Boiler</td> <td>24 days</td> </tr> <tr> <td>29 Jan 2019</td> <td>Van accident</td> <td>RM 10,000</td> </tr> </tbody> </table> <p>Appointment letter for manager as OSH representative available dated 8 July 2019 (26) 4109/Pejabat Zon 1/840B/2.</p> <p>In LH08, the OSH meeting been done periodically (3month Once). The latest one was on 23 September 2019 (3/2019), 30 May 2019(2/2019) and 25 Feb 2019 (1/2019). The WPI been discuss during meeting. No critical issue for year 2019.</p> <p>In LH06, OSH meeting done on 17 September 2019(03/2019), 12 June 2019 (02/2019), 7 March 2019 (01/2019).</p>	Date of accident	Work station	MC/Lost	21 August 2019	Boiler	24 days	29 Jan 2019	Van accident	RM 10,000	<p>Minor nonconformance</p>
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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>JKKP 6 dated 27 August 2019 (accident 21 August 2019) with MC 24 days. The insurance been claim dated 6 September 2019 as per letter F74HUS190001831 to Perkeso.</p> <p>The audiometric test been done, dated 7 March 2019 by Dr. Siow Shin Yee (HQ/13/DOC/00/330) specialist mobile safety supplies Sdn Bhd. From total 43 workers the result found 13 hearing impairment and 17 workers was STS. However no record of JKKP 7 for 13 Hearing impairment, thus minor NC been raised. The STS workers been sent back on 28 May 2019 to Specialist Mobile Safety Supplies Sdn Bhd (Dr. Siow Shin Yee) but result still pending.</p> <p>JKKP 8 (JKKP 8/36146/2018) for Mill was available dated 31 Jan 2019 and have 1 record of accident (16 Oct 2019). Accident already been reviewed the HIRARC dated 1 Nov 2018.</p> <p>In LH08, the JKKP 8 (JKKP8/26243/2018) was available dated 16 Jan 2019 with 2 incident record (28 June 2018 and 3 Feb 2018). HIRARC already been review dated on 29 June 2018 and 6 Feb 2018.</p> <p>First Aid training been done by Southern Advance Corporation Consultancy Sdn Bhd dated 10 Sept 2019. This First Aid training been involved by 30 workers from Lepar Hilir 05, 06 and 08.</p>	<p>Minor nonconformance</p>

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4.7.6	<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. All workers in the mill are covered by SOCSO or Perkeso (Pertubuhan Keselamatan Sosial) and Group Personal Accident. Refer to form 8A, "Jadual Caruman" for July, August and September 2019.</p> <table border="1" data-bbox="972 587 1863 1362"> <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>LH08</td> <td>No Id: LW06130158 FW06131276 FW06130070 FW06131279 LW06130012</td> </tr> <tr> <td>SOCSO</td> <td>Sept 2019</td> <td>LHPOM</td> <td>No Id: LW1203265 LW1206185 LW1202880 LW1202863 LW1201813</td> </tr> <tr> <td>SOCSO (F7400001087A)</td> <td>Sept</td> <td>LH05</td> <td>No Id: FW02740846, FW02740851, FW02741108, FW02741136, LW02740012</td> </tr> <tr> <td>SOCSO (F7400003776V)</td> <td>Sept</td> <td>LH06</td> <td>No id: FW02751214 LW02750010 FW02751363 LW02750017</td> </tr> </tbody> </table>	Insurance	Period	Mill/estate	Remarks	SOCSO	Sept 2019	LH08	No Id: LW06130158 FW06131276 FW06130070 FW06131279 LW06130012	SOCSO	Sept 2019	LHPOM	No Id: LW1203265 LW1206185 LW1202880 LW1202863 LW1201813	SOCSO (F7400001087A)	Sept	LH05	No Id: FW02740846, FW02740851, FW02741108, FW02741136, LW02740012	SOCSO (F7400003776V)	Sept	LH06	No id: FW02751214 LW02750010 FW02751363 LW02750017	Complied
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Criterion / Indicator		Assessment Findings				Compliance
					LW02750095	
4.7.7	Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -	Records of all accidents are kept. Accident incidences are reviewed during the safety meetings. Records on Lost Time Accident (LTA) metrics was maintained and based on JKKP 6, 7 & 8. Sample of accident statistic as shown below :				Complied
		Year		LHPOM	LH08	
		2018	Case	1	2	
			LTA	12.99	5.41	
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 -	Mill and estates visited had established training program based on training need analysis and programmed trough out the year. Mill has established the training program for all employee and contractors FY 2019. The training program covers all aspects of safety, environment and social. The estate has established training program base on training need analysis. The training program were develop base on the job designation and type of training need for the management and the workers. 21 training were identified and programmed throughout the year covers all aspect including Standard Operating Procedure, Safety Procedure, Environmental and Emergency procedure.				Complied

Criterion / Indicator		Assessment Findings	Compliance
4.8.2	Records of training for each employee shall be maintained. - Minor compliance -	The record training for each employee was available in each operating unit, the sampling below as per verification detail:- Lepar Hilir 06 i) RSPO and MSPO Policy training with workers contract training dated 14 Oct 2019 ii) RTE and HCV training dated 29 September 2019 iii) Scheduled waste Training dated 27 Oct 2019 iv) Fire Fighting training dated 22 October 2019 v) Buffer Zone Training dated 20 October 2019 vi) No open burning Training dated 30 Sept 2019 vii) Chemical Handling training dated 24 July 2019 viii) PPE training dated 16 July 2019	Complied
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity			
Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.			

<p>5.1.1</p>	<p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p><u>Lepar Hilir Palm Oil Mill</u> Environmental impact assessment was guided by its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C]. The identification of Environmental Aspects and Evaluation of Significance Form [FPI/L4/QOSHE-1.7 Pind 0] was used to identify and evaluate the environmental aspect and impact. The evaluation was divided by workstations such as loading ramp, sterilizer, trashing & press, incinerator, oil room, bulk storage tank, raw water treatment plant, boiler, ETP, laboratory, diesel tank, workshop, SW store, EFB stock pile and biogas plant to name a few. Significant Environmental Aspect and Impacts Register Form [FPI/L4/QOSHE-1.8 Pind 0] was used to register the mitigation method which basically link to the Manual Operation procedures. The evaluation of EAI was last updated in July 2019 – format of EAI includes</p> <ul style="list-style-type: none"> • Dept./process • Environmental Aspect • Environmental Impact • Evaluation criteria (legal, scale, severity, probability, change, damage, interested parties and public) • Significance status <p><u>Estates</u> A form, “<i>Pengenalpastian Aspek dan Penilaian Impek</i>” [form no.: FGV/FGVPM/IV/IMS/15/1.6 Pind 1 was used to evaluate EAI by areas of work e.g. chemical store, fertilizer application, harvesting, chemical spraying and road maintenance. A form of report entitled “<i>Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran</i>” [doc. No.: 1/2018], describes about</p> <ul style="list-style-type: none"> - method of identification of aspect and impact - identification of significance aspect (>24 points – significant) - scoring matrix <p>action plan</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
5.1.2	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -	Mitigation measure is established based on identified significant aspect from the environmental aspect and impact evaluation. The mitigation measures were incorporated through various mechanism such as implementation of standard and/or safe operating procedure, implementation of emergency response plan, water management plan, wastes management plan, bio-diversity management plan, implementation of 3R to name a few.	Complied
5.1.3	This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. - Minor compliance -	The mill and estates were consistently monitoring its effectiveness of mitigation measures through various mechanism such as analysis of ETP final discharge, analysis of monsoon drain discharge, scheduled wastes movements and monitoring of smoke emissions through CEMS and stack sampling, to name a few. Based on its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C], the evaluation will be reviewed should there be any changes of the organization's activity. The review of the effectiveness of the mitigation plan is done from time to time through various mechanism such as management review meeting and as at when the monitoring results are obtained.	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.			
5.2.1	Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). - Major compliance -	HCV and biodiversity assessments for all the visited estates were conducted by FGVH's Certification and Due Diligence Dept. in 2016 and reviewed by Sustainability Compliance and Certification Department (SCCD), FGV Holding Bhd on 19/11/2018 (LH08), 19/11/2018 (LH05).	Complied

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 biodiversity report, there was no RTE species found in all of the estates. Nonetheless, the monitoring for RTE was established and the reports were updated monthly by the estates. Based on the records, there was no sighting of RTE species ever since the last assessment.	Complied
5.2.3	There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species. - Minor compliance -	Education about the status of RTE has been given to workforce through a muster briefing from time to time. Signage to restrict hunting and intrusion have been put up at many places at the estate especially at the points of entry to create awareness among the workers and surrounding communities. Interview with the employees showed that the understanding of RTE species found to be satisfactory.	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 -	Despite having no RTE identified, management plan for year 2018-2023 was established, which covered water management, monitor the spraying activity and manuring near to buffer zone area and survey for estate boundary.	Complied
5.2.5	Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	No HCV with existing rights of local communities was identified that needs to be set aside.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.			

