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Figure 1. Location Map of KKS Chini 03 and Supply Bases

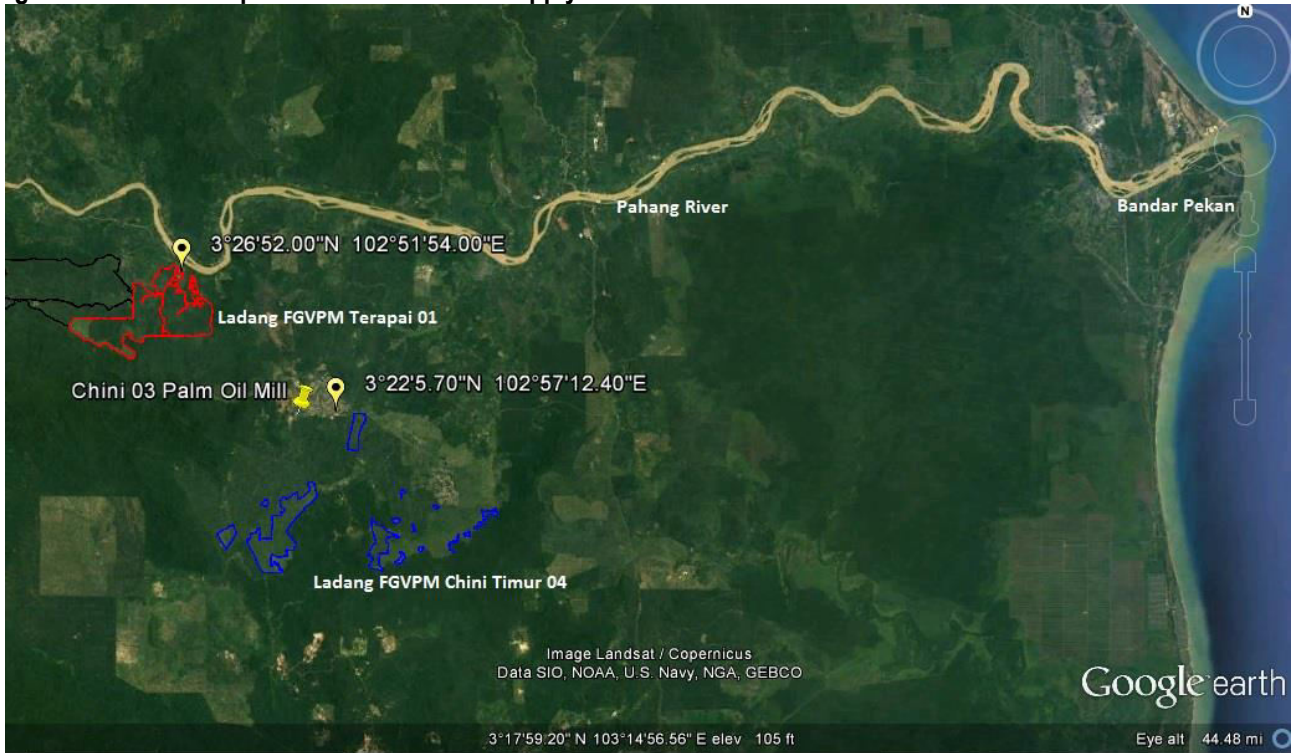


Figure 2. Operational Map of FGVP(M) Chini Timur 04

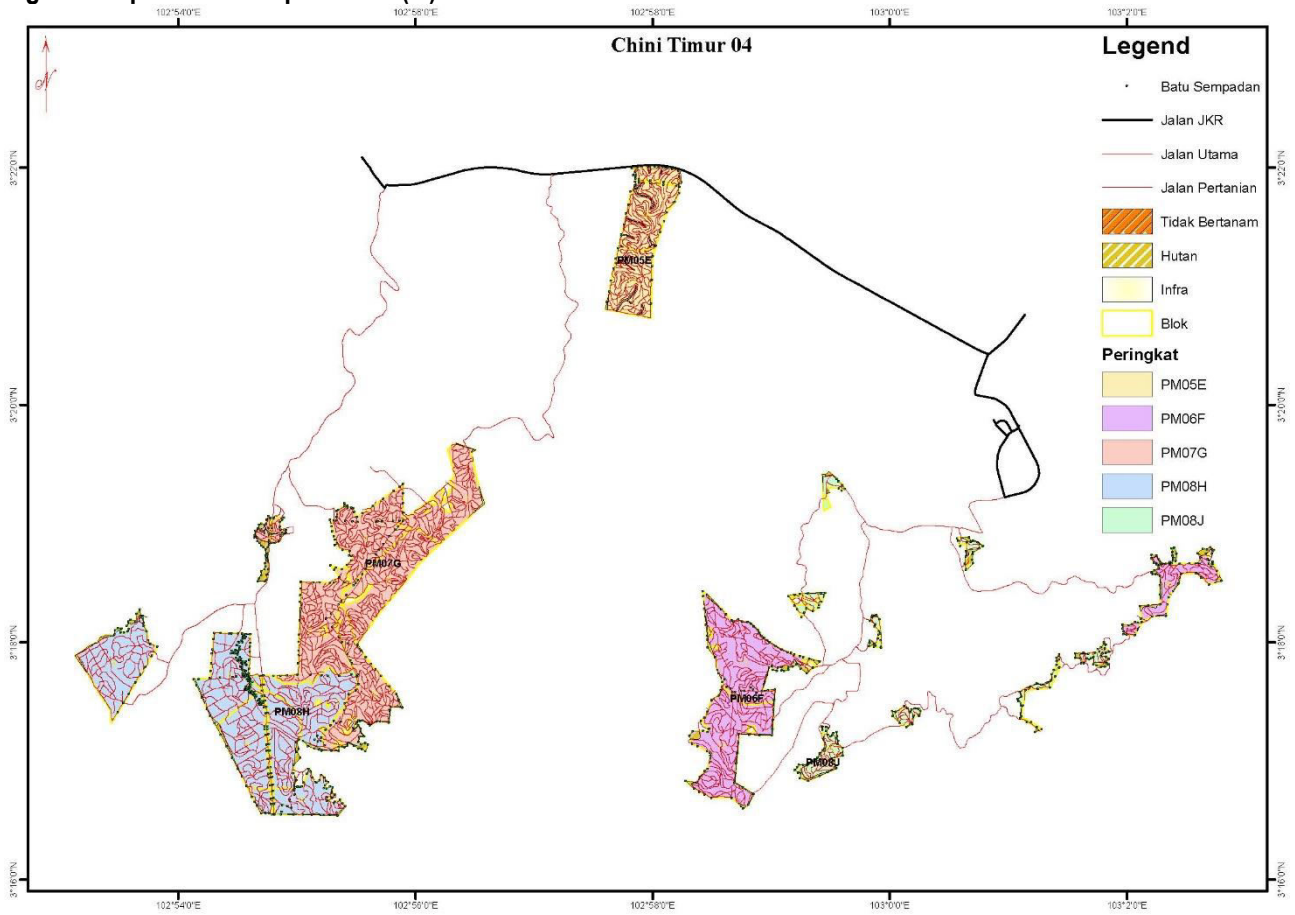
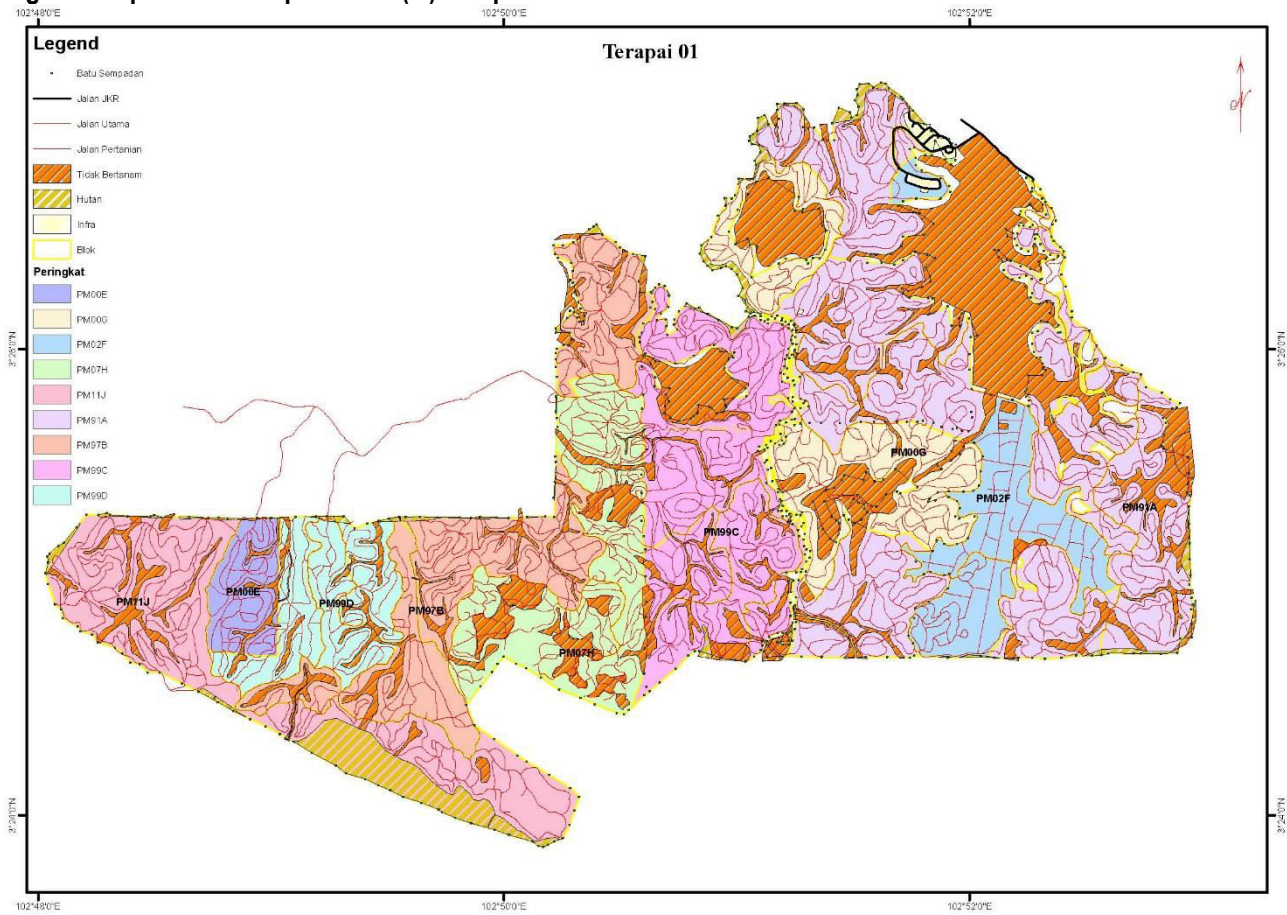


Figure 2. Operational Map of FGVP(M) Terapai 01



Abbreviations Used

BOB	: Barn Awl Boxes	IPM	: Integrated Pest Management
BOD	: Biological Oxygen Demand	ISO	: International Standard Organization
CB	: Certification Body	JTK	: Jabatan Tenaga Kerja
CDD	: Certification & Due Diligence	KER	: Kernel Extration Rate
CEMS	: Contionuous Emission Monitoring System	KKD	: Kelab kebijakan dayabudi
CEO	: Chief Executive Officer	KKS	: Kilang Kelapa Sawit
CePPOME	: Certified Environmental Professional in Palm Oil Mill Effluent	LSU	: Leaf Sampling Unit
CePSWaM	: Certified Environmental Professional in Scheduled Waste Management	MSDS	: Material Safety Data Sheet
CHRA	: Chemical Health Risk Assessment	MPOB	: Malaysia Palm Oil Board
CPO	: Crude Palm Oil	NGO	: Non-Government Organisation
DoE	: Departement of Environment	OER	: Oil Extration Rate
DoSH	: Department of Safety and Health	OHS	: Occupational Health and Safety
EFB	: Empty Fruit Bunches	PAIP	: Pengurusan Air Pahang
EIA	: Environmental Impact Assessment	PIC	: Personel In Charge
EKAS	: Eksekutif Kualiti Alam Sekitar	PK	: Palm Kernel
EM	: Estate Manager	POM	: Palm Oil Mill
ERP	: Emergency Response Team	PPE	: Personel Protective Equipment
ETP	: Effluent Treatment Plant	RSPO	: Roundtable on Sustainable Palm Oil
FASSB	: Felda Agriculture Service Sdn. Bhd	SDS	: Safety Data Sheet
FFB	: Fresh Fruit Bunches	SED	: Sustainability and Environment Department
FGV	: Felda Global Ventures	SCCS	: Supply Chain Certification System
FGVP(M)	: Felda Global Ventures Plantation Malaysia	SIA	: Social Impact Assessment
FOMEMA	: Foreign Workers Medical Exainations	SOP	: Standard Operating Procedure
FPI	: Felda Palm Industries	SPAN	: Suruhanjaya Perkhidmatan Air Negara
FPISB	: Felda Palm Industries Sdn Bhd	SSU	: Soil Sampling Unit
GAP	: Good Agriculture Practice's	SW	: Schedule Waste
GHG	: Green House Gases	TADIKA	: Taman Pendidikan Anak
HCV	: High Conservation Value	TSS	: Total Suspended Solid
HIRARC	: Hazard Identification Risk Assessment and Risk Control	WTP	: Water Treatment Plant
HRM	: Human Resources Management		

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • <i>Malaysian National Interpretation - RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors 6 March 2015.</i> • <i>RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 Revised on 14 June 2017 (Module D for CPO Mill)</i> 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	Felda Palm Industries Sdn Bhd subsidiary of Felda Global Ventures Holdings Bhd	
1.2.2	Contact person	Mr. Norazam Abdul Hameed	
1.2.3	Organisation address and site address	RSPO Registered Company: Felda Global Ventures Holding Berhad Level 20, Menara Felda Platinum Park, No. 11 Persiaran KLCC, 50088 Kuala Lumpur, Malaysia.	
1.2.4	Telephone	(+ 603) – 28591995	
1.2.5	Fax	(+ 603) – 28591311	
1.2.6	E-mail	norazam.ah@feldaglobal.com	
1.2.7	Web page address	http://www.feldaglobal.com	
1.2.8	Management Representative who completed the application for certification	Mr. Anthonius Sani	
1.2.9	Registered as RSPO member	1-0225-16-000-00, 27 December 2016	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	1 Palm Oil Mill (Kilang Sawit Chini 03) supplied by Estates: FGVP(M) Chini Timur 04 and FGVP(M) Terapai 01.	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Kilang Sawit Chini 3	Kilang Sawit Chini 3, 26690, Chini, Kuantan, Pahang Darul Makmur	3°21'58" N 102°55'54" E
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	FGVP(M) Chini Timur 04	Ladang Felda Chini Timur 04, Bandar DARA Chini, 26600, Pekan, Pahang Darul Makmur.	3°21'58"N 102°58'0.6"E
	FGVP(M) Terapai 01	Ladang Felda Terapai 01, W/P Paloh Hinai, 26600, Pekan. Pahang Darul Makmur	3°26'52" N 102°51'54" E

1.5	Description of Area Statement			
1.5.1	Tenure			
	• State		3,665.31 Ha	
	• Community		Ha	
1.5.2	Area Statement			
	• Total area		3,665.31 Ha	
	• Mature area		2,740.30 Ha	
	• Immature area		266.09 Ha	
	• Roads (Main road, subsidiary road)		291.82 Ha	
	• Drainage / river		4.64 Ha	
	• Infrastructure (Staff and workers Quarters, store etc.)		10.62 Ha	
	• Non economic area (swamp / shrubland)		279.54 Ha	
	• Conservation area (Hily area)		65.93 Ha	
	• Mill		6.37 Ha	
	• Buffer Zone*		1.80 Ha	
	<i>*Buffer zone included in planted area</i>			
1.6	Planting Year and Cycles			
1.6.1	Age profile of planting year			
	Planting Year	Hectarage (Ha)		
		FGVP(M) Chini Timur 04	FGVP(M) Terapai 01	Total
	1988	-	287.86	287.86
	1989	-	234.83	234.83
	1990	-	155.28	155.28
	1992	-	116.95	116.95
	1996	-	54.62	54.62
	1999	-	127.34	127.34
	2001	-	133.52	133.52
	2005	114.19	-	114.19
	2006	259.01	-	259.01
	2007	470.84	136.99	607.83
	2008	465.54	-	465.54
	2012	-	183.33	183.33
	2017	-	266.09	266.09
TOTAL	1,309.58	1,696.81	3,006.39	
1.6.2	New Planting area after January 2010	-	Ha	
1.6.3	Planting Cycle	2 nd Cycle		
1.7	Description of Mill and Supply Base			

1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Kilang Sawit Chini 3	45	208,806.83	42,805.40	20.50	10,440.34	5.00
	*Production data source from 12 months before assessment (March 2017 - February 2018)						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)	Supplied to Mill	
						FFB (tonnes/year)	%
	FGVP(M) Chini Timur 04	1,471.82	1,309.58	20,704.95	15.81	15,648.73	75.58
	FGVP(M) Terapai 01	2,193.49	1,696.81	19,332.16	11.39	18,361.03	94.98
	TOTAL	3,665.31	3,006.39	40,037.11	13.32	34,009.76	84.95
	*Production data source on March 2017 to February 2018 ±15% FFB production sent to other mills (KS Chini 02, Bukit Kepayam & Tementi) ** KS Chini 3 area included to FGVP(M) Chini Timur 04 : 6.37 Hectare						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	Felda Chini 1 (non-certified)	Felda Scheme Smallholders	360	1,324.65	14,513.17		
	Felda Chini 4 (non-certified)	Felda Scheme Smallholders	249	836.33	25,627.15		
	Felda Chini 5 (non-certified)	Felda Scheme Smallholders	73	213.43	5,823.13		
	FTP Chini 1 (non-certified)	FTP Scheme Smallholders	182	585.84	9,984.87		
	FTP Chini 4 (non-certified)	FTP Scheme Smallholders	229	1,063.25	20,423.68		
	FTP Chini 5 (non-certified)	FTP Scheme Smallholders	312	1,415.40	15,302.42		
	Abdullah Long Sdn Bhd (non-certified)	Independent smallholders / supplier	-	-	1,867.27		
	Risda Plantations (Tasik Gamum) - (non-certified)	Independent smallholders / supplier	-	-	5,160.68		
	Akit Bin Huat (non-certified)	Independent smallholders / supplier	-	-	840.35		
	Tan Hok Yan (non-certified)	Independent smallholders / supplier	-	-	346.29		
	Tai Chi (Timbang Salong) - (non-certified)	Independent smallholders / supplier	-	-	50,282.79		
	Ki Ma Trading (FELCRA Temai Seberang) - (non- certified)	Independent smallholders / supplier	-	-	22,068.44		
	MOHD RASLI BIN YUSOF (non-certified)	Independent smallholders / supplier	-	-	71.32		
	SAM CHIH LONG (non- certified)	Independent smallholders / supplier	-	-	243.00		
	CHONG MENG BIN BAKAR (non-certified)	Independent smallholders / supplier	-	-	378.73		
	ENG HUAT LATEX (non- certified)	Independent smallholders / supplier	-	-	1,121.02		
	ROSLINDA (non-certified)	Independent smallholders /	-	-	22.93		

	supplier			
EKTRAPALMA (non-certified)	Independent smallholders / supplier-	-	-	72.67
BAKTI MAS BINA (non-certified)	Independent smallholders / supplier	-	-	59.79
MPOB WILAYAH TIMUR (non-certified)	Independent smallholders / supplier	-	-	1.16
TEKNIK MAJU BINA (non-certified)	Independent smallholders / supplier	-	-	317.14
TMF PLANTATION (non-certified)	Independent smallholders / supplier	-	-	121.18
RIMBUNAN ERAT (non-certified)	Independent smallholders / supplier	-	-	147.89
TOTAL				174,797.07

*Source Production Data on March 2017 to February 2018

1.7.4	Product categories	FFB, CPO, PK
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1.8	Estimate Tonnage of Certified Product	
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1.8.1	Past Annual Claim Certified Product	Previous Certificate Claim to (tonnes/year)	Actual certified product to (tonnes/year)
	• FFB Production	NA	NA
	• CPO Production	NA	NA
	• Palm Kernel (PK) Production	NA	NA

*It will be verified on ASA-1

1.8.2	Product Selling	Actual selling product period until
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	• CSPO	NA
	• CSPK	NA
	• CPO under other scheme trading (e.g ISCC, RFS)	NA
	• CPO under conventional trading (if any)	NA
	• PK under other scheme	NA
	• PK under conventional trading (if any)	NA

* it will be verified on next surveillance.

1.8.3	Estimate of Certified FFB Claim
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Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)
FGVP(M) Chini Timur 04	1,471.82	1,309.58	21,500	16.42
FGVP(M) Terapai 01	2,193.49	1,696.81	20,000	11.79
TOTAL	3,665.31	3,006.39	41,500	13.80

*Projected FFB production for 11 May 2018 to 10 May 2019

** KS Chini 3 area included to FGVP(M) Chini Timur 04 : 6.37 Hectare

1.8.4	Estimate of Certified Palm Product Claim
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Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
			Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	

Kilang Sawit Chini 3	45	41,500	8,715	21.00	2,075	5.00	MB
*Projected CSPO and CSPK production for 11 May 2018 to 10 May 2019							
1.9	Other Certifications						
	ISO 9001:2015	QMS 03093 24 February 2017 – 11 August 2019					
	ISO 14001: 2004	EMS 00769 24 February 2017 – 14 September 2018					
	OHSAS 18001:2007	OHS 00691 dated 24 February 2017 – 23 February 2020					
	Others	-					
1.10	Time Bound Plan						
1.10.1	Time Bound Plan for Other Management Units						
	Management Unit		Estate (Supply Base)	Time Bound Plan	Location	Status	
	MILL	Time Bound Plan					
	Selancar 2B	2017	FGVP(M) Selancar 6 FGVP(M) Selancar 8 FGVP(M) Selancar 9	2017	Malaysia	Certified	
	Lepar Hilir	2017	FGVP(M) Lepar Hilir 5 FGVP(M) Lepar Hilir 6 FGVP(M) Lepar Hilir 8	2017	Malaysia	Peer Review	
	Aring A	2017	FGVP(M) Aring 2 FGVP(M) Aring 3 FGVP(M) Aring 4 FGVP(M) Aring 5 FGVP(M) Aring 6 FGVP(M) Aring 8 FGVP(M) Aring 10 FGVP(M) Aring 11	2017	Malaysia	Certified	
	Kechau B	2017	FGVP(M) Kechau 6 FGVP(M) Kechau 8 FGVP(M) Kechau 9 FGVP(M) Kechau 10	2017	Malaysia	Audited	
	Bukit Sagu	2017	FGVP(M) Bukit Sagu 4 FGVP(M) Bukit Sagu 6 FGVP(M) Bukit Sagu 7 FGVP(M) Bukit Sagu 8	2017	Malaysia	Certified	
	Keratong 09	2017	FGVP(M) Bera Selatan 5 FGVP(M) Bera Selatan 7 FGVP(M) Merchong FGVP(M) Keratong Timur FASSB Merchong	2017	Malaysia	Certified	
	Lepar Utara 6	2017	FGVP(M) Lepar Utara 7 FGVP(M) Lepar Utara 8 FGVP(M) Lepar Utara 9 FGVP(M) Lepar Utara 11	2017	Malaysia	Certified	
	Besout	2017	FGVP(M) Besout 6, FGVP(M) Besout 7	2017	Malaysia	Public Consultation	
	Kemasul	2017	FGVP(M) Mengkarak 1	2017	Malaysia	Certified	

		FGVP(M) Mengkarak 2			
Triang	2017	FGVP(M) Triang 2 FGVP(M) Triang Selatan 1 FGVP(M) Triang 4	2017	Malaysia	Audited
Lepar Utara 4	2017	FGVP(M) Lepar Utara 4 FGVP(M) Lepar Utara 10 FGVP(M) Lepar Utara 14	2017	Malaysia	Audited
Maokil	2017	FGVP(M) Maokil 6 FGVP(M) Maokil 7	2017	Malaysia	Certified
Palong Timur	2017	FGVP(M) Palong Timur 4/5 FGVP(M) PALONG TIMUR 06	2017	Malaysia	Audited
Selendang	2017	FGVP(M) Selendang 3 FGVP(M) Selendang 4 FGVP(M) Selendang 5 FGVP(M) Berabong 1	2017	Malaysia	Certified
Krau	2017	FGVP(M) Krau 2 FGVP(M) Krau 4	2017	Malaysia	Certified
Tenggaroh Timur	2019	FGVP(M) Tenggaroh 12 FGVP(M) Tenggaroh Timur 2	2019	Malaysia	
Chini 3	2018	FGVP(M) Terapai 1 FGVP(M) Chini Timur 4	2018	Malaysia	Audited
Nitar	2018	FGVP(M) Nitar Timur	2018	Malaysia	
Jerangau Baru	2018	FGVP(M) Rantau Abang 1 FGVP(M) Rantau Abang 2 FGVP(M) Chador 1	2018	Malaysia	Stage-1
Serting Hilir	2018	FGVP(M) Tembangau 3 FGVP(M) Tembangau 5 FGVP(M) Tembangau 6 FGVP(M) Tembangau 7 FGVP(M) Tembangau 8 FGVP(M) Tembangau 9 FASSB Serting Hilir	2018	Malaysia	Stage-1
Serting	2018	FGVP(M) Palong 17 FGVP(M) Palong 18 FGVP(M) Palong 21	2018	Malaysia	Stage-1
Kota Gelanggi	2018	FASSB PPPTR FASSB Kota Gelanggi 5/6	2018	Malaysia	
Kerteh	2018	FASSB Kerteh FASSB Semaring 01	2018	Malaysia	
Neram	2018	FGVP(M) Cherul 03	2018	Malaysia	
Keratong 3	2018	FGVP(M) Keratong 11	2018	Malaysia	
Tenggaroh	2018	FGVP(M) Tenggaroh 9 FGVP(M) Tenggaroh 11 FGVP(M) Tenggaroh 13	2018	Malaysia	Stage-1
Chiku	2018	FGVP(M) Ciku 4 FGVP(M) Ciku 8	2018	Malaysia	
Keratong 2	2018	FGVP(M) Bera Selatan 3	2018	Malaysia	
Jengka 21	2018	FASSB Jengka 24/25	2018	Malaysia	
Adela	2018	FGVP(M) Kledang 02	2018	Malaysia	

Bukit Kepayang	2018	FGVP(M) Terapai 3	2018	Malaysia	
Belitong	2018	FASSB Ulu Belitong FGVP(M) Bukit Tongkat B	2018	Malaysia	
Kulai	2018	FASSB Bukit Besar/Taib Andak	2018	Malaysia	
Penggeli	2018	FGVP(M) Inas Selatan	2018	Malaysia	
Chalok	2018	FGVP(M) Setiu 1	2018	Malaysia	Stage-1
Tementi	2018	FGVP(M) Bera Selatan 1 FGVP(M) Bera Selatan 4	2018	Malaysia	
Kalabakan	2019	FGVP(M) Kalabakan Utara 1 FGVP(M) Kalabakan Tengah 1 FGVP(M) Kalabakan Selatan	2019	Malaysia	
Kembara Sakti	2019	FGVP(M) Sahabat 30 FGVP(M) Sahabat 35 FGVP(M) Sahabat 40 FGVP(M) Sahabat 41 FGVP(M) Sahabat 42 FGVP(M) Sahabat 43	2019	Malaysia	
Nilam Permata	2019	FGVP(M) Sahabat 50 FGVP(M) Sahabat 51 FGVP(M) Sahabat 52 FGVP(M) Sahabat 53 FGVP(M) Sahabat 54	2019	Malaysia	
Hamparan Badai	2019	FGVP(M) Sahabat 23 FGVP(M) Sahabat 24 FGVP(M) Sahabat 26 FGVP(M) Sahabat 28 FGVP(M) Sahabat 31 FGVP(M) Sahabat 33 FGVP(M) Sahabat 34 FASSB Tambisan	2019	Malaysia	
Mercu Puspita	2019	FGVP(M) Sahabat 7 FGVP(M) Sahabat 46 FGVP(M) Sahabat 48 FASSB Sahabat 6	2019	Malaysia	
Lancang Kemudi	2019	FGVP(M) Sahabat 10 FGVP(M) Sahabat 36 FGVP(M) Sahabat 38 FGVP(M) Sahabat 39 FGVP(M) Sahabat 44 FGVP(M) Sahabat 45	2019	Malaysia	
Pontian United Plantation	2019	Pontian Fico Pontian Subok Pontian Orico Pontian Pendirosa Pontian Kuril Pontian Hilco Rawajaya Sdn Bhd	2019	Malaysia	