Criterion / Indicator		Assessment Findings	Compliance
5.3.1	All waste products and sources of pollution shall be identified and documented. - Major compliance -	The types of wastes were generally identified through the evaluation of environmental aspect and impact as mentioned in 5.1.1. Thereafter, documented in " <i>Pelan Pengurusan Sisa Domestik dan Bahan Buangan</i> " (Management Plan for Domestic Wates and Waste Products) form. The form has the information about: <ul style="list-style-type: none"> Type of wastes – e.g. fertilizer bags, plastic, glass, iron, paper, used PPE, HDPE containers, organic wastes, POME, EFB, shell, fibre, used oil, used oil filter Method of disposal– generally to reduce, reuse and recycle 	Complied
5.3.2	All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Ref.: "Prosedur Kerja Selamat Pengendalian Bahan Buangan Terjadual" [FGVPM/L3/PK-05, dated 1/4/2014]. At Lepar Hilir Mill, empty contaminated containers were stored and disposed as scheduled waste. For the estates, the empty chemical containers were disposed through reputable collector after undergone the triple rinsing procedure. Receipts of collection signed by both management and collectors (drivers) were well maintained. Scheduled wastes were disposed in accordance to EQ (SW) Reg., 2005 where authorised vendors were assigned to collect the SW from the premises. Consignment notes were available for verification e.g. Lepar Hilir POM: 2019092814Q6AVRG (SW410), 2019092815A578VX (SW302), 2019092815XLBIVP (SW302) and 20190928158LV10H (SW305) Lepar 05 & 08 estates: 01979 & 01980 (SW409). Used PPE (SW409) is sent to LH06 for centralised disposal. Vendor will come only to LH06 to collect the scheduled wastes.	Complied

Criterion / Indicator		Assessment Findings	Compliance
5.3.3	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. - Minor compliance -	<p>Apart from the document mentioned in 5.3.1, there is also a procedure entitled "Pengurusan Sisa Pepejal (Isi Rumah)" [Solid Wastes Management (Household)] [FGV/FGVPM/II/IMS/15/011B, rev. 1.0, 2/2/2019] used as guidance to avoid or reduce pollution. Based on site visit at the landfill at all the estates, it was observed that the rubbish pits were located far from residential area and natural waterways as addressed in the procedure. At the estates, the gardening wastes were also found being dumped in the pit (OFI).</p> <p>LH05 – recyclable wastes (Plastic bottles, glass, paper and fertiliser bags) were sent to a recycle wastes collector last on 18/10/2019 – receipt voucher CLR027419100020.</p> <p>LH06 – recyclable wastes (Plastic bottles, glass, paper and fertiliser bags) were sent to a recycle wastes collector last on 18/10/2019 – receipt voucher CLR027419100020.</p>	Complied
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>			
5.4.1	A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored. - Minor compliance -	<p>The mill and estates consistently monitored their fossil fuel consumption and kept records in order to get the information about efficient consumption. Among the management plans to improve efficiency were to ensure mill operation is running smoothly without interruption, therefore maximise the usage of turbine and eventually minimise the usage of generator set; to practice maintenance of machinery (such as tractors, vehicles and shovel) on schedule and continuous education to operators who handle the machinery so that the unnecessary running hours can be minimised.</p> <p>The consumption of diesel was consistently monitored and recorded. Based on the records, Lepar Hilir mill has consumed 1.21 lt/mt FFB processed as at Sep 2019.</p>	Complied
<p>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.</p>			

Criterion / Indicator		Assessment Findings	Compliance
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 -	There was no use of fire observed for land preparation at the newly replanted field. The oil palm trunks were felled, chipped and windrowed in accordance to the company's agriculture procedure.	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 -	Not applicable since no fire was used for preparing land for replanting.	Complied
Criterion 5.6:			
Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.			
5.6.1	An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	The assessment of polluting activities was conducted through the method mentioned in 5.1.1. This includes the gaseous emissions, particulate/soot emissions and effluent.	Complied
5.6.2	Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	The management has identified significant pollutants and greenhouse gas as per environment aspect and evaluation. The management has initiated the plan to reduce accordingly. For example, at the mill, POME is sent to a biogas plant which was run by a private company.	Complied

Criterion / Indicator		Assessment Findings	Compliance
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 -	<p>RSPO GHG calculator version 3.0.1 was used to calculate the GHG emission of the certification unit. However, the input data in the RSPO GHG Calculator for Lepar Hilir certification unit for the year 2018 was not verifiable at all the operating units. Thus a non-conformity was assigned due to this lapse.</p> <p>Stack samplings at the mill were conducted once in every six months as regulated. The last two reports were available for verification:</p> <ul style="list-style-type: none"> - 1st half 2019 – report # STK/LEPAR/19/001, dated 25/5/2019, result: boiler no. 3 = 124.28 mg/m³ - 2nd half 2018 – report # STK/LEPAR/18/002, dated 26/9/2018, result: boiler no. 3 = 149.8 mg/m³ 	Minor nonconformance
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p> <p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>			

<p>6.1.1</p>	<p>A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -</p>	<p>The SIA assessment is carried out with participation from affected parties through interview, site observation and documentation review. All negative impact / potential risk and positive practices is documented in table 4.1.1 and 4.1.2 in the assessment report. Assessment report and stakeholder attendance records sighted. i.e. :-</p> <ul style="list-style-type: none"> - LH POM has conducted the SIA on every 2 years concurrently with the improvement plan review process. Last SIA conducted on 03.01.2019 and documented in "RSPO 2017 (Kriteria 6.1)". Documented procedure on conducting SIA as per Doc. No.: FGV/ML-1A/L2-Pr21, Issue 1, Revision 2 – Penilaian Impak Sosial Prosedur, March 2019. - LH Estate#08 has conducted SIA every 2 years and documented in 01/2019 "Laporan Penilaian Impak Sosial FGVPM Lepar Hilir 08" dated 02.01.2019. - LH Estate#05 has conducted SIA and identified several risk / issues including continuous improvement every 2 years basis and documented in "Laporan Penilaian Impak Sosial FGVPM Lepar Hilir 05" dated 01.01.2019 - LH Estate#06 has conducted SIA on every 2 yearly basis and documented in "Laporan Penilaian Impak Sosial FGVPM Lepar Hilir 06" dated 01.01.2019. <p>However, Social issues presence related to extended foreign workers work permit renewal process and risk of having workers without valid work permit was not identified in the SIA assessment (refer "Laporan Penilaian Impak Sosial FGVPM Lepar Hilir 05" dated 01.01.2019 & "Pelan Pengurusan (Management Plan) Bagi Impak Sosial Di Ladang Lepar Hilir 5", dated 15.01.2019)</p> <p>LH Estate#8 Sighted 19 foreign workers passports with expired work permit; whereby</p> <ul style="list-style-type: none"> - 05 out of 19 found to be in 'Senarai Syak / List of Suspects' in Malaysia Immigration's system, resulting in delay of work permit renewal. Their work permit found expired averagely from 09 to 18 months. 	<p>Major nonconformance</p>
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		<ul style="list-style-type: none"> - 05 out of 19 work permit expired averagely from 02 to 11 months; however, sighted work permit is newly obtained from immigration office as at time of audit. - 09 out of 19 work permit expired averagely from 02 to 05 months; however, renewal of work permit is still in progress based on the records of submission to the FGV head office. No further evidence sighted that progress of following up with immigration for the passport renewal is done progressively. <p>Management interview and documentation review confirmed that all passport and work permit renewal is carried out 3 months in advance; however, process may be delayed if the foreign workers are found to be in suspected list. Issue not sighted being identified as social issue in the assessment and proposed action to be taken to prevent excessive permit application period and risk of having workers without valid permit during the renewal process is not sighted.</p> <p>Lepar Hilir #05 Sighted 01 foreign workers passport with expired work permit since 11.05.2019. Communication with immigration confirmed that the foreign worker is found to be in the 'Senarai Syak / List of Suspects" in Malaysia Immigration System. As at current facility is awaiting for further immigration office to process and investigate further. As immigration may take longer time to investigate, the said worker may be required to work without valid work permit for uncertain period.</p> <p>LH Estate#06 Sighted 05 foreign workers passport with expired work permit, whereby</p> <ul style="list-style-type: none"> - 03 out of 05 work permit expired averagely 2 to 7 months. Delay is due to inadequate passport validity period (less than a year) which prevent renewal of work permit. Inadequate mechanism in place to review 	
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Criterion / Indicator		Assessment Findings	Compliance
		<p>passport validity to ensure work permit renewal is not affected through checklist PLKS MYEG 1/02 – Jabatan Tenaga Kerja Asing.</p> <ul style="list-style-type: none"> - 02 out of 05 work permit have expired 4 months. Documented evidence sighted (1) work permit is due on 02 & 06.06.2019, (2) submission to region office for renewal on 24.05.2019, (3) Rayuan Pengecualian Denda Kelewatan Mendapatkan Permit Kerja, dated 19.08.2019, indicates renewal is not carried out promptly according to the FGV procedure as per checklist PLKS MYEG 1/02. 	
6.1.2	<p>There shall be evidence that the assessment has been done with the participation of affected parties.</p> <p>- Major compliance -</p>	<p>The SIA assessment is carried out with participation from external and internal stakeholder such as workers, contractors, government agencies, canteen operator and auxiliary police force, thru meeting, interview and site observation. Attendance list of stakeholders involved sighted dated 03.01.2019 (POM), 02.01.2019 (LH Estate#08), 01.01.2019 (LH Estate#05), 01.01.2019 (LH Estate#06).</p> <p>Selected stakeholders for interview confirmed that they were invited for meeting.</p>	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>LH Estate#08 - Plan for avoidance and mitigation of negative impacts is documented in "Jadual 4.1.1 – Pelan Pengurusan (Management Plan) bagi impak Negatif Sosial di FGVPM Lepar Hilir 08" while promoting the positives ones is documented in 'Jadual 4.1.2 – Pelan Pengurusan (Management Plan) Bagi Impack Positif Sosial di FGVPM Lepar Hilir 08'. Plans sighted documented and timetabled, including responsibilities for implementation is defined and follow-up on every quarterly. Evidences of action taken as proposed in the plan sighted such as attendance record for training, photographs of meeting and morning roll call, etc.</p> <p>LH Estate#05 improvement plan established based on the result generated from the SIA, and documented in "Pelan Pengurusan (Management Plan) Bagi Impak Social Di Ladang Lepar Hilir 5", dated 15.01.2019.</p> <p>LH Estate#06 improvement plan established and documented in 'Jadual 4.1.1 - Pelan Pengurusan (Management Plan) bagi impak Negatif Sosial di FGVPM Lepar Hilir 06', while promoting the positives ones is documented in 'Jadual 4.1.2 – Pelan Pengurusan (Management Plan) bagi impack Positif Sosial di FGVPM Lepar Hilir 06'. The last review is dated 01.01.2019.</p>	<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 -	LH POM - The improvement plan review and assessment conducted every 2 years along with the SIA assessment with participation of affected parties from internal and external stakeholders. Last review conducted on 03.01.2019 and documented in "RSPO 2017 (Kriteria 6.1)". For LH Estate#08 & #06, review of the plan is carried out on yearly basis and progress and implemented actions and improvement is documented in 'Pelan Tindakan bagi Impak Negatif Social (SIA) Ladang FGV Lepar Hilir 08 & 06', dated 01.01.2019. For LH Estate#05, review of the plan carried out once every 2 years based on the result generate from the SIA assessment and process and implementation action is documented in "Pelan Pengurusan (Management Plan) Bagi Impak Social Di Ladang Lepar Hilir 5", dated 15.01.2019.	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 is no smallholder scheme involved in the certification unit.	Not applicable
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.			
6.2.1	Consultation and communication procedures shall be documented. - Major compliance -	Documented procedure in place for consultation an communication as per "Menangani Aduan dan Rungutan" procedure, Doc. No. ML-1A/L2-Pr13(0), Issue 1 dated 01.06.2016 and "Komunikasi, Penglibatan dan Rundingan", Doc. No.: FGV/ML-1A/L2-Pr12(0), Issue 1, 01.06.2016. Scope of the procedure covered all the complaints related to Project issues, damage or broken of housing, settlers issue under FELDA, social welfare of workers and etc.	Complied