		Blossom Plantation Sdn Bhd			
Embara Budi	2019	FGVP(M) Sahabat 11 FGVP(M) Sahabat 12 FGVP(M) Sahabat 17 FGVP(M) Sahabat 56 FGVP(M) Sahabat 20 FGVP(M) Sahabat 21 FGVP(M) Sahabat 22 FGVP(M) Sahabat 25	2019	Malaysia	
Baiduri Ayu	2019	FGVP(M) Sahabat 9 FGVP(M) Sahabat 16 FGVP(M) Sahabat 55	2019	Malaysia	
Umas	2019	FGVP(M) Umas 5 FGVP(M) Umas 6	2019	Malaysia	
Sampadi	2019	FGVP(M) Sampadi 1 FGVP(M) Sampadi 3 FGVP(M) Sampadi 4 FGVP(M) Sampadi 5 FGVP(M) Sampadi 6	2019	Malaysia	
Bukit Mendi	2019	Felda Settlers	2019	Malaysia	
Jengka 8	2019	Felda Settlers	2019	Malaysia	
Jengka 18	2019	Felda Settlers	2019	Malaysia	
Jengka 3	2019	Felda Settlers	2019	Malaysia	
Padang Piol	2019	Felda Settlers	2019	Malaysia	
Sg. Tengi	2019	Felda Settlers	2019	Malaysia	
Mempaga	2019	Felda Settlers	2019	Malaysia	
Pasoh	2020	Felda Settlers	2020	Malaysia	
Kemahang	2020	Felda Settlers	2020	Malaysia	
Tersang	2020	Felda Settlers	2020	Malaysia	
Selancar 2A	2020	Felda Settlers	2020	Malaysia	
Chini 2	2020	Felda Settlers	2020	Malaysia	
Trolak	2020	Felda Settlers	2020	Malaysia	
Semenchu	2020	Felda Settlers	2020	Malaysia	
Jerangau Barat	2020	Felda Settlers	2020	Malaysia	
Panching	2020	Felda Settlers	2020	Malaysia	
Bukit Besar	2020	Felda Settlers	2020	Malaysia	
Kahang	2020	Felda Settlers	2020	Malaysia	
Waha	2020	Felda Settlers	2020	Malaysia	
Air Tawar	2020	Felda Settlers	2020	Malaysia	
Lok Heng	2020	Felda Settlers	2020	Malaysia	
FGV Asian Plantation Milling Plantation	2021	Inco Setia Sdn Bhd Kronos Plantation Sdn Bhd Fortune Plantation Sdn Bhd BJ Corporatio Sdn Bhd	2021	Malaysia	
FGV Yapid MAS (Golden Land)	2021	15 Estate : Sri Kehuma	2021	Malaysia	

		Yapidmas AE Tanah Emas Corporation Bhd Ladang Kluang Yapidmas D Sri Mosta 1 Sri Mosta 2 Sri Mosta 3 Cepat Ringgit A Cepat Ringgit B Cepat Ringgit D Karamuak Sg Milian Sg Imbak Kuamat Sg Imbak Kuamat			
PT Citra Niaga Perkasa	2021	PT Citra Niaga Perkasa Estate	2021	Indonesia	
PT Temilia Agro Abadi	2021	PT Temila Agro Abadi Estate	2021	Indonesia	
FGV Estates without FGV Mill	2021	FGVP(M) Paloh Estate FGVP(M) Tawai 1 FGVP(M) Lawin Tengah	2021	Indonesia	
Based on time bound plan on 2017, total mill that FGVP(M) have 70 mills and no one has had certified. in 2017 FGVP(M) plans to conduct RSPO certification process (Initial Assessment) at 16 mill for 2017. The progress of certification process will be observed on next assessment.					
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard				
	Kilang Sawit Chini 03 receive FFB from scheme smallholder and independent outgrower. Progress of associated smallholders is still on socialization stage to the smallholders. The company will prepare this matter after they get certified for their mill. The process of RSPO certification for scheme smallholder will be observed on next assessment.				

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ST-2	<p>1. Trismadi Nurbayuto (Lead Auditor). Indonesia Citizen, Bachelor of Economics from the Department of Agribusiness, Faculty of Economics and Management, Bogor Agricultural University. Specialists for Environmental Social Impact Assessment (SEIA) and High Conservation Value (HCV). Has attended several training such as: HCV, Auditor for Indonesian Sustainable Palm Oil (ISPO) training, Auditor/Lead auditor Management System Certification (ISO 9001-2008), RSPO Lead Auditor training, and RSPO Next training. Previously worked in the private oil palm plantations, became HCV assessor who registered at the Roundtable on Sustainable Palm Oil (RSPO) until 2014. He has been involved in the SEIA and Identification of HCV in Plantation company. Fluent in Bahasa and Malay. At the time of audit, has verify aspect of Legal and Social Impact Assessment.</p> <p>2. Leonada (Auditor). Indonesia Citizen, Bachelor of Agricultural Cultivation Department of Agriculture, Faculty of Agriculture, Department of Plant Breeding and Seed Technology, Bogor Agricultural University. Having experience of more than five years working as a plantation operations staff and Sustainability in the Indonesian palm oil private plantation company and is currently working on independent certification bodies as auditor. Training have been followed are: Auditor Training Indonesian Sustainable Palm Oil (ISPO), Training of RSPO lead auditor, ISO 17021; 2011, ISO 17065; 2012, ISO 19011; 2011, Lead Auditor ISO 9001; 2008, ISO 14001; 2005, Training Management Development Program Agronomy, training analysis base solution for operation, training integrated Pest Management (IPM), training Use of limited Pesticides, Training Management of Waste Pesticides and Fertilizers, training mediation and conflict resolution, general safety specialist training General specialist and Health and safety management system (SMK3) Auditor. During this audit, He conducted an assessment on long term business plan, best management practices and SCCS.</p> <p>3. Ebnu Kholdoon Shawal (Auditor). Malaysia Citizen. Graduated with Bachelor of Civil Engineering from University Tenaga Nasional in Malaysia. He has been completed the ISO 9001 : 2008 QMS, RSPO Lead Auditor, Lead assessor course for RABQSA – QM 785 (Exemplar Global) certified. He has an experience regarding the safety, health and environmental standard for construction works as an engineer for 1 year. He is fluent in local language. He has gone for various RSPO audits. Fluent in Bahasa, Malay and English. At the time of audit, has verify aspect of Worker Welfare, HCV, and GHG Emissions.</p> <p>4. Mohd. Hairimi Ali (Auditor). Malaysia Citizen, graduated from University Kebangsaan Malaysia with a Masters of Social Science (Social and Environmental Impact Assessment) and Bachelor of Social Sciences with Honours (Geography). Registered as assistant consultant on Social Impact Assessment with DOE Malaysia AC 1105, and certified on CESSWI 3756 (Certified Erosion Sediment and Storm Water Inspector). He was involved for past 5 years in environment auditing and in Social and Environmental Impact Assessment Report (EIA and SIA). During this assessment he was audit on Worker Welfare, Occupational Health and Safety Aspect.</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ST-2	<p>Number of auditors : 4. auditor Number of days for ST-2 at site : 4 days Number of working days for ST-2 at site : 16 Working days</p>
2.2.2	Assessment Process
ST-2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kilang Sawit Chini 3 to the requirements of Malaysian National Interpretation - RSPO MY-NIWG of Principles and Criteria (P & C) for Sustainable Palm Oil Production endorsed by RSPO Board of Governors 6 March 2015 and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014, Revised on June 2017 (Module D / E for CPO Mill)</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or substances from required documents; (2) interview, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site.</p>

Some opportunities for improvement of the results ST-2 delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (ASA-1).

The assessment program please find Appendix 2

2.2.3 Locations of Assessment

ST-2 The number of management units of this activity consists of two estates that supply material FFB to the Kilang Sawit Chini 3. In conducting the assessment, auditor team using formula $0.8 \sqrt{y}$ to determine the sample of and consider the issue of problems arising from the stakeholders as fundamental and critical. Based on this formula, the team of auditors determine the location of sample is 1 unit mill, 2 estates (FGVP(M) Chini Timur 04 Estate and FGVP(M) Terapai 01 Estate).

Kilang Chini 3 Mill

1. **Weighbridge.** Observation and interview with Weigh Bridge Operator towards FFB reception, product delivery, training/socialization, weigh device calibration and OHS.
2. **Loading Ramp.** Observation regarding on OHS aspect and interview with workers regarding on employment aspects.
3. **Sterilizer, boiler and engine room.** Observation and interview regarding to the implementation of OHS and employment aspects.
4. **Workshop.** Observation and interview with mechanic and welder related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
5. **Hoisting Crane.** Observation and interview with operator related personnel understanding over the applicable SOP, infrastructure in mill, the implementation of occupational health and safety, medical examination, trainings from company and worker welfare.
6. **Hazardous waste warehouse.** Field observations related to the fulfillment of the attributes health and safety, recording, and the implementation of compliance requirements hazardous waste temporary warehouse.
7. **Solid Waste.** Observation of the management of Solid waste consist of EFB, fiber and shell from the production process of mill.
8. **Mill Drainage.** Observations mill effluent lines, sanitation mill and flow of leaching mill.
9. **Sedimentation Trap Pond.** Observation on rainfall flows system on the mill.
10. **Effluent Treatment Plant.** Field observations related to Ban to entry to Effluent Treatment Plant, run off, testing of effluent. Officers equipped with PPE and Recording of effluent debit effluent.
11. **Chemical material warehouse.** Field observations related to the fulfillment of health safety as well as interviews with a warehouse clerk of safety health.
12. **WTP.** Observations and interviews related to water management, recording of water use, health checks, PPE and waste management.
13. **Hydrant.** Simulate the facility of emergency.

Chini Timur 04 Estate

1. **Boundary Pole, Block 11.** Observation of availability and maintenance of boundary poles, bordering with Felda.
2. **Buffer Zone of Cengkuy River, Block 11.** Observation of buffer zone management.
3. **Boundary Pole, Block 11.** Observation of availability and maintenance of boundary poles, bordering with Ibam Protection Forest.
4. **Landfill, Block 13.** Observation on domestic waste management.
5. **Boundary Pole, Block 16.** Observation of availability and maintenance of boundary poles, bordering with Feld Chini Timur 02.
6. **Boundary Pole, Block 17.** Observation of availability and maintenance of boundary poles, bordering with Feld Chini Timur 02.
7. **Boundary Pole, Block 17.** Observation of availability and maintenance of boundary poles, bordering with Feld Chini Timur 03.
8. **Chemical weeding, Block 16.** Observation and interview with herbicide applicator and supervisor regarding to

- chemical weeding procedure, safety work procedure, payments, worker welfare, complaint mechanism etc.
9. **Harvesting, Block TM06F.** Observation and interview with harvester and supervisor regarding to harvesting procedure, safety work procedure, payments, worker welfare, complaint mechanism etc.
 10. **Barn Owl Box Block 16.** Observation rat control by using natural predator *Tyto alba*.
 11. **Buffer Zone of Mentiga River.** Observation of buffer zone management.
 12. **EFB Application, Block 11.** Observation of EFB application to maintain soil fertility especially in less fertile area.
 13. **Fertilizer Store.** Observations relating to the implementation of hazardous material storage, OHS, training and labor management.
 14. **Pesticide Store.** Field observations related to the fulfillment of health safety as well as interviews with a warehouse clerk of safety health.
 15. **Mixing area.** Observation of chemical management, the MSDS are available on place, interview with the personnel in charge regarding to the procedure implementation and OHS aspect
 16. **Housing Area.** Observation the availability of infrastructure such as housing, water and electricity facilities, fire extinguisher, education facilities, religious facilities, health facilities, domestic wastemanagement, childcare and sports facilities.

Terapai 01 Estate:

1. **Boundary Pole No. 110, 86 & 84, Field PM 00 G.** Observation of availability and maintenance of boundary poles, bordering with Chini Protection Forest.
2. **Buffer Zone of Tereuk River, Field PM 99 C.** Observation of buffer zone management.
3. **Landfill, Field PR 18 L.** Observation on domestic waste management.
4. **Barn Owl Box Block 99C.** Observation rat control by using natural predator *Tyto alba*.
5. **Harvesting, Block 22.** Observation and interview with harvester and supervisor regarding to harvesting procedure, safety work procedure, payments, worker welfare, complaint mechanism etc.
6. **EFB Application, Block 9C.** Observation of EFB application to maintain soil fertility especially in less fertile area.
7. **Manuring, Block 17K.** Observation and interview with fertilizer applicator and supervisor regarding to manuring procedure, safety work procedure, payments, worker welfare, complaint mechanism etc.
8. **Chemical weeding, Block 17K.** Observation and interview with herbicide applicator and supervisor regarding to chemical weeding procedure, safety work procedure, payments, worker welfare, complaint mechanism etc.
9. **Hilly area Block 17K.** Observation slope management
10. **Replanting Area block 18L.** Observation replanting programme and procedures.
11. **Fertilizer Store.** Observations relating to the implementation of hazardous material storage, OHS, training and labor management.
12. **Pesticide Store.** Field observations related to the fulfillment of health safety as well as interviews with a warehouse clerk of safety health.
13. **Mixing area.** Observation of chemical management, the MSDS are available on place, interview with the personnel in charge regarding to the procedure implementation and OHS aspect
14. **Housing Area.** Observation the availability of infrastructure such as housing, water and electricity facilities, fire extinguisher, education facilities, religious facilities, health facilities, domestic wastemanagement, childcare and sports facilities.

Stakeholder Consultation

Surrounding communities. Interviews related to the issue of environmental pollution, land conflict issue, the company's contribution to society and the impact of corporate activities.

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ST-2	Consultation of stakeholders for Kilang Sawit Chini 3, FGVP(M) Chini Timur 04 and Terapai 01 held by: <ol style="list-style-type: none"> 1. Public announcement at web www.mutucertification.com and www.rspo.org on 26 January 2018. 2. Public consultation by interview with locals of the nearby and local contractor and smallholders on 7 March 2018. 3. Consultation meeting and interview with Internal Stakeholder (labour union and gender committee) on 7 March

	2018
	4. Consultation with NGO (Malaysian Nature Society (MNS) Kuala Lumpur, UNION – AMESU, Centre for Environment, Technology and Development, Malaysia – CETDEM, National Council of Welfare & Social Development Malaysia – NCWSDM via email on 21 February 2018.
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-1) will be determined at least 9-12 months approval of RSPO certification process by CB.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Kilang Sawit Chini 3 – FPISB operation consisting of one (1) mill and two (2) oil palm estates.

During the assessment, there are two (2) Nonconformities assigned against Major Compliance Indicator; two (2) Nonconformities assigned Minor Compliance Indicators and four (4) opportunities for improvement were identified.

Further explanation of the non-conformances raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective actions that had been reviewed and accepted by Auditors in form of documentation evidences e.g. (document record/photographic) and field visit. Those corrective actions taken that consist of two (2) Major Nonconformities had been closed out shall be verified during next assessment.

MUTUAGUNG LESTARI found that Kilang Sawit Chini 3, FPISB, *complied* with the requirements of Malaysian National Interpretation (MYNI), March 2015 and RSPO Supply Chain Certification Standard November 2014, revised on 14 June 2017 for CPO Mill.

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **issued**.

Ref Std.	VERIFICATION RESULT of MUTU-Certification
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY	
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.	
<p>1.1.1 The management Unit of FGV had updated the stakeholder list for both mill and estate. The stakeholder list had been divide into two section which is internal stakeholder and external stakeholder dated 20th February 2018. The updated list comprising the local stakholders including Auxilliary police of FGV, Chairman of Jawatankuasa Kesihatan Pekerjaan, Tok Batin Kg Tanah Merah ,Settlerini 1, Chini 2, and Chini 3, all FELDA Managers Chini 1, Chini 2 and Chini 3, Clerk for workers welfare, assistant managers, and workers representative for Bangladeshi, Indian and Indonesian. As for the external stakeholders, the list also include the local contractors (Tan Yee Seong Enterprise, Faizal JA Maju Enterpires) Tadika Kemas, Kindergarten PERMATA Chini, Police Station Chini, BOMBA Kuala Rompin, and Wildlife Department Muadzam Rompin. Based on the documentations, sighted the management unit had done external stakeholders that include both internally and external stakeholders for FGV Chini 3 Mill, FGV Terapai 1 and FGV Chini Timur 4. The Stakeholders had been done on 26th February 2018 at Chini Complex Pekan Pahang that involve all parties related to the FGV operation. Sighted form the document attendant list of the related stakeholders that involve direct and indirect form operation of FGV Chini 3.</p> <p>The stakeholders are aware regarding type information during the stakeholder meeting and has been briefed by FGV management and regarding the information that can be obtained from FGV and they are aware of the company procedure of communication “<i>Komunikasi, Penglibatan dan Rundingan – FGV/ML-1A/L2- Pr12</i>” procedure for internal and external communication. Time frame for External Communication is 2 weeks from date of receiving the information and 1 weeks for investigation. External communication has been made a chart through the safety policy, social aspect, and external complain forward to estate manager then estate will comment and investigate, grievance procedure and all external communication will be recorded. The information and procedure are made aware by the management through muster</p>	

morning meeting and policy related to it has been displayed at morning roll call meeting and workshop. FGVP(M) also had established a procedure of SOP related to grievance and response to stakeholder referring to “*Prosedur menangani Aduan dan Rungutan*” (effective date 1st June 2016) FGV/ML-1A/L2-Pr13 (revision 0). Arising matter will be discussed through following steps :

- SOP of constructive response : in 1 weeks discussing the matter with the executive
- After discussion management unit has to settled the problem as soon as possible
- Internal : 7 working days started from date of reporting (second stage)
- Head of department should settled the problem in 14 working days.
- External communication response : 2 weeks from the date of reporting
- 1 week to settle the investigation (if any)
- Media and external stakeholder announce through allowed from Human resource Unit.

The management unit also has stakeholders list dated 20 February 2018, such as: Auxilliary Police, Head of Tanah Merah Village, Felda Chini 1, 2 and 3 Managers; Forestry Agency, Contractor local, Malaysia Palm Oil Board, etc. Sighted the representative of each estate and Mill to update and communicate for the external issues arising which are the manager of each unit as for FGV Chini Timur 04 and Terapai 01 Estate.

1.1.2

Sighted a clear timeline available from the SOP and person in charge of handling the request which are :

- Sighted a report form reporter wife of workers dated 16/8/2017 reported about the broken house “tombol pintu rosak”, torn mosquito net, and broken switch plug. Report has been taken care on 30/8/2017 and approved by assistant manager.
- Sighted also the form of feedback related to stakeholder at housing area FGV of FGV Terapai 1 that include the aim of RSPO being taken into account such as suggestion to FGV for improving the aspect of sustainability, etc.
- Sighted a record form workers report from (worker), date of report 8th September 2017 (regarding the salary) has been repaired on 11th June 2017 verified by Manager of FGVP(M) Malaysia Sdn Bhd

The management unit has procedure number FGV/ML-1A/L2-Pr13, the time line for response the information request are 7 days for internal stakeholders and 2 weeks for external stakeholders. Based on the observation, site verification and interview on the ground, the company had taken action regarding the request from internal stakeholders timely and appropriate. Record of request information related to incoming and outgoing letter from internal and external stakeholder has been maintained in the record book of incoming and outgoing letter. FGVP(M) had assigned for the workers relation person for each estate names as “*Kerani Hal Ehwal Pekerja*” that will be in charged any problem, grievances , complaint and request made by the workers as representative for Management unit

Status: Comply

1.2

Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.

1.2.1

Felda Global Ventures Plantations Malaysia Sdn Bhd has made publicly available the related document listed by the standard. It include the Land title of the management unit (mill and supply bases), license of SPAN, generator set, OSH plan of the mill and estate, risk assessment, mitigation plan (HIRARC document), Environmental Management Plan (EMP) and Environmental Risk Assessment (EIA) aspect and impact of the plantations activity towards the environment, waste management plan of scheduled waste and domestic waste were made available at the estate and mill.

Felda Global Ventures Plantations FGVP(M) had also documented the Social Impact Assessment (SIA) at estate involving the settlers and mill accordingly, together with Biodiversity Report for FGVP(M) Chini 04 and Terapai 01 Complexes prepared by CDD Unit dated 5th May 2017 for the identification of flora species, river and water catchment area. Pollution prevention plan (PPR), waste management plan, communication procedure to internal and external parties(document FGV/ ML-1A/ L2 Pr 13- issued no 1 and revised 0), and also include all the company policy (e.g : human right policy,

recycling policy, no open burning policy, code of ethical conduct and integrity policy, sexual harassment policy, Gender Policy and right of reproduction policy. Sighted also the Human Right policy dated 1st June 2014 approved by CEO of FGV Holdings have been made available at all estate and management unit of FGVP(M) as per field visit and document verification.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

1.3.1

The company Felda Global Ventures Plantations had set up the policy of code ethical conduct documented and communicated to all level of workforce and third party contractor. The company has input all the elements of prohibitions of all forms of corruption, bribery and fraudulent of funds into the code of conduct. Its include the elements such as :

Code ethical conduct made available at the estate and Mill referring to '*Polisi Kod Etika Kerja dan Integriti*' approved by Group Chief Executive dated 1/6/2014:

- Reject practices of corruption, and breaking trust
- Rid of any conflict of interest
- Implement business management with sincere , honest and fair
- protect the confidentiality of information
- Increase the level of professionalism

The code of ethical conduct has been made in Bahasa and English language and been communicated to the workers in Bahasa due to workers understood the language. The communication of policy has been done on morning roll call and displayed on the notice board at the hostel area. Sighted the notice board at the office management and roll call area. Sighted a talk for the policy has been socialized between the management and workers dated 8th June 2018 attended by 49 workers and staff and the policy has been clearly explained the code of ethical conduct policy. Base on the interview with the contractors also, the management had given them copy of booklet and company policy and sign the acceptance letter of receiving the booklet that the contractors will adhere to the company policies. Based on the interview and field visit made, the external stakeholders are also understand the policy and code of ethical conduct of FGV where is no present should be given for any occasion. Sighted in the office, the banner of no present policy at FGVP(M) management unit.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

2.1.1

The management unit has shown the compliance of local, national, international laws and regulation, such as:

- MPOB license; KKS Chini 03 number 94626003000; Chini 04 Timur Estate number 558965002000; and Terapai 01 Estate number 558961002000.
- DOE license KKS Chini 03 number 003324 valid to 30 June 2018 with capacity maximum: 54 MT/hours.
- Water extraction from State of Pahang for KKS Chini 03 and Terapai 01 Estate number SWUL/LPSA/24/2017 (renewal dated 11 January 2018 to *Badan Kawal Seljar Air, Pejabat Setiausaha Kerajaan Pahang*).
- Diesel Tank License for KKS Chini 03 number 01002982; Chini 04 Timur Estate number C016629; Terapai 01 Estate number C011067.
- There are certificate of fitness and inspection dated 4 July 2017 from JKPP, for example: Boiler Petra (PH PMT 593); Steam Receiver (PH PMT 3108) and Sterilizer (PMT 94954)
- The Mill has 6 boiler mans and 2 charge mans. For example: Lamri Bin Saat (Boiler man number H/ED/18/03 grade 1 dated 22 April 2003) and Abd Razak Bin Zainal Abidin (Charge man number PJ 10902284 dated 11 August 2011).
- SPAN License for KKS Chini 03 number SWUL/LPSA/21/2017 dated 6 December 2016, the renewal process to Government dated 16 January 2018.
- SPAN License for Terapai Timur 01 Estate on process, the management unit was applied dated 6 March 2018.

- Electrical Act 1990 in KKS Chini 03 number 2017/01772,
- Permit reduction of workers salary from *Jabatan Tenaga Kerja Semenanjung Malaysia* number PP 3/34/1385
- Permit to Purchase, store & use of sodium hydroxide register number CC0094/2017 for KKS Chini 03.
- CHRA by The Teong Beng valid till 6 February 2020 in KKS Chini 03;
- Machines inspection on 2017 by JKKP for 31 machines dated 4 July 2017 in accordance to Act 1967/Regulations, 1970 Regulation 10 (20) for *Pengandung Tekanan Tak Berapi*.
- Work permit for foreign workers such as Indonesian Worker with Passport: AM 029875 valid to 28 January 2021 with work permit number: KDN/16031/ELA/VL4208103 valid to 23 June 2018.
- There is 6 boiler man and 2 charge man in KKS Chini 03 that has been in accordance with Factories and Machinery (Persons-in- charge) Regulations, 1970.
- The EQA (Precribed Premises) (Crude Palm Oil) Regulation 1977 that kept in mill office.
- The Latest of Additional Noise Exposure Monitoring under Regulation 12 dated 30 June 2011. This assessment include: Noise Exposure & Boundary Noise Monitoring, Audiometric Testing, Mineral Dust Monitoring, Lead Dust/Fume Monitoring, Chemical Monitoring, Chemical Health Risk Assessor, Ambient Air Quality Monitoring, Heat Stress Index, Iso-Kinesis Stack Emission Monitoring, Indoor Air Quality Survey, Waste Water Analysis, Illumination Level, Offshore Project, ect. Monitoring results on 20 June 2011, such as: Press Station: 90.1 dB, Press Station: 90.6 dB, Oil Clarification Plant: 90.5 dB, Kernel Plant: 88.4 dB, Boiler house/engine room 90.5 dB, and Workshop: 83.8 dB. The hearing conservation training program (once in two years), annual audiometry test result was observe. Therefore based on field observation at Boiler Station, sighted that operator was usage ear plug. The high noise warning sign was available on stations, such as: sterilizer, boiler and engine room.

Not all relevant legal requirement has been complied. **(It was raised as nonconformity No. 2018.1)**

Based on document verification at KKS Chini 03, sighted the management unit had proposed CePSWaM application to the Training Unit of FPISB in Head Quarters for Muhammad Helmi Bin Jaafar dated 8 August 2017 and Muhammad Azwan Bin Muhammadun Basar dated 6 February 2018. And also proposed the CePPOME application to the training unit of FPISB in Head Quarters for Muhammad Helmi Bin Jaafar dated 1 February 2018. However there are no evidence that application has been proposed to the Department of Environment.

2.1.2 & 2.1.3

There is a “Legal & Requirements Register” established by the CDD (Certification and Due Diligent) and sent to each estate and mill. The evaluation of compliance is conduct once a year by manager and assistant manager of each management unit in accordance with procedure “*Pematuhan Undang-Undang dan Keperluan Lainnya*”. Based on the evaluation on January 2018, among the legal & other requirements evaluated were Factories & Machinery Act 1967, Classification, labelling & Safety data Sheet of Hazardous Chemicals Reg 2013, Pesticide – labelling Reg. 1984, OSH 1994 and EQA 1974.

2.1.4

FGVP(M) already has procedures for changes / update of legislation in “*Prosedur Undang-Undang dan Keperluan Lainnya*”. The source of regulation update is based on government act book, relevant industry associations, relevant government departments (such as Department of Environmental, Department of Safety and Health, Department of Labor), National Occupational Safety and Health Institute and MPOB. Each management has had PIC to update the relevant regulation.