Criterion / Indicator		Assessment Findings	Compliance
6.2.2	A management official responsible for these issues shall be nominated. - Minor compliance -	<ul style="list-style-type: none"> - LH POM - Management has nominated the Executive Assistant (Mr Tajudin bin Mustappa) as official responsible person for communication and handling all social issues in the facility. Letter of Appointment dated 28.07.2019 signed by Mill Manager of Kilang Sawit Lepar Hilir sighted as at time of audit. - LH Estate#08 management has nominated the Site Supervisor (Mr. Muhammad Danial Bin Ahmas Sehanin) as responsible person for communication and social person in charge. The letter of appointment dated 10.03.2018 sighted signed by the estate manager – Muhammad Ramli Bin Supari. - LH Estate#05 - Assistant Manager (Mohd Fauzi Bin Bidin) is appointed as Communication Officer by Estate Manager on 01.04.2019 for communication and social person in charge. - LH Estate#06 – Assistant Manager (Abdul Azim Bin Abd Rahman) is appointed as communication officer responsible for social issue and responsible for communication with stakeholders by Estate Manager on 10.06.2019 (Doc Ref. No.: (01)RSPO/PI,P6) 	Complied

<p>6.2.3</p>	<p>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 -</p>	<p>Stakeholder list for estates and mill available and updated regularly. The estates' level is mainly responsible for internal stakeholders while external stakeholder list is maintained by Region (Wilayah) office. As per "Komunikasi, Penglibatan dan Rundingan", doc. No.: FGV/ML-1A/L2-Pr12(0), issue 1, stakeholder list must be updated on annual basis and whenever necessary should there be any changes.</p> <p>Stakeholder meeting last carried out for FGV Lepar Hilir Complex every 3 years and sighted last done on 24.08.2017 and participated by total of 104 stakeholders. Meeting documented in minutes – Majlis Perjumpaan Bersama Pihak Yang Berkepentingan / Stakeholder, held at Dewan JKKR FELDA Bukit Sagu 2/3, Kuantan.</p> <p>Communication with internal and external stakeholder at LH Estate#08 is documented in Buku Aduan Div 2, Buku Aduan Div 1, Rekod Aduan Pembekal, Pemborong, Kontraktor & Pelawat. Issues raised includes checking on short pay, housing repair request, etc. which is closed and action taken documented.</p> <p>Communication with internal and external stakeholder at LH Estate#05 is documented in "Rekod Permohonan Dan Maklumbalas" - Rekod Aduan Pekerja and official letters received from the stakeholder; e.g. dated 24.07.2019 – application to use facility's location for army training purposes, 07.03.2019 – application from tele-communication company to use facility's location for carnival activities, etc.</p> <p>LH Estate#06 communication with stakeholders can be made through the suggestion / complain box or directly to the management. No complaint received as at current except request for housing repair that is documented in "Buku Rekod Aduan Pekerja Ladang Tahun 2019", while other issues and communication sighted documented in Buku Pelawat, Buku Lawatan JKPP,</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		official letters received from external stakeholders & Buku Lawatan Sumber Manusia.	
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 has established "Menangani Aduan dan Rungutan" procedure with Doc. No. ML-1A/L2-Pr13(0) dated 1/6/2016. Scope of the procedure covered all the complaints related to Project issues, damage or broken of housing, settlers issue under FELDA, social welfare of workers and etc.	Complied
6.3.2	Documentation of both the process by which a dispute was resolved and the outcome shall be available. - Major compliance -	POM – External and internal stakeholder may raise their concern through Borang Aduan or approach the company management directly via phone call or face to face. Sighted internal complaint such as house repair is documented in 'Buku Laporan Kerosakan Rumah Petugas KS Lepar Hilir 2019' which documented communication with the facility in regards to house repair request and responses from the facility including outcome of the repair documented. LH Estate#05 - External and internal stakeholder may raise their concern through Borang Aduan or approach the company management directly via phone call or face to face. Suggestion box and complaint form sighted at the external area of the office. No complaint received from any external stakeholders according to the facility. Sighted internal complaint such as house repair is documented in "Rekod Permohonan Dan Maklumbalas" - Rekod Aduan Pekerja. which documented communication with the facility in regards to house repair request and responses from the facility including outcome of the repair documented. Issues sighted such as 10.08.2019 – repair of lighting at mosque, 01.08.2019 – lighting replacement house 11, 12, 17. Outcome and resolve of the issues sighted documented.	Complied

Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.			
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	Procedure established as per "Prosedur Pengenalpastian dan Penyelesaian Pertikaian Tanah", issue 1, Rev. 0; Doc. No.: FGV/ML - 1A/L2 - PR10(0); Effective Date: 01.06.2016. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.	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 -	As per the procedure stated in criteria 6.4.1.	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit through interviewed with the settlers. Boundary stone and trenches were available to demarcate the boundary of land between the neighbouring 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>All workers employed under FGV check-roll are hired based on permanent / recognized employment basis that is based on legal regulation and entitlement as per the employment regulation. They were paid with minimum wage based on piece rated, daily rates and monthly rated according to the task they assigned to. Workers are paid once a month, before 7th day of the month and provided with pay-slip, that details their monthly earned wage, deduction, allowance, overtime pay and rate of pay. Payslip, attendance record for month of April, July & August 2019 was sampled based on the crop summary as listed below.</p> <p>LH-POM Emp. No.; 1211194, Emp. No.: 1203717, Emp. No.: 1206461, Emp. No.: 1202895 Contract worker (Abra Tech Enterprise) – Sorting Contractor Emp. Name: Helmi Ramli, Emp. Name: Shanmugam a/l Raja Gopal Emp. Name: Mohd Shahrul Nizam</p> <p>LH Estate#08 Emp. No.: FW06130007, FW06130021, FW06131219, FW06131220, FW06131370, FW06131371, LW06130017 & LW06130098 Contractor’s worker (Syarikat Hasdori Jaya) Emp. Name: Viinod Loganathan Emp. Name: Abd Rashid Bin Ramli</p> <p>LH Estate#05 Emp. No.: FW02740846, FW02740851, FW02741108, FW02741136, LW02740012 Contractor’s worker (Hiew Brothers Contract Works) Emp. Name: Wong Yoke Fong, Emp. Name: Tam Ah Kok Contractor’s worker (Mahu Berjaya Enterprise)</p>	<p>Major nonconformance</p>
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Criterion / Indicator	Assessment Findings	Compliance																				
	<p>FFB transportation vendor’s (Syarikat Hasdori Jaya) worker’s payslip for month of July, August & September 2019 sighted 02 foreign workers (Bobi Candra & Satria) wage for the month of September 2019 deducted for SOCSO contribution, amounting MYR31.90 & MYR25.60. SOCSO contribution for migrant workers according to the legal requirement is responsible of the employer and requires no deduction to be made from foreign workers salary.</p> <p><u>Lepar Hilir POM</u></p> <p>04 selected sorting contractor’s worker’s payslip (Abra Tech Enterprise – Shanmugam, Saravanan, Mohd Shanrul Nizam, Helmi Bin Ramli) for the month of August 2019 indicates</p> <ul style="list-style-type: none"> - no contribution made for EIS / SIP from both; employer and employee. - Contribution for SOCSO sighted not accordance with the PERKESO Second Schedule : Contribution Rate. 04 Payslip evidenced that total contribution made by both, the employer and employee is MYR19.10 consistently disregards of the wages earned for the month. - Contribution for EPF sighted not accordance with EPF Jadual Ketiga – Kadar Caruman Bulanan. 04 payslip evidenced that total contribution made by both employer and employees is at MYR216 consistently disregards of the wages earned for the month. <table border="1" data-bbox="1032 1075 1854 1201"> <thead> <tr> <th>August 2019</th> <th>Helmi</th> <th>Shahrul</th> <th>Sara</th> <th>Shanmugam</th> </tr> </thead> <tbody> <tr> <td>Wage earned</td> <td>1,919.45</td> <td>1144.45</td> <td>1063.35</td> <td>2620.25</td> </tr> <tr> <td>EPF</td> <td>216.00</td> <td>216.00</td> <td>216.00</td> <td>216.00</td> </tr> <tr> <td>SOCSO</td> <td>19.10</td> <td>19.10</td> <td>19.10</td> <td>19.10</td> </tr> </tbody> </table>	August 2019	Helmi	Shahrul	Sara	Shanmugam	Wage earned	1,919.45	1144.45	1063.35	2620.25	EPF	216.00	216.00	216.00	216.00	SOCSO	19.10	19.10	19.10	19.10	
August 2019	Helmi	Shahrul	Sara	Shanmugam																		
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SOCSO	19.10	19.10	19.10	19.10																		

Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p>	<p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p> <p>Employment contract are available and explained in language that understood by workers. The employment contract signed by the workers and a copy of the contract is made available to them. Employment contracts for all the sampled as listed in 6.5.1 reviewed.</p> <p>For foreign workers (for estates – Bangladesh, India, Indonesia, Myanmar), their contracts are issued in dual language –English and their national language. The condition of the contracts are explained to them by the management during the orientation training.</p> <p>Interviewed with the workers confirmed that they were understood on the terms and conditions outlined in the employment contract.</p>	<p>Complied</p>

Criterion / Indicator	Assessment Findings	Compliance
<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>Housing is provided to workers that is equipped with basic amenities including water supplied by local authority – PAIP (Pengurusan Air Pahang Berhad) and electrical supply by TNB (Tenaga Nasional Berhad) that is charged to workers on monthly basis if it exceed the subsidy provided by the FGV Lepar Hilir Management. Generally randomly selected houses visit sighted they are in good condition; both interior and exterior side of the houses, toilet and cooking facilities.</p> <p>LH-POM – Linesite inspection is carried out on weekly basis and documented in “Jadual Pemeriksaan Kawasan Perumahan Kilang” by Mr. Khosaimi – Driver. 3 months records sighted. Checking Criteria includes waste management, fire extinguisher, open burning prohibition, cleanliness, etc.</p> <p>LH Estate#08 – Linesite inspection is carried out for workers houses on weekly basis by Mr. Muhammad Amirul Aiman Bin Muhammad Ismail (Trainee) and documented in “Pemeriksaan Mingguan Rumah Tempatan”. Record for year 2019 sighted covering checking criteria such as drainage, kitchen, perimeter, toilet, waste disposal, building structure and cleanliness.</p> <p>LH Estate#05 – Linesite inspection carried out on weekly basis by Mr. Idris Mohamad (Kerani HEP) and documented in “Pemeriksaan Harian Kawasan Asrama/Rumah Pekerja Asing”. Inspection report sighted for past 3 months (July, Aug, Sept 2019) covering criteria such as cleanliness, room condition, external condition, waste management, etc.</p> <p>LH Estate#06 – Linesite inspection carried out on daily basis by Mr. Mohd Nazrul Fikri (Kerani HEP – Hal Ehwal Pekerja) and documented in “Checklist Kebersihan Asrama / Perumahan Pekerja / Perumahan Tempatan / Masjid”. Inspection report sighted for past 2 months (Sept & October 2019) covering criteria such as cleanliness, room condition, external condition, waste management, etc.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
6.5.4	<p>Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>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 Lepar Hilir Complex and estates' compound where there are few sundry shops and food shops available in the area. Workers interview confirmed they can access to nearest shops with assistance provided by the management; e.g. transport.</p>	<p>Complied</p>
<p>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.</p>			

Criterion / Indicator	Assessment Findings	Compliance
<p>6.6.1 A published statement in local languages recognising freedom of association shall be available. - Major compliance -</p>	<p>Human Rights Policy was established and describe in the "Polisi Kelestarian Kumpulan/Group Sustainability Policy" (Clause 5.1.2 Responsible Employment & 5.1.3 – Respect for Human Rights) dated 29 May 2019 (FGV/SED/POL/001 Rev 3). Policy is approved by Board of Directors led by Chairman of FGV Holdings Berhad (Datuk Wira Azhar bin Abdul Hamid). This was communicated to all LH POM employees during daily muster assembly and meetings as recorded in the muster briefing records. The last briefing sighted documented dated 20.10.2019 & 19.10.2019.</p> <p>LH Estate #08 – workers were briefed on the policies during rollcall and attendance documented in 'Laporan Latihan / Ceramah / Taklimat / Rollcall' dated 18.09.2019.</p> <p>LH Estate #05 - Briefing of policies including Human Rights policy is carried out during rollcall with involvement from all level of workforce and operations and documented in ' Explanation of Sustainability Policy, RSPO and OSHA / Penerangan Polisi Sustainability, RSPO dan OSHA' Attendance Record dated 02.07.2019.</p> <p>LH Estate#06 – briefing of FGV RSPO policies and workers contract's terms and condition conducted during rollcall. Training attendance documented on 14.09.2019.</p>	<p>Complied</p>

Criterion / Indicator		Assessment Findings	Compliance
6.6.2	Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	LH Estate#5, #6, #8 and POM – Union Meeting was last conducted on 28.06.2019; meeting minutes sighted as documented in Mesyuarat Agung Tiga Tahunan Peringkat Cawangan Lepar Hilir Kali Ke 8 Sesi 2019~2022 (8 th general meeting branch level 0 Lepar Hilir) at Dewan Hiliran Utama KS Lepar Hilir. Additional to the union meeting, LH Estate#8 - Workers Welfare Meeting is established and meeting sighted held 3 times during year 2019. Meeting minutes sighted 26.04.2019, 11.06.2019 and 26.07.2019 and participated by local and foreign workers. Issues discussed includes request for house repair, sport activities, salary payment, etc.	Complied
Criterion 6.7: Children are not employed or exploited.			
6.7.1	There shall be documentary evidence that minimum age requirements are met. - Major compliance -	As documented in FGV Holdings Berhad Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, effective date: 29.05.2019, Chapter 5.1.3.1 – Respect for Human Rights. FGV has defined hiring of workers is 18 and above due to the nature of work. Age of workers and candidates are verified against government issue photo ID, passport (for foreign workers) and documented in the personal files. Copy of ID and application form sighted in the personal files evidence of verification is carried out. As FGV policy statement is under drafting, the existing policy is remain valid as per Child Labour Policy with Doc. No. ML1A/L1-Po5(0) dated 1/6/2014 where the company will not recruit any individual who less than 18 years old to work in plantations	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.			

Criterion / Indicator		Assessment Findings	Compliance
6.8.1	A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	As documented in FGV Holdings Berhad Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, effective date: 29.05.2019, Chapter 5.1.2 – Responsible Employment. Policy displayed publicly in strategic locations within all operating units and communicated directly to employees as well as through general assembly and relevant meetings.	Complied
6.8.2	Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	No discrimination practices sighted; workers are hired based on skill and experience and not based on race, caste, origin, religion, disability, gender, sexual orientation, union membership, age, etc. and treated fairly without any signs of discrimination in terms of work assignment, pay, promotion, etc. Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. The workers were provided with standard benefits/treatment such as free medical treatment, fair overtime offered to all the workers whoever want to work and free housing to everyone. Manual Lestari 1A, Doc. No.: ML-1A/L2-PR10(1), dated March 2012 – Handling Complaint through Gender Committee Procedure is in place to guide the process of complaints received.	Complied
6.8.3	It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	As documented in FGV Holdings Berhad Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, effective date: 29.05.2019, Chapter 5.1.2 – Responsible Employment, where hiring and selection of workers during recruitment is based on skill, minimum age, medical fitness and work experience. Performance review is conducted annually and documented in Performance Appraisal Form : PMS2018. There is no any discrimination based on religion, gender, nationality, etc. during their recruitment.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.			

Criterion / Indicator	Assessment Findings	Compliance	
6.9.1	<p>Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>FGV Holdings has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014; and Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, Eff date: 29.05.2019. The company is committed to protect the rights of women and prohibits sexual and all forms of harassment and violence. Workers may raise their concern should there be any cases through gender committee, verbal thru immediate superior / estate manager / worker's affair office, suggestion / complaint box anonymously.</p> <p>Policies communicated to all LH POM employees during daily muster assembly and meetings as recorded in the muster briefing records. The last briefing sighted documented dated 20.10.2019 & 19.10.2019.</p> <p>LH Estate #08 – workers were briefed on the policies during rollcall and attendance documented in 'Laporan Latihan / Ceramah / Taklimat / Rollcall' dated 18.09.2019.</p> <p>LH Estate #05 - Briefing of policies including Human Rights policy is carried out during rollcall with involvement from all level of workforce and operations and documented in 'Explanation of Sustainability Policy, RSPO and OSHA / Penerangan Polisi Sustainability, RSPO dan OSHA' Attendance Record dated 02.07.2019.</p> <p>LH Estate#06 – briefing of FGV RSPO policies and workers contract's terms and condition conducted during rollcall. Training attendance documented on 14.09.2019.</p>	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>6.9.2</p> <p>A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p>- Major compliance -</p>	<p>FGV Holdings has develop Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014; and Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, Eff date: 29.05.2019. The company is committed to protect the rights of women on the reproductive and family planning. The policy is publicly displayed at the exterior side of the office area.</p> <ul style="list-style-type: none"> - Policies communicated to all LH POM employees during daily muster assembly and meetings as recorded in the muster briefing records. The last briefing sighted documented dated 20.10.2019 & 19.10.2019. - LH Estate #08 – workers were briefed on the policies during rollcall and attendance documented in ‘Laporan Latihan / Ceramah / Taklimat / Rollcall’ dated 18.09.2019. - LH Estate #05 - Briefing of policies including Human Rights policy is carried out during rollcall with involvement from all level of workforce and operations and documented in ‘ Explanation of Sustainability Policy, RSPO and OSHA / Penerangan Polisi Sustainability, RSPO dan OSHA’ Attendance Record dated 02.07.2019. <p>LH Estate#06 – briefing of FGV RSPO policies and workers contract’s terms and condition conducted during rollcall. Training attendance documented on 14.09.2019.</p>	<p>Complied</p>