2.1.1 Status: Nonconformity No. 2018.01 with major category

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

Management unit of KKS Chini 03 owned by Felda Palm Industries Sdn Bhd and is located at Mukim Penyor, Daerah Pekan, Negeri Pahang, Malaysia. The management unit have a clear legal lease from the state government in form of land use right (*Geran Hak Milik Sementara Tanah*) for an area of 3,686.118 Ha, the details are as follows: KKS Chini 03 (6.368 Ha); FGVP(M) Terapai 01 Estate (2,214.30 Ha) and FGVP(M) Chini Timur 04 Estate (1,465.45 Ha). List of land

use title on each unit can see on below table:

Unit	No Grant	Area (Ha)
KKS Chini 03	HSD 3568 year of 1998	6.368
FGVP(M) Chini Timur 04	Warta Kerajaan Negeri Pahang No. PW 1485 Year of 1975 (total area 3,530 Ha include Chini Timur 02 Complex, Chini Timur 03 Complex and Chini Timur 04 Complex)	1,465.45*
FGVP(M) Terapai 01	HSD 3724 year of 2004	465.5
	HSD 3725 year of 2004	216
	HSD 3726 year of 2004	334.3
	HSD 3727 year of 2004	282.3
	HSD 3728 year of 2004	916.2
Total		3,686.118

Based on document verification and interview with Chini Timur 04 sighted that total area from *Kerajaan Negeri Pahang* is 3,530 Ha including Chini Timur 02 Complex, Chini Timur 03 Complex and Chini Timur 04 Complex. Total area statement of FGVP Chini Timur 04 is 1,465.45 Ha. There are also reduction of area statement in FGVP(M) Terapai 01 with area 20.81 Ha (see criteria 2.2.3). According to above information can be concluded that Scope of RSPO certification is 3,665.31 Ha.

2.2.2

FGVP(M) has procedure No.FGV/ML-1A/L2-Pr10, dated 1 June 2016 about Identification and settlement of land disputes. Each management unit has monitored the boundary poles, there are 47 boundary poles in Chini Timur 04 Estate and 30 boundary poles in Terapai 01 Estate. The management unit also has management plan to install all boundary poles. Based on field observation at Block 11, Block 16, Block 17, Chini Timur 04 Estate and Field PM00G, Terapai Estate; sighted boundary poles with good condition and well demarcated. However the boundary pole's monitoring was conducted by management unit was not effective. **It was raised as nonconformity No. 2018.2.**

Based on field observation at Chini Timur 04 Estate, Field PM 05A near Mentiga River, sighted that there are two oil palm planted outsides the boundaries. The management unit had install fences along the oil palm trees, however the management unit couldn't ensure the effectiveness of monitoring along the boundaries.

2.2.3.

According to interview with Terapai 01 assistant manager, there were area excluded from management unit with area 20.81 Ha. The historical of this case on below explanations:

1. Email from Jabatan Tanah Felda dated May 7, 2012. *Jabatan ini telah menerima permohonan untuk mengeluarkan bahan batuan daripada KOGUNA (Koperasi Pekerja Felda Malaysia Bhd) untuk mengeluarkan Iron ore in Block 8, 11, & 20.*
2. Work Order no. HB 17/2012/RT dated 2 August 2012, between Felda Properties Sdn Bhd with Life Minerals Sdn Bhd for iron ore mining.
3. Police Report from FGVP(M) No. CHINI/000635/13 dated 16 June 2013 related to Life Minerals Sdn Bhd activities.
4. Letter No. (35) 4924/840A/PWM/2013 dated 17 June 2013 from FGVP (M) Sdn Bhd to Life Minerals Sdn Bhd. About: *Arahan Pemberhentian pencerobohan Ladang Felda Terapai 01.*
5. Letter No. LMSB/trp-06/7-13 dated 1 July 2013 from Life Mineral Sdn Bhd to FGVP(M) Terapai 01 about: *Pemberitahuan; surat Felda kepada KOGUNA and Surat KOGUNA to Life Minerals Sdn Bhd.*

6. Letter No. (08) FGVP(M)/UPT/2/1/12/1 dated 12 September 2013 from Head of Plantation Malaysia FGVP(M) to all General Manager and Manager. About: *Pengambilan Kawasan Ladang melibatkan aktiviti carigali mineral*. Total Area: 25.00 Ha with total RM 1,871,811.27.
7. Letter No. (16) 432/8-9-1-17 dated 30 January 2014 from Estate Manager to General Manager about: *Semakan keluasan kawasan carigali mineral 2013*.

Pot	Block	Field	Area (Hectare)
1	1	PM91A	0.46
2	1	PM91A	2.43
3	1	PM91A	5.08
4	1	PM91A	2.04
5	2	PM91A	0.37
6	1	PM91A	1.69
7	2	PM91A	3.30
8	2	PM91A	1.27
9	2	PM91A	0.43
10	2	PM91A	1.56
11	2	PM91A	0.71
12	2	PM91A	0.30
13	1	PM91A	0.56
14	2	PM91A	0.51
Total			20.81

8. Letter from Jabatan Mineral dan Geosains Pahang No. JMG.PHG. (LK)06/193 dated 6 March 2015 to Life Minerals Sdn Bhd. Mineral Ore License will valid to 31 December 2015.

2.2.4; 2.2.5 & 2.2.6

Consultation results with stakeholders (smallholder and contractor) is known that there was no dispute / conflict of land between management unit and communities. Field visit and document review also shows that there was no dispute / land conflict in operation area of KKS Chini 03 and supply base. FGVP(M) has had procedure for conflict solution which stated that the resolution involve the stakeholder.

2.2.2 Status: **Non Conformity with minor category No. 2018.2.**

2.3

Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free, prior and informed consent.

2.3.1; 2.3.2; 2.3.3 & 2.3.4

There was no occurred the compensation regarding the land ownership and/or customer rights issues, but the company (FGVP(M)) has procedure for compensation calculating (ML-1A/L2-PR12 (0) Issued March 2012. In the procedure mentioned that the resolution will be processed with the involved parties regarding the issues raised and based the negotiation the compensation will be given in accordance with the calculating of compensation and all of negotiation will be involved the government agency such as *Pejabat Tanah dan Jabatan Kemajuan Orang Asli* (or the land government agency and the origin communities government agency). All land in KKS Chini 03 Complex are leased from state government. No record of other user customer right have arised. Records are available to show that the land leases comply with legal requirements. Records are available to show that the land leases comply with legal requirements. Form A: Register of Holdings with serial no 140201 & 140001 provided

Status: **Comply**

PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

3.1.1

Chini 3 Mill and its supply base has made long term work plan for five years (2018 – 2022). It consist estimation data of FFB projection, prices per ton, revenue, operating cost, total cost and profit. The document also equipped with 10 years production backward, hectare statement, yield, OER/KER and CPO/PK projection. Based on interview with estate manager known there is no land expansion plan so far or mill capacity extension.

3.1.2

Management units have a replanting programme for five years. Based on the programme known that Chini Timur 4 estate has no replanting planned in five years ahead. While Replanting schedule has planned for Terapai 1 Estate as above:

Field	2017	2018	2019	2020	2021	2022	Total
PM 91 A	215.23	287.86	-	-	-	-	503.09
PM 97 B	-	234.83	-	-	-	-	234.83
PM 99 C	-	-	-	-	155.28	-	155.28
Total	215.23	522.69	-	-	155.28	-	893.20

The program has been review annually such in January 2018. Based on field observation in FGVP(M) Terapai 1 Estate field No. PR 18L and 17K it's known that unit management has conducted a replanting that has been planned.

Status: Comply

PRINCIPLE #4 Use of appropriate best practices by growers and millers

4.1

Operating procedures are appropriately documented and consistently implemented and monitored.

4.1.1

Mill and estate has had operational procedure that well-documented in each site, cover the key processes like harvesting, transportation, fertilizing, IPM, GAP, Supply Chain requirements for the mill, etc. The document as follows:

• **Estate → MANUAL LADANG SAWIT LESTARI**

1. Nursery MLSL (Ed.1) – Sec.1 (1.0) until MLSL (Ed.2) – Sec.1 (20.0) explain about:
 - Nursery
 - Planting seed
 - Pest and disease control
2. Replanting MLSL (Ed.2) – Sec.2 (1.0) until MLSL (Ed.2) – Sec.2 (20.0) explain about:
 - Ganoderma treatment.
 - Planting legume cover crop.
3. Immature MLSL (Ed.2) – Sec.3 (1.0) until MLSL (Ed.2) – Sec.3 (11.0) explain about:
 - Ablation
 - Pruning
 - Harvesting
 - Planting beneficial plant
4. Mature MLSL (Ed.2) – Sec.4 (1.0) until MLSL (Ed.2) – Sec.4 (12.0) explain about:
 - Weeding
 - Circle racking
 - Thinning Out
 - FFB transport etc.
5. Manuring MLSL (Ed.2) – Sec.5 (1.0) until MLSL (Ed.2) – Sec.5 (8.0) explain about:
 - Mechanical manuring using spreader
 - Organic fertilizer
6. Quality control
7. *Prosedur Kerja Selamat* (FPI-PK-001 until FPI-PK-074) dated 14/07/2010. This procedure has covering all safe working practice in the mill.

Based on interview, the procedure has been socialized for all employee. Especially for their own job/duty. For example, herbicide applicator can described well regarding to pesticide application especially in safe working procedure, PPE usage etc.

The company also implemented Reserve and Buffer zone guidelines, such as: prohibition to chemical application, and buffer zone sign by white paint on the oil palm (± 50 m). Therefore based on field observation to several activity in estate and mill, that known all workers was known about job description and responsible.

Mill

1. Mill operational manual (FPI Chini 03 QOHSE 01 – 03).
2. Laboratory Manual (FPI Chini 03 QOHSE 04 – 05)
3. Safety Work Procedure (FPI Chini 03 06)
4. OHSE Procedure (FPI Chini 03 07).

Whole procedure circulated since January 2nd 2001. Last revised on August 4th 2017.

The mill also had supply chain procedure that described of about management functions and job descriptions, mass balance reporting of certified CPO/PK, supply chain verification including CPO/PK Delivery Mill to Customer and record keeping. Those document also attached with FFB receiving procedure, FFB delivery note, e-trace procedure and attendance list of SCCS training on July 7th 2017.

4.1.2 and 4.1.3

Unit Managements has had internal audit activity conducted by plantation Agronomy to ensure implementation of best management practices in estate or mill regularly. The measurements or result of internal audit and monitoring activities are recorded well included corrective actions. Report of audit, for example:

- Chini 3 Mill: 29 November 2017
- Ladang FGVP(M) Chini Timur 4: 22 November 2017
- Ladang FGVP(M) Terapai 01: 22 November 2017

4.1.4

Chini 03 Mil has had SOP for third-party FFB sourcing that documented in Purchasing of FFB Procedure (No. Document: FGV/FGVPM/III/QOHSE/15/012.1) that circulated since April 1st 2016 (last revised on May, 31st 2017). It SOP described that mill shall ensure the FFB supplier by:

1. Location.
2. Yield
3. Year of planting.
4. Planting material.
5. Projection of FFB and OER.
6. Managing agent.
7. Land owner.
8. Current buyer.

After those verification, mill will send memo to all supplier regarding to prices information. If supplier agreed the prices, they will sell their FFB to the mill. Based on interview with FFB suppliers sighted that the FFB suppliers has understand and follow the procedures.

Based on document verification, Chini 3 Mill has had FFB supplier as follows:

- Abdullah Long Sdn Bhd
- Risda Plantations (Tasik Gamum)
- Akit Bin Huat
- Tan Hok Yan
- Tai Chi (Timbang Salong)
- Ki Ma Trading (FELCRA Temai Seberang)
- Mohd Rasli Bin Yusof
- Sam Chih Long
- Chong Meng Bin Bakar
- Eng Huat Latex
- Roslinda

- Ektrapalma
- Bakti Mas Bina
- Mpob Wilayah Timur
- Teknik Maju Bina
- Tmf Plantation
- Rimbunan Erat

Status: Comply

4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

4.2.1 and 4.2.2

There are SOPs for GAP in managing soil fertility:

Field Manual on Sustainable Palm Edition II in 2012,

- LSL (D.2) - Sec. 5 (1.0) Management of fertilizer supply (preparation before receiving fertilizer, the process of receiving and inspection of fertilizers, manure storage process in the store, the Fertilize production process, the process of recording)
- LSL (D.2) - Sec.5 (2.0) Quality Control Fertilizer (Standard Fertilize Mixed, materials and equipment, the rules of sampling Fertilize, alloy Fertilize sampling instance, the example of a single Fertilize sampling and granular).
- LSL (D.2) - Sec.5 (3.0) Tempering oil prematurity (≤ 36 months after planting); explains the productivity guidelines, conventional fertilization, fertilizing standard in pre packing, environmental, and safety
- LSL (D.2) - Sec.5 (4.0) Fertilization palms (≥ 37 months after planting) method, the quality, suitability implementation, environmental, safety, and references.
- LSL (D.2) - Sec.5 (5.0) Pre-cut palm Fertilization (fertilizing activities in accordance implemented in January to September, when the rains do not conduct tempering 3 consecutive days above 25 mm / day; floods and prolonged droughts / for more than 45 days).
- LSL (D.2) - Sec.5 (6.0) Fertilization through the spreader (≥ 5 years old trees, fine fertilizer, fertilizer through the spreader calibration must)
- LSL (D.2) - Sec.5 (7.0) Fertilization through the subsoil
- LSL (D.2) - Sec.5 (8.0) Monitoring the quality of Fertilization

SOPs implementation has monitored in Monthly Estate Manager Report. There is a record of manuring in document "Laporan Penerimaan dan Taburan Baja Dwi Mingguan (M/TAN)" as follows:

Fertilizer	Application	Ton FFB	App / ton FFB	Ha	App / Ha
NK Mix	69.25	20,309.95	0.003409659	1309.58	0.052879549
Rock Phospate	107.55	20,309.95	0.005295434	1309.58	0.082125567
NK Mixture	305.4	20,309.95	0.015036965	1309.58	0.233204539
NPK Granular	407.4	20,309.95	0.020059134	1309.58	0.311092106
Ground Magnesium	50	20,309.95	0.002461848	1309.58	0.03818018

4.2.3

SOP leaf and soil nutrient levels/sampling written in document LSL (D.2) - Sec.5 (4.0) Fertilization palms (≥ 37 months after planting) method, the quality, suitability implementation, environmental, safety, and references.