<p>6.9.3</p>	<p>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>	<p>As per "Carta Alir Proses Aduan; Talian Nur (Kementerian Pembangunan Wanita, Keluarga & Masyarakat)" and the procedure as following: Manual Lestari 1A; 3.11 "Prosedur Menangani Aduan Melalui Jawatankuasa Wanita"; Doc. No.:ML- 1A/L2 PR10(1); Date revised:22/5/2015; and documented procedure for workers to raise their concern, complain and suggestion of improvement, either with their identity or anonymously as per "Menangani Aduan dan Rungutan/ Handling Complaint" procedure, Doc. No. ML-1A/L2-Pr13(0), issue 1 dated 1/6/2016 and "Komunikasi, Penglibatan dan Rundingan", doc. No.: FGV/ML-1A/L2-Pr12(0), issue 1.</p> <p>Gender committee for LH POM established and lead by Puan Rosnani Bt Ab Razak, Pengetua Sekolah Agama Rakyat / Head of Religious School. Appointment letter dated 31.07.2019 Doc. No: (01)RSPO/KKD sighted. Last meeting carried out dated 22.06.2019 and participated by 8 members. Meeting minutes sighted covering topics such as briefing on sexual harassment procedure, proposal to organize medical surveillance for female workers and activities such as cooking class and gotong royong (communal work).</p> <p>Gender committee for LH Estate#08 established and lead by Puan Noranisah Bte Mat Saat, Finance Clerk. Meeting is organized every yearly basis, and last conducted on 13.02.2019 and participated by 8 members. Meeting minutes sighted, issues discussed includes briefing on type and how sexual harassment and abuse to be reported, function of the gender committee, propping child care centre and medical check.</p> <p>Gender committee for LH Estate#06 & 05 established and lead by Puan Suzana Binti Mat Nor, Gender Committee Chairman. Meeting is organized every yearly basis, and last conducted on 30.08.2019 and participated by 23 members. Meeting minutes sighted, issues discussed includes briefing on type and how sexual harassment and abuse to be reported, sport activities, participation in school excellent award program and function of the gender</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		committee. Other 6 activities sighted documented in "Perancangan Program Bagi KKD Tahun 2019".	
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 for FFB is publicly available / posted at the main weight bridge counter; price of FFB as at time of audit dated 21.10.2019 sighted as MYR20.50 and MYR20.20. Pricing is according to the MPOB price.	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 -	Pricing mechanism was clearly stated in agreement and communicated to growers / independent smallholders through stakeholder meeting and whenever they collect payment. Sighted the weight bridge ticket which consist of FFB pricing and weight of delivered FFB and calculation table which is issued to them whenever payment is made. Sighted documents signed and agreed. The price of FFB paid to outsiders is in accordance with the price determined by MPOB.	Complied

Criterion / Indicator	Assessment Findings	Compliance
<p>6.10.3 Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent. - Minor compliance -</p>	<p>Sampled contract made between FGV and their contractor / vendors is in place, which states the term of work, validity of the contract, pricing and payment terms. It is facility's practice where payment of vendors are made within 14 days upon receive of invoices issues by the vendors. E.g.</p> <p>LH - POM – The work warrant / Surat Perintah Kerja - Abra Tech Enterprise (sorter). SPK No: 3301339971/1301000592 dated 01.02.2019 for Cungkil BTS Muda, Peram Busuk, Ksg. Is in place that is signed by both the FGV and Abra representative.</p> <p>LH Estate#08 – The work warrant / 'Surat Perintah Kerja' for FFB transportation in place for Syarikat Hasdori Jaya, Ref. No.: 5300002602, dated 14.12.2016. Contract renewal / extension dated 25.09.2019 Ref. No.: (08)FGVP(M) SB/WIL.KUANTAN/5300004763 sighted valid up to 31.12.2020.</p> <p>LH Estate#05 – uses 2 contractors; i.e. Transporting FFB and re-planting. Contracts sighted; FFB transportation (Mahu Berjaya Enterprise) as per Surat Pembaharuan Kontrak (Kali Pertama), Ref. No.: 5300003978 dated 08.01.2019 valid thru 31.01.2020. Letter of Award, Ref. No.: (36)26/2/1011/20-2019/P1B2 dated 29.05.2019 for replanting work sighted issued to Hiew Brothers Contract Works, Contract No.: 5300005518</p>	<p>Complied</p>

<p>6.10.4</p>	<p>Agreed payments shall be made in a timely manner. - Minor compliance -</p>	<p>Sample of payment for 1 of the POM FFB supplier as listed below. Payment noted paid within 14 days upon receive of invoices or based on the certificate of conformance of work done / "Sijil Pengakuan Kerja yang telah siap". Payments are processed and made by HQ for FFB supplier while vendors such as sorter & transportation are made locally by the Lepar Hilir management. Group Purchasing Policy is documented. Examples of payment made:-</p> <ul style="list-style-type: none"> - Inv: F1907099, dated 31.07.2019, payment voucher: 350010965, dated 07.08.2019. - Inv: TTLH190802 dated 18.08.2019, payment voucher: 350012467, dated 21.08.2019 - Inv: LH190803, dated 27.08.2019, payment voucher: 350012447, dated 21.08.2019. <p>LH Estate#08</p> <ul style="list-style-type: none"> - Sijil Pengakuan Melawat Kawasan Kerja Yang Telah Siap dated 01.09.2019, Progress Payment Inv: KLV061319080005, payment voucher: KLP19100009, dated 07.10.2019 - Sijil Pengakuan Melawat Kawasan Kerja Yang Telah Siap dated 02.08.2019, Progress Payment Inv: KLV061319070008, payment voucher: KLP19080008, dated 05.08.2019 <p>LH Estate#05</p> <ul style="list-style-type: none"> - Sijil Pengakuan Melawat Kawasan Kerja Yang Telah Siap dated 30.09.2019, Progress Payment Inv: KLV027419090003, payment voucher: KLP027419100001, dated 10.10.2019 <p>LH Estate#06</p> <ul style="list-style-type: none"> - Sijil Bayaran Kontrak Kerja Pertanian dated 11.09.2019, Progress Payment Inv: KLV027519090004, Payment Voucher: KLP027519100005, dated 11.10.2019 - Sijil Bayaran Kontrak Kerja Pertanian dated 11.09.2019, Progress Payment Inv: KLV027519080005, Payment Voucher: KLP027519090005, dated 11.09.2019 	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<ul style="list-style-type: none"> - Sijil Bayaran Kontrak Kerja Pertanian dated 13.09.2019, Progress Payment Inv: KLV027519070005, Payment Voucher: KLP027519080005, dated 14.08.2019 Stakeholder consultation with FFB supplier confirmed payments are made promptly through cheque without any delay.	
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	Contributions to local development that are based on the results of consultation with local communities were demonstrated as following <ul style="list-style-type: none"> - Application for Grass Cutting / Permohonan Perkhidmatan Traktor Potong Rumput for Felda Plantation – Lepar Hilir 8 communities, dated 18.03.2019 - Aidilfitri Festive Celebration / Sambutan Hari Raya Aidilfitri year 2019 for Felda Plantation – Lepar Hilir #08, approval letter dated 29.05.2019. Photographs, application and approval letter for budget / expenditure sighted. - Schooling Assistance for Worker’s Dependent / Bantuan Persekolahan Anak Pekerja for Lepar Hilir 5, Cash voucher : CLC027418120005, dated 26.12.2018. - Food supply during Raya Festive to all workers – Lepar Hilir 5, Cash Voucher: CLP027419060001 dated 03.06.2019 - Request received from the stakeholder; e.g. dated 24.07.2019 – application to use facility’s location for army training purposes, 07.03.2019 – application from tele-communication company to use facility’s location for carnival activities, etc. Approval letter sighted. (LH#06) Approval letter for Raya Festive celebration for all workers dated 23.05.2019 for LH Estate#06.	Complied