Based on document verification and interview with operational staff known that soil and tissue periodic sampling has been held every year. The latest soil sampling and periodic tissue test in 2017 informed as follows:

- Leaf analysis: Scheme code 0617 lab code FRF20180096. Phase 0617PM0501 block 16 (N: 2.77, P: 0.164, K: 1.024 etc)
- Soil analysis: Scheme code 0617 lab code FRS20180089. Phase 0617PM0501PM05E block 16 (N: 0.12, P: 15.00, K: 0.25 etc)

4.2.4

In order to maintain soil fertility and increasing crops, Chini Timur 4 and Terapai 1 Estates only using EFB. Based on procedure, it dosage was 40 ton EFB/Ha/year which is applied regularly. Amount of EFB applied recorded in EFB received document. EFB application suc as:

- Ladang Chini Timur 04: July 2017 PM 07G (534.16 ton), PM 08H (96.96 ton) block: 1, 2, 3, 5 dan 7
- Ladang Terapai 1: 12 April 2017 PM 11J 437.48 ton

Based on field observation in Ladang Chini Timur 4 Estate block T 06 F and in Ladang Terapai 1 Estate block PM 99C it's EFB applicated. And it's also found replanting residues used at replanting area in Ladang Terapai 1 PR18L. EFB Application last conducted in July and April 2017. This is because of the constraints in the EFB transport. It becomes OFI to increase the volume of EFB applications optimally. **OFI**

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1 and 4.3.2

Chini Timur 4 and Terapai 1 estates have soil maps scale 1:17,500 complete with coordinate and legend. Those maps as analysis by FSB (Felda Agriculturer Services) it is not found fragile soil and peat land. Moreover, based on topography map, there is three type of slope area as follows:

- Flat: $\leq 4^\circ$
- Undulating: $5^\circ - 12^\circ$
- Hilly: $> 12^\circ - 20^\circ$

Based on field observation, there is several strategies for slope area such as cover management, terracing and EFB application.

4.3.3

Road maintenance program is written in document of estate work program year 2018. Road maintenance records until 22 February 2018:

- Mainroad: 7,500 meters
- Collection road: 7,900 meters
- Totally 42 %

Based on field observation in several operation activities suc as harvesting, fertilizing and spraying in Terapai 1 and Chini Timur 4 Estates there is found that road well maintained. This indicated that road maintenance program has been worked well.

4.3.4, 4.3.5 and 4.3.6

Chini Timur 4 and Terapai 1 estates have soil maps scale 1:17,500 complete with coordinate and legend. Those maps as analysis by FSB (Felda Agriculturer Services) it is not found fragile soil and peat land. Based on field observation are not found any indicated peat land

Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

4.4.1

Based on the observation at FPISB Chini 3 Mill, the management unit had processed the water by their own. **Sighted the** water sources for the mill is using water from Sungai Mentiga extracted to the mill storage and the flow process are :
 From Sungai Mentiga → water retention pond → Clarifier at the mill → Sand Filter → Main Tanks storage → boiler process

Sighted the water test result for month January 2018 :

- 4th January 2018 : Sample pond : Weather Cloudy : PH 5.9, Alum 30, Soda 30 , Alum 20Kg, Soda 20 Kg, P floc 250 ml
- 20th January 2018 : PH 6.2, Alum : 24, Soda 24, Alum 10 kg , Soda 15kg, P Flocc 250ml

As for FGV Chini timur 4 and FGV Terapai, the management unit had water supplied form government (*Pengurusan Air Pahang – PAIP*). The quality of the water supplied had been maintained by the government. However , the management unit had also water management plan in case of the drought season happen as followed :

Sighted the water management plan for year 2017 and 2018 for FGV Chini Timur 4 – dated 28 November 2017 :

Identification of water sources form the river → efficiency of water usage → impact to the water retention and stakeholders → source of problem → action plan → person responsible → action taken if any.

At FGV Terapai 01, the management unit had process the water and supply to the workers and staff. The water extraction from Sungai Tereuk and channeled into water retention pond at the estate. From the water retention pond the water had been injected with chemical mixing (alum, Soda Ash and Clorin) and went to the clarifier and sand filter before stored in water tanks at PM 05A. Sighted result for water quality dated 9th February 2018 for FGV Terapai, file no. RSPO Air Sungai – Loji Discharge Outlet :

- PH temperature = 6.7 @27.1 C
 - BOD 5 days at 201 C =1
 - COD = 11 mg/l
 - TSS = 8 mg/l
 - Ammoniacal Nitrogen = 0.4
- Using Apha Method 21st Edition 2005

The water retention pond had been protected by bund circling the pond and manual slashing only required for the grass cutting inside the water pond. There is also fence to protect from the animal pass through the water pond.

Based on field observation to Tereuk River in FGVP(M) Terapai 01, Field PM99C and Cengkuy River in FGVP(M) Chini Timur 04, Block 11 there are protection of water sources by signboard of prohibition of chemical application and also blue paint on oil palms alongs buffer zone.



Cengkuy River riparian zone



Tereuk River riparian zone

4.4.2

The company had an SOP fo buffer zone protection (*Polisi Perlindungan Tanah dan Cerun serta Rezab Sungai*) and SOP of Identification of water courses available in document number FGV/ML-1A/L2-Pr8. SOP for water quality sampling

available in document number ML-1A/L2-PR6(0) Manual Lestari dated on March 2012 regarding water quality sampling. Minimum once in a year unless there are significant environmental cases. Sighted several river that has been marked and protected with buffer zone which are Sungai Tereuk, Sungai Mentiga, and Sungai Champa. As per SOP of FGV management, the company had followed the regulation and marking buffer zone for protection of water courses. Sighted also the signboard of no manuring, no swimming and no spraying at the buffer zone area.

4.4.3 and 4.4.4.

The mill had using the conventional pond treatment process to treat the mill effluent. Sighted from the documentation and field observation, the mill treatment process are as followed :

- i) conventional pond – cooling pond → mixing pond → , anaerobic → aerobic pond → algae pond (2 lines)
- ii) Cooling pond → mixing pond → 5% into 4 digester tank → 1800 MT x4

The mill had uses 4 digester tank to treat mill effluent and capacity per tank is 1800 Mton. Sighted the mill effluent treatment in place refer to analysis cert of effluent number 406/2018 on February 2018 from chemist Felda Palm Industries Sdn Bhd Bukit Goh Laboratory Kuantan, dated 14th February 2018 :

- Laboratiy reference number 770/2018 M1 /2018
- Date 6th February 2018
- PH 8.24
- BOD 3 days : 63 < 100 mg/l as per requirement
- COD 3 days : 440
- Total Solids : 2070
- Total Suspended solids :99
- Oil and Grease : 5
- Ammoniacal Nitrogen : 84

Sighted also the license of discharging effluent (LICENSE NO. 003224) by Department of environmental Malaysia validity period from 1st July 2017 until 30th June 2018 (1 year period) and the mill had followed the standard required by the *Jadual Pematuhan* of DOE method of discharging effluent into the water courses.

Based on the document observation and field verification, the company had recorded the water usage per ton FFB process from March 2017 to March 2018 in M3/ ton FFB as followed : 1.47, 1.48, 1.49, 1.50, 1.52, 1.60, 1.62, 1.69, 1.77 and Average water usage = 1.41 m3/ ton FFB processed. Sighted also the flow meter had been installed in a mil to record water usage and the mill had processed the water extracted form Sungai Mentiga for boiler usage purposes.

Status: Comply

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

4.5.1

The company has had IPM plans on document “*Pengurusan Makhluk Perosak Bersepadu*” (No.Document ML-1A/L2-Pr3 (0) circulated since 1 June 2006). Based on document verification and interview with operational staff, in generally there is no pest outbreak for the last 3 years before. Except for rat outbreak based on census record in Chini Timur 4. It is known that root causes of rat outbreak is because the Chini Timur 4 Estate is surrounded by community plantations. Evaluation based on census record of Chini timur 4 rat outbreak are in 30 November 2017 by FGV research and development in the form of chemical control using chlorophacinone. Observation of rat control becomes **OFI**

Estates has been using biological treatment in order to control pest attack. For example:

1. Planting beneficial plant such as *Turnera subulata* and *Antigonon leptosus*. Based on field visit, *Turnera subulata* has been planted in each main or collection road.
2. Using *Tyto Alba* to control rat attack.

4.5.2

The company has conducted IPM training in each estate as follow:

- 1 March 2018 attended by 10 persons
- 7 March 2017 attended by 10 persons

According to observation and interview with IPM officer, they were understood regarding IPM. Such as: early warning system for nettles and rat attacks.

4.5.1 Status: OFI

4.6

Pesticides are used in ways that do not endanger health or the environment

4.6.1 & 4.6.3

Policy of Paraquat use on 1 June 2014 by FELDA and FGV document no.97/143-H which informed:

The reducing and stopped the application based on consideration of: The *Paraquat* only uses for the young palm (0-3 year) and prohibited for the old palm, the alternative of the replacing the paraquat pesticides have to implement.

Policy from Circular Memorandum No. (27) 010810/HQ/JAB.OP.17/PLANTATIONS/AM, dated 8 May 2017, regarding **Larangan Penggunaan Herbicide Paraquat Dicloride**, by *Ketua Pegawai Eksekutif* FGVP (M) Sdn Bhd, Suhaidi Hamzah.

Furthermore, chemical justification sighted on Document Manual Lestari 1A No.ML-1A/L3-GP 1(0), circulated on 1st June 2017 regarding to guidelines and dosage of chemical weeding and it active ingredient. Another document of formal justification for agro chemical use and this is documented within the IPM (ML-1A/L3-GP1 (0), March 2012, which attempts to ensure that the most effective and least harmful chemicals are always first choice.

According to Malaysian regulation, each estate has passed the regularly Chemical Health Risk Assessment (CHRA). The CHRA assessment as follows:

- Ladang Terapai 1: CHRA Prepared by Teh Teong Beng, Dosh Registration reference: JKPP HIE 127/171-2(166) assessment date 28 December 2015.
- Chini Timur 4: CHRA Prepared by Teh Teong Beng, Dosh Registration reference 127/171-2(166) assessment date 7 January 2015

Based on regulation, all the pesticide usage should assessed. During the field visit to the block and chemical storage known that all pesticide usage has in accordance with CHRA assessment report. According to document verification and field observation to chemical store, the FGVP(M) are not using highly toxic pesticides and there is no prophylactic use of pesticides.

4.6.2

The company has had procedure of pesticide safety procedure in document "*Procedure Pengendalian dan Kawalan Racun*" No. Document ML-1A/L2-Pr9(0) effective since 1st June 2017. LD50 has recorded in trends of 7 years pesticide usage document. Pesticides use in 2017:

Brand	Chemical	Unit	a.i %	Hectare	Total	Total a.i	a.i/Ha	a.i/ton FFB
Diuron	Diuron	L	13	1430.72	80	10.40	0.007	0.0005
Juru 20F	Metil metsulfuron	Kg	20	1430.72	88.5	17.70	0.012	0.0009
Metfuron	Metil metsulfuron	Kg	20	1430.72	170	34.00	0.024	0.0018
Kenly	Metil metsulfuron	Kg	20	1696.81	102	20.40	0.012	0.0011
Supresate	Glyphosate	L	41	1430.72	3300	1353.00	0.946	0.0702
Garlon mix	Triklopir	L	32.1	1430.72	208	66.77	0.047	0.0035
Genee	Glufosinate ammonium	L	15	266.09	620	93.00	0.350	0.0048
Alion	Indaziflam	L	19.8	266.09	10	1.98	0.007	0.0001

Based on field observation to chemical store, there were compliance to Regulation 9 of the Pesticides Act 1974. All store was locked and well entilated enclosure. The PIC who save the key is head of store.

4.6.4

The company has sighted a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticides. **Policy of Paraquat use** on 1 June 2014 by FELDA and FGV document no.97/143-H which informed: "The reducing and stopped the application based on consideration of: The Paraquat only uses for the young palm (0-3 year) and prohibited for the old palm, the alternative of the replacing the paraquat pesticides have to implement"

Policy from Circular Memorandum No. (27) 010810/HQ/JAB.OP.17/PLANTATIONS/AM, dated 8 May 2017, regarding **Larangan Penggunaan Herbicide Paraquat Dicloride**, by Ketua Pegawai Eksekutif FGVP (M) Sdn Bhd.

Based on field visit in chemical storage, there was no herbicide with active ingredient paraquat. The same information also gathered by interview with herbicide applicator and spraying supervisor known that Chini Timur 4 and Terapai 1 estate no longer using Paraquat since 2015

4.6.5 & 4.6.9

Hazardous chemical handling procedure observed in Safety, Health and Environmental Manual section 19. The following training regarding to pesticide handling for workers included smallholder farmess sighted in document of each estate as follows.

- Handlinf pesticide training 29 August 2017 attended by 22 persons
- Spraying training 7 March 2017 attended by 48 persons

Based on field visit and interview with herbicide applicator known that all applicator has passed the pesticide handling training. They also can demonstrated the safety work procedure and using appropriate PPE such as rubber boots, apron, hand glove, respiratory masker and safety helmet. All PPE provided by the company which is appropriate with MSDS. Applicator that did not using appropriate PPE are prohibited to work. There are also signboard which informed about treated area and each of foreman was equipped with First Aid Kit. During the application, there is no pesticides mixing activity in the field. The material for pesticide application has been prepared in chemical storage before applied.

4.6.6

According to field observations to chemical storage, each of management unit has implement of SOP according to national regulations; such as: there are symbol and label on each chemical types. All ex pesticide containers return to chemical storage and placed in scheduled waste storage and prohibited to reuse especially for domestic use. Based on field observation it is found that there is storage spaces for keeping PPE.