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 –	No scheme smallholders involved in the certification unit.	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>There is no objective evidence sighted in relates to any forms of forced or trafficked labour used. Foreign workers are mainly used at estates; from Indonesia, India, Bangladesh and Myanmar. As all workers are hired based on permanent / recognized employment under FGV, work permit for each of randomly selected workers were in place and carries the facility's company name under the sector of plantation worker. Based on interview, workers confirmed that they are not being restricted on their movement during work hours and from their housing, being given the freedom and rights to move freely and choose to perform additional work / overtime at their own choice and have custody of their traveling document / passport. Foreign workers are given the option to safe keep their own passport or to place them in the lockable pigeon-hole steel cabinet outside the estate office area. Work permits of selected foreign workers verified as listed below. Although some of foreign workers work permit found to be expired, facility has presented the progress of permit renewal with the local authority.</p> <p>LH Estate#8 Emp. No.: FW06131219, Work Permit : PE6544701, valid thru: 16.12.2019 Emp. No.: FW06130007, Work Permit : PE6544190, valid thru: 20.12.2019 Emp. No.: FW06131219, Work Permit : PE7572945, valid thru: 14.18.2019* Emp. No.: FW06131220, Work Permit : PE6544182, valid thru: 16.12.2019 Emp. No.: FW06131371, Work Permit : PE8360838, valid thru: 15.08.2020 Emp. No.: FW06131370, Work Permit : PE8360837, valid thru: 15.08.2020 However, based on the master-list of foreign workers, sighted 19 foreign workers found with expired work permit.</p> <ul style="list-style-type: none"> - 05 out of 19 work permit expired averagely from 09 to 18 months. - 05 out of 19 work permit expired averagely from 02 to 11 months; - 09 out of 19 work permit expired averagely from 02 to 05 months <p>LH Estate#5 Emp. No.: FW02740846, Work Permit: PE8041627, valid thru: 16.05.2020 Emp. No.: FW02740851, Work Permit: PE6319209, valid thru: 08.11.2020</p>	<p>Complied</p>
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Criterion / Indicator		Assessment Findings	Compliance
		<p>Emp. No.: FW02741180, Work Permit: PE7922385, valid thru: 12.06.2020 Emp. No.: FW02741136, Work Permit: PE8205895, valid thru: 04.07.2020 However, based on the master-list of foreign workers, sighted 01 foreign worker found with expired work permit since 11.05.2019; 5 months.</p> <p>LH Estate#6 Emp. No.: FW02751312, Work permit: PE8205893, Valid thru: 09.07.2020 Emp. No.: FW02751247, Work permit: PE7805298, Valid thru: 27.04.2020 Emp. No.: FW02751183, Work permit: PE7436589, Valid thru: 14.03.2020 Emp. No.: FW02751182, Work permit: PE7805847, Valid thru: 14.03.2020 Emp. No.: FW02751238, Work permit: PE7704680, Valid thru: 23.04.2020 However, based on the master-list of foreign workers, Sighted 05 foreign workers passport with expired work permit, whereby - 03 out of 05 work permit expired averagely 2 to 7 months. 02 out of 05 work permit have expired 4 months.</p>	
6.12.2	Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance –	Interviewed with the foreign workers confirmed that the terms and conditions in the contracts they signed in the origin / home country were the same as they signed in Sime Darby. There was no contract substitution occurred.	Complied
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	FGV Holdings has developed Recruitment of Foreign Workers Policy with Doc. No. ML-1A/L1-Po8(0) dated 1/6/2014, which states company’s commitment not to discriminate on the selection of workers and no substitution of contract. Besides, orientation program on the language, safety, labour law and cultural practices were included into the policy as sighted in the daily muster briefing records. The company also provide decent living condition and insurance to all the workers.	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 -	<p>FGV Holdings has developed Human Rights Policy with Doc. No. ML1A/L1-Po12(0) dated 01.06.2014 and Group Sustainability Policy, Doc. No.: FGV/SED/POL/001, Rev 3, Eff date: 29.05.2019.</p> <p>Policies communicated to all LH POM employees during daily muster assembly and meetings as recorded in the muster briefing records. The last briefing sighted documented dated 20.10.2019 & 19.10.2019.</p> <p>LH Estate #08 – workers were briefed on the policies during rollcall and attendance documented in ‘Laporan Latihan / Ceramah / Taklimat / Rollcall’ dated 18.09.2019.</p> <p>LH Estate #05 - Briefing of policies including Human Rights policy is carried out during rollcall with involvement from all level of workforce and operations and documented in ‘ Explanation of Sustainability Policy, RSPO and OSHA / Penerangan Polisi Sustainability, RSPO dan OSHA’ Attendance Record dated 02.07.2019.</p> <p>LH Estate#06 – briefing of FGV RSPO policies and workers contract’s terms and condition conducted during rollcall. Training attendance documented on 14.09.2019.</p>	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for the certification unit.	Not applicable
Principle 7: Responsible development of new plantings			
FGVPISB 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 / Indicator	Assessment Findings	Compliance	
<p>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</p>			
<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>The action plan for continual improvement is available that cover environment, social and operation dated Jan 2019. Among the action plans established were:</p> <p>Optimum production at efficient cost</p> <ul style="list-style-type: none"> • Zero burning • Reduction of pesticides consumption • Reduction of diesel consumption at the mill • Increase meetings about workers welfare • Using Arbus & Jacto technique for bagworm control <p>Objectives & target was also established to monitor the to-date achievement of the above plans.</p>	<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	Recertified in progress
		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	2018	MYNI 2014	Certified
24	KS Penggeli	FGVPM Inas Selatan	2018	MYNI 2014	Certified
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	2018	MYNI 2014	Certified
		FGVPM Tembangau 05	2018	MYNI 2014	
		FGVPM Tembangau 06	2018	MYNI 2014	
		FGVPM Tembangau 07	2018	MYNI 2014	
		FGVPM Tembangau 08	2018	MYNI 2014	
		FGVPM Tembangau 09	2018	MYNI 2014	
		FGVPM Serting Hilir 8	2018	MYNI 2014	
		FGVPM Serting Hilir 9	2018	MYNI 2014	
		FASSB Serting Hilir	2018	MYNI 2014	
29	KS Bukit Kepayang	FGVPM Terapai 3	2018	MYNI 2014	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	2018	MYNI 2014	Certified
		FGVPM Sampadi 3	2018	MYNI 2014	
		FGVPM Sampadi 4	2018	MYNI 2014	
		FGVPM Sampadi 5	2018	MYNI 2014	
		FGVPM Sampadi 6	2018	MYNI 2014	

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36	KS Mempaga	n/a	n/a	n/a	Internal Audit
		n/a	n/a	n/a	
37	KS Kalabakan	FGVPM 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	2017	MYNI 2014	Internal Audit
		Pontian Subok	2017	MYNI 2014	
		Pontian Orico	2017	MYNI 2014	
		Pontian Pendirosa	2017	MYNI 2014	
		Pontian Kuril	2017	MYNI 2014	
		Pontian Hilco	2017	MYNI 2014	
		Rawajaya Sdn Bhd	2017	MYNI 2014	
		Blossom	2017	MYNI 2014	
55	KS Tementi	FGVPM Bera Selatan 1	2018	MYNI 2014	Internal Audit
		FGVPM Bera Selatan 4	2018	MYNI 2014	
56	KS Kemahang	n/a	n/a	n/a	Internal Audit
57	KS Chini 2	n/a	n/a	n/a	Internal Audit
58	KS Jerangau Barat	n/a	n/a	n/a	Internal Audit
59	KS Trolak	n/a	n/a	n/a	Internal Audit
60	KS Semenchu	n/a	n/a	n/a	Internal Audit
61	KS Panching	n/a	n/a	n/a	Internal Audit

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

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2018** for **FGVPISB Lepar Hilir 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 Lepar Hilir Palm Oil Mill** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.25
PKO	1.25

Extraction	%
OER	20.94
KER	4.86

Production	t/yr
FFB Process	85,472.44
CPO Produced	17,897.93
PKO Produced	4,153.96

Land Use	Ha
OP Planted Area	7,990.25
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	7,990.25

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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	78,916.74	0.92					78,916.74	0.92
CO ₂ Emission from fertilizer	2,957.73	0.03					2,957.73	0.03
NO ₂ Emission	3,065.35	0.04					3,065.35	0.04
Fuel Consumption	328.95	0					328.95	0
Peat Oxidation	0	0					0	0
Sink								
Crop Sequestration	-74,802.59	-0.88					-74,802.59	-0.88
Conservation Sequestration	0	0					0	0
Total	10,466.18	0.12					10,466.18	0.12

*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	16,754.05	0.2
Fuel Consumption	331.23	0
Grid Electricity Utilisation	27.19	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	17,112.47	0.2

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	NA

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

*This mill has no kernel crusher operation.

Palm Oil Mill Effluent (POME) Treatment:	
Divert to Compost (%)	0
Divert to anaerobic diversion (%)	100

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

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-Lepar Hilir 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 Lepar Hilir: RSPO_PO1000001320).	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.	Lepar Hilir POM is not a trader or distributor.	Yes
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.	Felda Global Ventures Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016. Company has registered in PalmTrace system as follows: (FGVPISB Kilang Sawit Lepar Hilir: RSPO_PO1000001320).	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 Lepar Hilir POM.	Not applicable
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

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		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.	Lepar Hilir 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>ii) effectively implements and maintains the standard requirements within its organization</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 25/09/2019 by CDD department.</p> <p>The procedure was implemented and maintained by the management. The records (for example Internal audit report done on 25/09/2019 by CDD department) was available for verification. No NCR was raised during the internal audit.</p>	<p>Yes</p> <p>Yes</p>
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; • A unique identification number 	<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>Lepar Hilir POM has system to verify at the weighbridge. Sighted sampled as following:</p> <p>A) Within Bukit Sagu Certification Unit 1. FGVPM Lepar Hilir 8 Despatch Note: 005702121 Date: 22/10/2019 Nett: 10.02 mt Transport: CEB8157</p> <p>All the certified estate was registered in the Mill Performance Report System (MPR), therefore the certificate number for</p>	<p>Yes</p>

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		<p>estate can be found there. During the audit, the auditor was verified the system and confirmed that 3 estates (Lepar Hilir 05, 06 and 08) were registered as supplier for FFB-RSPO.</p> <p>) Non-certified Supplier 1. Utusan paduan Sdn Bhd MPOB License: 5003702902000 Despatch Note: 2376 Date: 08/08/2019 Nett: 04.06 mt Transport: VAJ8675</p> <p>2. FELDA LEPAR HILIR 1 (Morad Bin Ariffin) Despatch note: 083025 Date: 05/09/2019 Nett: 03.22 mt Transport: CCS4847</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>Lepar Hilir POM only received FFB from own estate and non-certified estate.</p> <p>Lepar Hilir 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, Lepar Hilir 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 	<p>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</p>	<p>Yes</p>

	(www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.	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 Lepar Hilir POM.	Yes
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. <ul style="list-style-type: none"> 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 Lepar Hilir Address: Kuantan Date: 27/03/2019 Product: Palm Kernel Despatch note: L00000044 Quantity: Nett 45.29 MT Transport: WB9834E (Lorry) RSPO Certificate number: RSPO666408</p> <p>For non-certified CPO, sampled below weighbridge ticket:</p> <p>1. Buyer: Kilang Isi Sawit Semambu Address: Kuantan Seller: Kilang Sawit Lepar Hilir Address: Kuantan Date: 31/03/2019 Product: Palm Kernel Despatch note: L00000047 Quantity: Nett 45.13 MT Transport: WSD4856 (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-11aabad1-a2ac Seller: FGVVISB Kilang Sawit Lepar Hilir Seller ref: RSPG7005M Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005M Product: CSPK Supply Chain Model: Mass Balance Volume: 186.96 MT Date: 30/04/2019 	<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 Lepar Hilir Palm Oil Mill: RSPO_PO1000001320 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-11aabad1-a2ac Seller: FGVVISB Kilang Sawit Lepar Hilir Seller ref: RSPG7009M 	<p>Yes</p>