The Chini Timur 4 estate facilites is in transition to a new location, including chemical mixing facilities. Currently the chemical mixing site has been included in the budget approved in January 2018. Currently chemical mixing is still in place and from field visits, the company can demonstrate safely mixing pesticides and by avoiding potentials environmental pollution. The construction of a new chemical mixing site in the Chini Timur 4 Estate became **OFI**

4.6.7

According to interview with pesticide applicator Chini Timur 4 block 16 dan Terapai 1 block PR 17 K, all of PPE's (helmet, safety glasses, respirator mask, rubber gloves and apron was provided by the company. They were understood about hazards and risk related chemical used. There also can demonstrate the pesticide handling from mixing area till spraying activity. All spraying equipment including PPE are cleaned before stored in chemical warehouses.

4.6.8

According to interview with management and also interview with stakeholders. There is no aerial spraying at FGVP(M) Chini 3 complex.

4.6.10

Procedure of agrochemical management was presented in document No. FGVP/M/L3/PK-04 dated April 1st 2014. SOP has covers scope of management, definition, technical procedure of chemicals acceptance, moving, storage, delivery and distribution, transportation to the field, safety uses (before, during and after application), mixing, powder pesticide, emergency action, recording management control and disposal. An evidence of latest training is available at Mill and Estate.

Based on interview with store keeper on agrochemical warehouse and hazardous waste warehouse in FGVP(M) Chini Timur 04 and Terapai 01 Estate, the interviewee mentioned that all used pesticide containers were three times rinsed/washed, holed and labeled before stored in the hazardous waste warehouse. According to field observation to schedule waste in FGVP(M) Chini Timur 04 and FGVP(M) Terapai 01 sighted that all pesticide containers were three times rinsed/washed, holed and labeled before stored. Later on those used pesticide containers were transported by licensed forwarders or hazardous waste collector. There is an inventory and evidence of latest disposal sighted during the audit. Hazardous waste from KKS Chini 03 is disposed to the Kualiti Alam Sdn Bhd and for used pesticide container is disposed to the Mido Recycling Sdn Bhd for FGVP(M) Chini 03 and TS Chuan Trading for FGVP(M) Terapai 01.

4.6.11

There is an evidence of pesticide operators available at FGVP(M) Chini Timur 04 (22 Workers) and Terapai 01 (32 Workers). The company has conducted a medical examination for chemical application personnel who work in a high-risk condition one times a year. Based on document's review and known that the entire personnel who involve with chemical material are healthy and fit to work. The medical checks has been included the cholinesterase test. Medical Surveillance for FGVP(M) Chini Timur 04 has been performed by Klinik Syed Badaruddin, Dr Syed Badaruddin bin Syed Ali (Registrered under OSHAS ACT 194 registration number HQ/08/DOC/00/07) and FGVP(M) Terapai 01 performed by Poliklinik Ar Razi, Dr Mohd Fahmi b Abdullah HQ/10/DOC/00/183. Medical surveillance has been made based on Occupational Safety and Health Act 1994 (ACT 514) Use and Standard of Exposure of Chemicals Hazardous to Health Regulation 2000. Types of test performed physical examination, LFT, RFT, UFEME, & Lung Function Test and biological monitoring (Cholinesterase). Based on the medical surveillance show that no indication of workers is effected from the pesticide that been use during their work. Therefore based on interview with pesticide applicators at Block 16 (FGVP(M) Chini Timur 04) and Block 17K (FGVP(M) Terapai 01) sighted that there are no indication of pesticide effect such as itches, poisoning symptoms, etc.

There were 4 female workers from 22 workers at Chini Timur 4 and no female workers at Terapai 01. Female worker have been interviewed in Chini Timur. There was no issues regarding suffer from skin disorders or rashes, breathing difficulties or nail problems which are classical symptoms of toxic reactions.

4.6.12

There is a memo regarding agrochemical handling by female workers "*Pengendalian Agrokimia oleh Pekerja Wanita*" 20 April 2017. If the female workers pregnant of breast-feeding they were switch to other job. And also there is a specific form to declare if female workers are pregnant or breast feeding. There are two female workers sprayers at FGVP(M) Chini Timur 04 and an evidence of medical surveillance and there a specific daily declaration form from female sprayer to identify is the sprayer is pregnant.

4.6.6 | **Status: OFI**

4.7

An occupational health and safety plan is documented, effectively communicated and implemented.

4.7.1

An evidence of Occupational Safety and Health, Safety and Environment Policy signed by Dato' Zakaria Arshad 15 October 2016.

- FGV is committed to determine responsibility and accountibilities of all level of management and workers towards OSH requirement
- Provide and maintain a safe and health work environment for all employees, contractors and visitors

- Ensure discussion between management and workers to plan, implement, evaluate and undertake improvement measures to enhance OSH performance.
- Allocate appropriate resources to prevent accidents including providing sufficient personal protective equipment and welfare facilities for employees.
- Inculcate awareness and cultivate OSH ownership among all employees by providing training and education
- Strive to increase the level of occupational safety and health through audits and risk analysis
- Investigate accidents dangerous occurrences, occupational poisoning and occupational diseases in order to prevent recurrences and
- Ensure that all third party providers of goods and services abide by OSH laws and procedures.

The policy is written in the Malay and English, based on the visit all sampled workers at loading ramp, engine room, store, kernel processing, harvesting, manuring, pruning and sparing aware and understand the policy. All workers has been briefed during the morning muster/ roll call in every morning.

An evidence of safety and health plan for :

KKS Chini 03 – (*Jadual Latihan untuk Petugas / kontraktor Kilang*) : Chini 3 for year 2018

- Talk on QOSHE
- QOSHE Awareness
- Safety work procedure training
- ERP Training
- Chemical and Gas hazard Training
- Ergonomic Training
- Hearing Conservation
- Law related training
- Internal audit training
- QOSHE Training Manual

FGVP(M) Chini Timur 04 – (*Pelan Latihan Kepada Petugas, Pekerja & Kontraktor Tahun 2018*)

- Briefing on Safety Policy
- Brefing on Safety Manual
- OSH Meeting
- PPE Management
- ERP Training
- Safety at work place
- Chemical Handling
- RSPO, HIRARC, Impact Aspect and Law training
- Sexual harassment
- IPM training

FGVP(M) Terapai 01 – (*Ladang FGVP(M) Terapai 01 Program OSH 2018*)

- PPE Training
- Tripple rinse
- Manuring
- Harvesting
- Hirarc
- Environment and wildlife management plan

- OSH training
- Medical Surveillance & CHRA
- Fire Drill

Latest evidence of training are available for each estate and mill, all health and safety plan is monitored through OSH meeting and training matrix and also OSH audit is conducted. Based on field observations on mill and estates unit sighted that OSH Policy has implemented, such as: OHS signboard at Mill processing stations, PPE's provided to all pesticide applicators on estates unit.

4.7.2

The Unit Managements (POM and Estate) has risk conducted risk identification which recorded in Hazard Identification And Risk Assessment 2017. All of mill and estates activities has been covered on this documents. It's composed to conduct identification and analysis of dangers potential that is probably happened at workplace and the recommendation to reduce the potential of work accident. According to the result of document review and field visit to mill and estate, the management unit has socialized the risk analysis document to all workers Based on interview with Harvester in FGVP(M) Chini Timur 04 and Terapai 01 it is known that he knows the potential occupational risk and how to minimize the risk. There are also SDS for agrochemical and PPE signboard in each estate and POM.

For KKS Chini 03, 2 accidents have been reported based on the JKPP 8 (IV/IV) to the DOSH and 1 accident at FGVP(M) Chini Timur 04. No accident occurs at FGVP(M) Terapai 01 for the last 12 months. HIRARC has been reviewed and action plan has sent to the DOSH and been discussed on item no C (*Tindakan Susulan Kemalangan*) and d (*Perlaksanaan Tindakan Pembetulan*) and also management are follow the (*AKTA keselamatan dan kesihatan pekerjaan 1994; AKTA 514*) *Notis perbaikan (Seksyen 48, 49, dan 50)*. An action plan has been documented and been discussed in the OSH meeting. An evidence of improvement notice JKPP bil 3A 092874 on 25 September 2017.

4.7.3

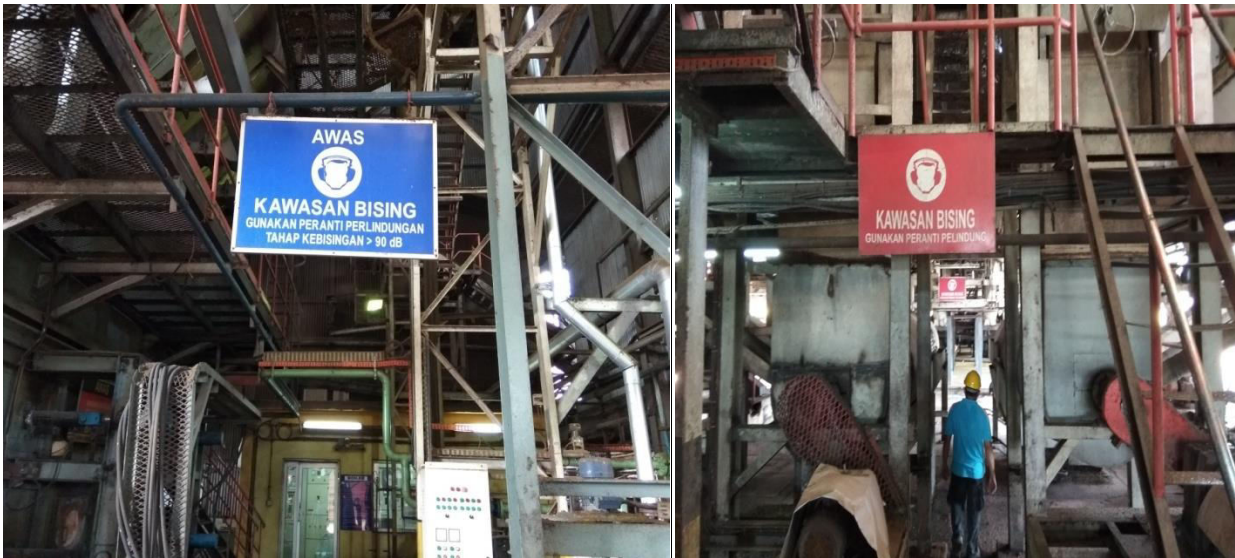
The results of field visits, interviews with workers and verification of documents shows that workers have been given training in safe work practices. This was evidenced when the employee can demonstrate how to work correctly and appropriately in accordance with the procedures such as Manual Operation for Digester operation (FPI/L3/15-01) and Manual Operation for Storage and Disposal Fresh Fruit Bunch (FPI/L3,15-22). Results of interviews with employees also obtained information that each morning briefing (before work) is always informed / socialized steps of safe work.

There is a procedure No FGVP(M)/L3/PK-25 for Safe Working Procedure PPE Usage as guidance for Appropriate PPE in the working places. And item no 4.3.1 detailing procedure how to make a complaint for damage or missing PPE. Based on the interview and record all PPE is replaced in every 6 month.

Based on document verification sighted that hearing conservation has been conducted twice a year. The latest training was conducted dated 4 December 2017 to all workers. Based on the field visit based on the visit at KKS Chini 03, evidence of PPE issuance record appropriate PPE has been given to the workers such as Safety Boots, Safety Helmet, Googles, Mask and Ear Plug. Latest record is on 2/3/2018. FGVP(M) Chini Timur 03 – list of PPE google, Glove, Safety Shoes, Safety Vest, Respirator Mask, Filter, Apron, N 95 Mask, and Safety Helmet. It's known that PPE providing in accordance to HIRARC. Furthermore based on field observation at KKS Chini 03 sighted that fence painting activities by contractor workers. He was used PPE's (rubber boot, helmet, and mask).

However, based on the list of PPE issuance and ground verification safety boots are not provided by the management of FGVP(M) Terapai 01 for harvesting, manuring and spraying activities. This is against the Safe Working Procedure for Harvesting (*Prosedur Kerja Selamat – FGVP(M)/L3/PK-11 Prosedur Kerja Selamat Kerja Menuai BTS*) **MAJOR NCR has been raised with No. 2018.3.**

To reduce noise exposure, the company has installing the signboard in location with high noise level and area with mandatory use of PPE and monitoring the use of PPE. Furthermore the company can show the evidence of HIRARC training specified to workers who exposure to noise.



4.7.4

The management of KKS Chini 03, FGVP(M) Chini Timur 04 and Terapai 01 has guiding committee for occupational health and safety organization and personnel in charge on implementing the occupational health and safety program ie in the document of “*Jawatan Keselamatan dan Kesihatan Pekerja 2017*”. In order to ensure that the OHS program has been implemented effectively, the board of Guiding Committee of Occupational Safety & Health performs regular meeting with workers every 3 months. The meeting is documented in minutes of meeting and list of attendees. The most frequently discussed OHS meeting for six month ago are safe working practices socialization to all workers and contractors. Appointed person for KKS Chini 03 is Mohamed Faisal as OSH Chairman and 18 committee members, FGVP(M) Chini Timur 04 – Khalil Othman OSH Chairman and 10 committee members and FGVP(M) Terapai 01 – Mohd Yaacop Hamdan OSH Chairman 10 committee members.

4.7.5

The company has made efforts to deal with emergencies and accidents with SOP “*MENGHADAPI KECEMASAN*” No document FGV/ML-1 A/L2-Pr15, dated 1 June 2016 and procedure of “*pengurusan KKP*” document no.: FGV(M)/L2/PP-11, the SOPs completed with the chart. The company has the facilities and infrastructure emergencies such as fire extinguisher, First Aid Kit Boxes, Hydrant, water engine and fire truck. As for the operational activities in the field, supervisors was carrying first aid kits during his work in the field, and mill was also equipped with first aid kits. Based on interview with supervisor, it is known that he understood the first aid mechanism in case of emergency. There is a list of certified first aider and there is an evidence of latest first aid training and mill and estate. Based on the visit there is 4 units’ first aid kits at KKS Chini 03, 13 units at FGVP(M) Chini Timur 04 and 14 units at FGVP(M) Terapai 01. All first aid kit is adequately stocked and regularly checked in every 3 month KKS Chini 03 latest on 21/12/2017, FGVP(M) Chini Timur 04 – latest first aid kit inventory is on 21/02/18 and FGVP(M) Terapai 01 – latest first aid kit inventory is on 03/02/2018.