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		<p>Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7009M Product: CSPK Supply Chain Model: Mass Balance Volume: 186.96 MT Date: 30/04/2019</p> <p>2. Transaction ID: TR-65aae87bcfa7 Seller: FGVPISB Kilang Sawit Lepar Hilir Seller ref: RSPG7005M Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005M Product: CSPK Supply Chain Model: Mass Balance Volume: 416.32 MT Date: 29/03/2019</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. FGVPPI 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-11aabad1-a2ac</p>	<p>Yes</p>

		<p>Seller: FGVPIB Kilang Sawit Lepar Hilir Seller ref: RSPG7009M Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7009M Product: CSPK Supply Chain Model: Mass Balance Volume: 186.96 MT Date: 30/04/2019</p> <p>2. Transaction ID: TR-65aae87bcfa7 Seller: FGVPIB Kilang Sawit Lepar Hilir Seller ref: RSPG7005M Buyer: FGV Kernel Products Sdn Bhd Buyer ref: RSPG7005M Product: CSPK Supply Chain Model: Mass Balance Volume: 416.32 MT Date: 29/03/2019</p>	
5.8. Training			
5.8.1	<p>The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff.</p>	<p>Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established. The RSPO SCC training has been conducted on 25/09/2019 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 25/09/2019 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.	Lepar Hilir 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 Lepar Hilir 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 Lepar Hilir 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. 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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: 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.	Lepar Hilir 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 not be labelled as certified or sold in such a way that implies RSPO certification. For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified	Lepar Hilir POM has not use business to business claim.	N/A

	status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.		
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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir 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.	Lepar Hilir POM has not use business to consumer claim.	N/A
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be	Lepar Hilir POM has not use business to consumer claim.	N/A

	<p>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>		
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p>			
<p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	<p>Not applicable as Lepar Hilir POM is using the Mass Balance model.</p>	<p>N/A</p>
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	<p>Not applicable as Lepar Hilir POM is using the Mass Balance model.</p>	<p>N/A</p>
	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>Not applicable as Lepar Hilir POM is using the Mass Balance model.</p>	<p>N/A</p>
<p>Labelling and trademark (IP)</p>			
	<p>Members are allowed to use the RSPO label in one of the following ways: a. RSPO trademark which includes the tag 'CERTIFIED' or</p>	<p>Not applicable as Lepar Hilir POM is using the Mass Balance model.</p>	<p>N/A</p>

	<p>b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack.</p>		
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 • References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 	<p>Not applicable as Lepar Hilir POM is using the Mass Balance model.</p>	<p>N/A</p>
5.12. Complaints			
<p>5.12.1</p>	<p>The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.</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 to handle the complaint and grievance which is</p>	<p>Yes</p>

		cross-referenced with the SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13 issue 01 dated 01.06.2016.	
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 25/09/2019 attended by 12 people.	Yes
5.13.2	The input to management review shall include information on: <ul style="list-style-type: none"> • Results of internal audits covering RSPO Supply Chain Certification Standard. • Customer feedback. • Status of preventive and corrective actions. • Follow-up actions from management reviews. • Changes that could affect the management system. • Recommendations for improvement. 	Input for management review was discussed as below: <ol style="list-style-type: none"> 1. Introduction 2. Internal & External audit result: No NC for external and internal audit. 3. Customer feedback: No complaint received from Jan-Aug 2019. 4. Production: All the certified FFB suppliers has been recorded. Mass balance model is used in Lepar Hilir POM. 5. Changes on the newest SOP (3.5-1/92019) 6. Recommendation: All the data need to be checked from time to time. 	Yes
5.13.3	The output from the management review shall include any decisions and actions related to: <ul style="list-style-type: none"> • Improvement of the effectiveness of the management system and its processes. • Resource needs. 	Output for management review was discussed as below: <ol style="list-style-type: none"> 1. Data for Weighbridge system, MPR and bank was checked. 2. The feedback form was verified. 3. 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.	Lepar Hilir POM received from own certification unit and non-certified FFB supplier. Lepar Hilir 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 Lepar Hilir Palm Oil Mill: (RSPO_PO1000001320) Member category : Oil Mill	Yes
E.3 Documented procedures		
E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:	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	Yes

<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>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>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>Lepar Hilir POM has system to verify at the weighbridge. Sighted sampled as following:</p> <p>A) Within Lepar Hilir Certification Unit 1. FGVPM Lepar Hilir 8 Despatch Note: 005702121 Date: 22/10/2019 Nett: 10.02 mt Transport: CEB8157 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 3 estates (Lepar Hilir 05, 06 and 08) were registered as supplier for FFB-RSPO.</p>	<p>Yes</p>

	<p>) Non-certified Supplier 1. Utusan paduan Sdn Bhd MPOB License: 5003702902000 Despatch Note: 2376 Date: 08/08/2019 Nett: 04.06 mt Transport: VAJ8675</p> <p>2. FELDA LEPAR HILIR 1 (Morad Bin Ariffin) Despatch note: 083025 Date: 05/09/2019 Nett: 03.22 mt Transport: CCS4847</p>	
<p>E.4.2 The site shall inform the CB immediately if there is a projected overproduction.</p>	<p>The documented procedure above specified the mechanism to notify CB in case of any projected overproduction of certified tonnage. Verification on-site confirmed that the relevant person-in-charge of supply chain aware of this procedure.</p>	<p>Yes</p>
<p>E.5 Record keeping</p>		
<p>E.5.1 a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.</p> <p>(b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short. (ie product can be sold before it is in stock.)</p>	<p>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 Lepar Hilir 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>Yes</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</p>	<p>Not applicable as Lepar Hilir POM did not outsource any activity to Palm Kernel Crusher.</p>	<p>Yes</p>

not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement		
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Supply Chain Declaration *(Applicable For Appendix E)*

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
1	Dec 2018	7000.82	14404.18	21405
2	Jan 2019	5672.81	12154.57	17827.38
3	Feb 2019	6120.36	10534.14	16654.5
4	Mac 2019	7012.93	9188.14	16201.07
5	April 2019	8576.1	11486.7	20062.8
6	May 2019	10442.4	11251.52	21693.92
7	June 2019	10234.17	10909.58	21143.75
8	July 2019	12383.04	11632.17	24015.21
9	August 2019	11844.45	12914.86	24759.31
10	September 2019	10616.38	12632.92	23249.3
Total		89903.46	117108.8	207012.24

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	December 2019	1410.665	309.43
2	Jan 2019	1143.071	250.74
3	Feb 2019	1233.253	270.52
4	Mac 2019	1413.105	309.97
5	April 2019	1728.084	379.06
6	May 2019	2104.144	461.55
7	June 2019	2062.185	452.35
8	July 2019	2495.183	547.33
9	August 2019	2386.657	523.52
10	September 2019	2139.201	469.24
Total		18115.55	3973.73

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)

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1	FVG Kernel Production Sdn Bhd	TR-11aabad1-a2ac	-	186.96
2	FVG Kernel Production Sdn Bhd	TR -65aae87b-cfa7	-	416.32
3	FVG Kernel Production Sdn Bhd	TR-2ea3c0a8-510f	-	89.27
4	FVG Kernel Production Sdn Bhd	TR-8beef4f-1143	-	346.26
5	FVG Kernel Production Sdn Bhd	TR-7d4547f9-d116	-	44.16
Total				1082.97

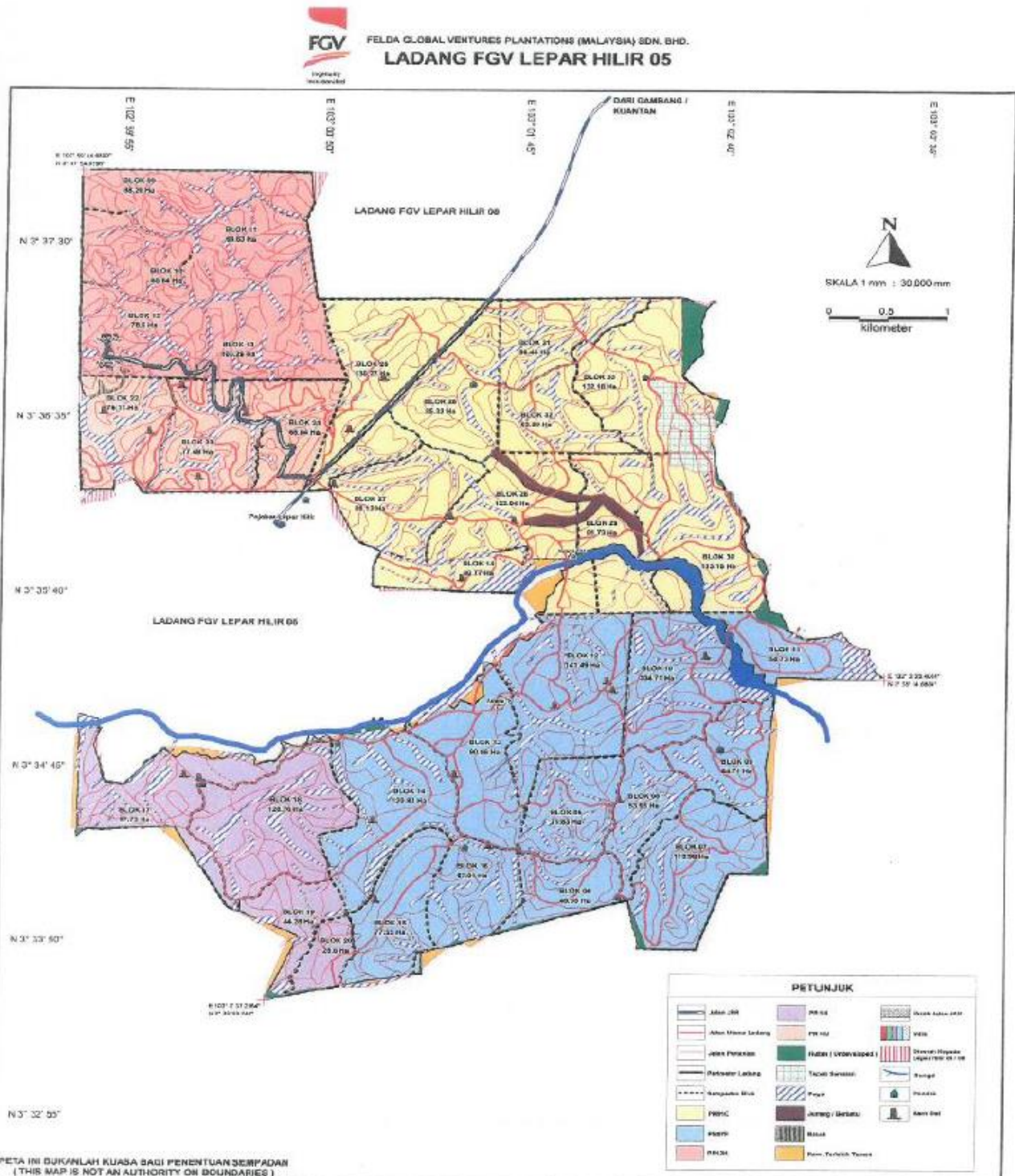
D. Records of CPO & PK Sold under other schemes to Buyers since the last audit (if any)				
No.	Buyers Name	Scheme Name	CPO Sold (mt)	PK Sold (mt)
1	-	-	-	-

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	A-D	15,919	2587.21
Total		15,919	2587.21

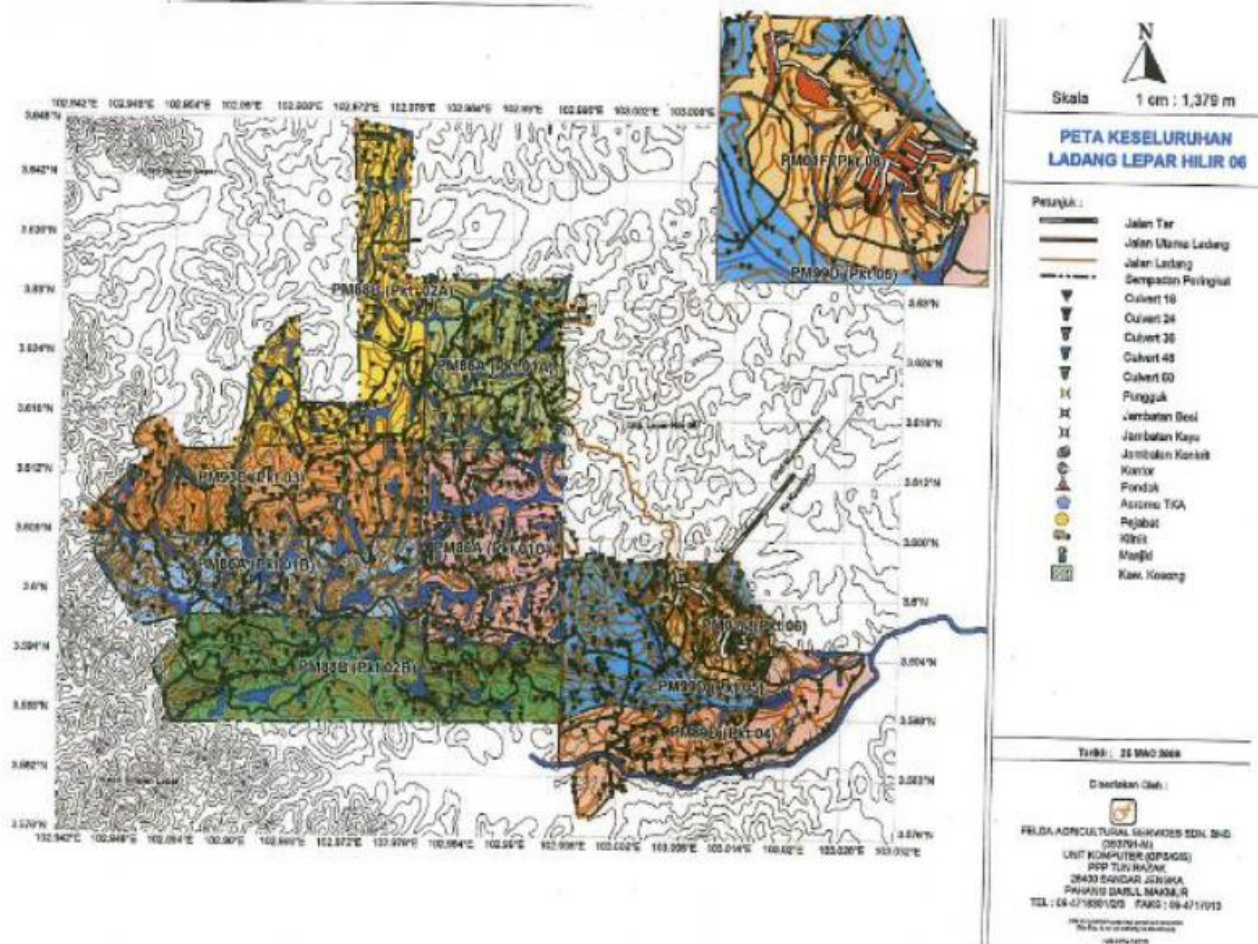
Appendix F: Location Map of FGVPISB Lepar Hilir Palm Oil Mill and Supply bases



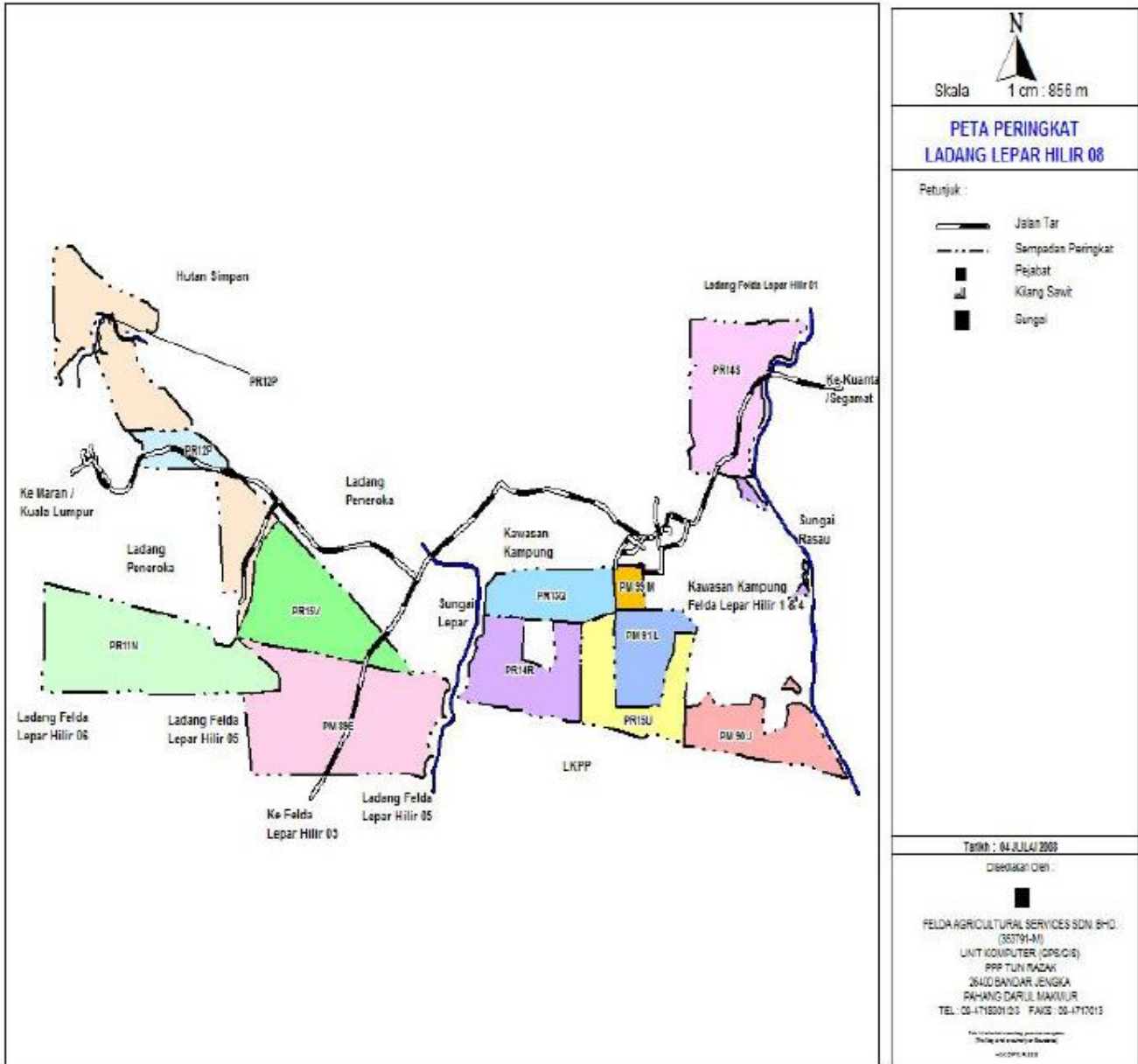
Appendix G: FGVP M Lepar Hilir 05 Estate Field Map



Appendix H: FGVP M Lepar Hilir 06 Estate Field Map



Appendix I: FGVPM Lepar Hilir 08 Estate Field Map



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

Not applicable

Appendix K: 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