Based on the latest accident reported there is an evidence of investigated and action taken to prevent recurrence accordance with local legal requirement through DOSH improvement notice (*Seksyen 48, 49, 50*) and improvement notice JKPP bil 3A 092874.

4.7.6

The company has been providing accident insurance for their employees in accordance with the conditions Local workers are covered by SOCSO/Perkeso insurance payment performed in monthly basis and foreign workers covered by AIA Insurance valid for one year (extension done by the company before the expiry date).

For foreign workers FGVP(M) Chini Timur 04 – foreign workers is covered by ETIQA Takaful Insurance (foreign workers compensation scheme FWCS) certificate TWF-W5026686-W1 period coverage until 13/05/2019, FGVP(M) Terapai 01 – foreign workers is covered by ETIQA Takaful Insurance (Foreign Workers Compensation Scheme FWCS) certificate TWF-W5023853-W1 period coverage until 11/09/2018. *Skim Pampasan Pekerja Asing (SPPA)* policy number W5023853 period coverage until 11 September 2018.

For accident has occurred based on the latest accident on 16/01/2018 (Mohd Yatim bin Khalid), an evidence of compensation (*Notis dan Tuntutan Faedah*) to PERKESO. And for workers of appointed contractor FGVP(M) Chini Timur 04 – sampled of workers insurance for contractor GR Impian Mesra Enterprise (AXA Affin General Insurance SPK Contract reference 5300003402, insurance policy 20171002154529138000 validity until 31/07/2018 and FGVP(M) Terapai 01 – sampled of workers insurance for contractor Syarikat Gerak Maju (SPPA) policy number C18WF000221114KTN-11 validity until 22 Feb 2019.

4.7.7

Companies record of work accidents in Work Accident Monitoring report which reports the complete information about accident, such as the month of the accident, number of case, the accident’s location, type of accidents, the impact, working hour losses, the accident cause, follow up action and result. LTA last year KKS Chini 03 – for 2017 2 days of accident without lost working days, 87 days lost without working, 216,128 man hours, FGVP(M) Chini Timur 04 – for 2017 days of accident days lost of working 16 days, total in year 2017 252096.00 man hours and average working days 101 days and FGVP(M) Terapai 01 – for 2017 man hours 312000.00 and average working days 130 days.

4.7.3 Status: Non conformity with Major category No. 2018.3

4.8

All staff, workers, smallholders and contractors are appropriately trained.

4.8.1

The company has had a training program for workers included All staff, Workers and contract workers for period of 2018 which consists of understanding the RSPO, PPE used, chemical managements, first aid kit training, HIRARC and laws, emergency response training. Recording and realization of training programs at are recorded properly. Result of field observation in Mill and Estate and interviews with personals, it is known that the personnel has been given training about their job. This was evidence that the ppersonnel have understood their duties and responsibilities and also can demonstrate how to work correctly and appropriately in accordance with the procedures.

4.8.2

The company has had a worker training records for each unit stored in in assessment records document employee training, Based on interviews with workers, it is known that workers have been trained in accordance with the work being performed. Contractors have been involved in several training such as OHS and emergency responses. However, FGVP(M) Terapai 01 are encourage to increase the frequency of RSPO related training and briefing to all workers (OFI)

4.8.2 Status: OFI

PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

5.1.1

Enviornmental Aspect and Impact Register for mill and estates observed. Relevant processes covered in the aspect and impact assessment. Significant environmental aspect and impact for mill and estates identified as:

- a) Black smoke emission
- b) Spillage
- c) Scheduled waste
- d) Waste water treatment plant
- e) Used chemical container

As for the estates, all the aspect that has an impact toward the environmental risk had been recorded and the activities that might contribute into pollution had been counted in to action plan as followed :

- Boundaries marking
- Rat baiting
- Spraying and weeding
- Circle spraying
- Rotor slasher usage
- Felling and chipping palm oil for replating
- Building up and road maintenance
- Build up terracing for replanting activities
- Build up the drainage/ maintenance
- Mechanisation lane
- Legum Cover crop at hilly areas
- Water management inside the estate
- Build up the drained boundaries
- Transporting and planting oil palm
- Empty fruit bunch application
- Transport workers into the estate
- FFB grading in the estate

Environmental Management Plan for replanting processes observed. All replanting processes covered during the environmental aspect and impact identification. Relevant SOP developed for each identified significant aspect. Roles and responsibility of relevant personnel defined with relevant action plan.

5.1.2

Relevant management program developed for each identified significant aspect. Targeted completion date observed in the management program. Management program developed for yearly basis. Responsible person identified for each action plan. Thru the site observation, the operation control of significant aspects were well performed. Sighted the identification of Environmental Aspect and evaluation of Significance form no FPI/L4/QOHSE 1.7 revision 1 e.g ;

- Activity
- Type of operation
- Volume
- Output to land
- Impact
- Compliance obligation
- Risk
- Opportunity
- Criteria (legal, scale, severity, probability, change, damage, interested parties, public)

5.1.3

Monitoring and measuring performed for management program on regular basis. Monitoring report for final discharge point BOD reading observed for year 2017 and updated. All BOD & TSS results showed within permissible limit. Action plan for estates reviewed and the progress was in line with planning. Sighted at the estate environmental management plan In place : refer to Environment Aspec Impact Report for Estate Activity and Schedule Waste Management:

Environment Management Plan to reduced negative impact from estate activity:

- e.g : soil pollution – empty pesticide container – Action : collect the empty container and record in the collection storage – triple rinse and recorded.
- Recycle and reused the empty pesticide container to transport the pesticide into the estate

Sighted the method of process aspect impact on environment identification by the management unit :

Identified the estate activities that contribute impact to the environment → identified impact towards the environment → identification situation that have and impact towards environment → identified and evaluate the impact → identified the severity of the impact → severe? Action plan to reduce impact been made.

Status: Comply

5.2

The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced

5.2.1

Identification and Management Plan of HCV and Biodiversity have been conducted by internal competence personnel from CDD Unit. Summary of HCV Area (based on summary executive HCV assessment report) stated that no HCV was found in FGVP(M) Terapai 1 (3rd May 2017) and Chini Timur 4 dated 5th May 2017 and based on the report sighted no RTE found in the estate and IUCN Status. HCV assessment performed with consultation with relevant stakeholder, considering biological record, all planted areas, etc. However, based on the report sighted several placed had been classisfied as conservation area including the buffer zone at Sungai Penereuk, Sungai Sawak, Sungai Mentiga and Sungai Kenchau. Based on the observation at FGV Terapai 1, the management Unit had conserved the area (Hilly area more that 25 Degrees) with total area of 65.93 ha and including the swampy area at the PM 91A.

5.2.2, 5.2.3, 5.2.4, 5.2.5

Based on documents verifications its known if there is No HCVs and RTEs identified in the biodiversity report. Based on field observations and interview with stakeholder no evidence of HCVs and RTEs observed. Ongoing monitoring record for wild life and sensitive area observed for year 2017. Based on the record observed at Estate Terapai 1 and Chini Timur 4 , the management unit had done the training for the staff and workers including the management plan :

Sighted the record of fauna identification and sensitive area for 2018 that include :

Date and time → area and block / type of Fauna → identification of sensitive aspect → evidence of fauna present → notes → name of workers

The motniring record and field verification had been conducted regularly as per record : 14th January 2018, 18th January 2018, 2nd February 2018 and 26th February 2018. Sighted also the monitoring record for FGV Terapai 1 :

- 17/8/17 : Block 24 PM 00G – snake
- 25/8/17 – Block 19 PM 99 D – black cobra
- 30/8/17 – Block 22 PM 02 F- Lizzard
- 5/7/17 – PM 00G Block 24 – chicken
- 18/7/17 – Block 10 PM 07 H
- 24/7/17 – Block 18 PM 99 D

Based on document verification,sighted a training has been regularly to the workers and together with monitoring process of the for wild life and sensitive area for 2018 at FGV Terapai 1 :

- 14th January 2018
- 18th January 2018
- 2nd February 2018
- 26th February 2018

Based on the interview with the management, stakeholders and local people, there is no HCV set aside by the management unit of FGV Terapai 1 and FGV Chini Timur 4 as per audit period.

Status: Comply

5.3**Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.****5.3.1**

Sighted on form : RSPO – P8 / C.5.3 / 5.3.1, the list registry of waste in the estate including :

- PPE used
- Chemical / pesticide
- Paint container
- Oil filter
- lamp
- Electronic devices damages
- Battery
- Fertilizer Bag
- Tires
- Soil Pollution
- Pape /Plastic/ glass
- Domestic waste

Notification of scheduled waste to Department of Environmental observed in the mill. Several type of scheduled waste identified are

- a. SW 305 – engine Oil
- b. SW 306 – Hydraulic Oil
- c. SW 410 – Spent filter and rags

Empty chemical container identified as waste and been tripled rinsed and place in the container store in the estates.sighted the record of chemical container at the estate that include empty pesticide container (garlon and Glyphosate) : 11 nos of Empty Container Supesate 41 and 35 Nos of Garlon Mix empty container has been recorded

5.3.2

Schedules waste disposal data observed and inserted into e-swis system. Relevant consignment note observed and all records well kept. All scheduled waste disposed to licensed collectors. Empty chemical container triple rinse before disposed as general waste. Sighted the inventory record and receipt of collection by registered collector Sighted a record of scheduled waste been disposed of :

- i) SW 305 Spent Lubricating oil – 0.18 MT – waste packaging in 55 L Drum Steel dated 28/2/2018 consignment no. 2018022812KQFT6V
- ii) SW 410 – RAGS, Plastic, Papers or filters contaminated with scheduled waste – 0.18 MT

Sighted the collector KUALITI ALAM SDN BHD that being a registered collector for the scheduled waste and the inventory has been updated on 28th September 2018

- SW 305 lucricant oil Balance 0.113 T
- SW 410 : Filter 0.175 MT
- FGV Chini timur 4 Sighted the container stored and disposes off to Mido Recyling dated 21/2/2018 – 21 Nos Rm 13.00

Based on the record verification record book of FGVP(M) Ladang Chini Timur 4 sighted the record of accepting and production of empty container for pesticide container 2018 [Glyphosate, supesate and garlon mix]. Sighted the disposal of containers receipt dated 1st March 2018 for FGV Terapai 1 :

- Purchasing of empty fertilizer bags 1000pcs - @RM 0.08 cent for RM 50 ringgit
- Tong Bahan Kimia : Uni 507 Nos – Unit price 0.10 = Rm 50.70

Inventory record observed and updated for estates. Proper rinsing facility observed during site observation. Relevant disposal record available.

5.3.3

Waste management program observed with disposal of scheduled waste to licensed collector and proper scheduled waste store had been made in waste management plan of estate and mill as per : Sighted the source of pollution from estate activities : fertilizer bags → tyres → used steel → paper , clothes aluminium → electronic waste → waste domestic → action plan.

However during the field observation, sighted that few non conformity at the estate and mill as followed :
Based on the observation at the mill and estate , it was found that :

- i) Improper storage of 14 Nos of contaminated mineral oil 55 Gallon Drum and 1 nos of Drum found near the skid tank (mill)
- ii) Spent battery was found at the workshop area, no labelling on spent battery at the scheduled waste store and no notification of battery inventory (SW 102) to the Department of Environmental (mill)
- iii) The empty contaminated container was found at the estate FGVP(M) Terapai 1 and not classified as scheduled waste (SW 409)

Hence the auditor made conclusion that there is improper waste management plan at the estate and mill as the implementation of the waste management is not according to the management plan. **It was raised as non conformity No. 2018.4.**

In addition that there are other waste management on each units, such as:

- Domestic waste from housing complex and office activity in Chini Timur 04 was disposed to the landfill at Block 13 and it was observe by auditor team.
- Domestic waste from housing complex and office activity in Terapai Estate was disposed to the landfill at Field PR 18 L and it was observe by auditor team.
- Fiber and shell was burned for boiler fuel.
- EFB was application to the estates as organic fertilizing.

5.3.3. Status: Non Conformity with Minor Category No. 2018.4.

5.4

Efficiency of fossil fuel use and the use of renewable energy is optimised.

5.4.1

Several strategy which already implemented by Estate and Mill are monitoring of fuel consumption, utilizing by-products (kernel and fiber) as source of energy (fossil fuel substitute) and methane capture through biogas plant. The anaerobic pond had been extracted and stored in a 3 digester tank to reduce the BOD of final discharge. Records of several strategy mentioned in the former is presented as follows, for example:

- Diesel usage per ton FFB January to December 2017 (litre / ton FFB) : 0.83, 0.92, 0.76, 0.77, 0.72, 0.69, 0.73, 0.79, 0.58, 0.78, 0.72, 0.76, 0.76

Sighted the fuel onsite usage by the transport and machinery : for February 2018:

- Engine room 7300 litres
- Prime mover 994 litres
- Showel : 2810 litres
- Water pump : 2200
- Tractor : 131 litres
- Other utilities : 904 litres

Electricity per ton FFB kwh/Tan BTs form January to December 2017 : 0.83, 0.92, 0.76, 0.77, 0.72, 0.69, 0.73, 0.79, 0.68, 0.78, 0.72 =, 0.76 and 0.76

Sighted the diesel usage per ton FFB for 2017 by the management for FGVP(M) Chini Timur 4 from January 2017 until December 2017

- 2.06, 2.61, 2.28, 2.62, 2.74, 2.29, 2.11, 1.,07, 1.68, 0.98, 1.97, 2.02 average litres per ton FFB Transport.

Sighted the monitoring diesel use per ton FFB from January 2017 until October 2017 :

- Diesel; / FFB Production (liter/tan) : 1.98, 1.431, 1.54, 1.86, 1.51, 1.91, 1.32, 1.92, 1.93, 1.86,
- Cpo/ CPO production : Liter / tan = 5.08, 5.17, 5.19, 5.13, 5.82, 5.15, 5.16, 5.19, 5.23, 5.29

Status: Comply

5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

5.5.1 & 5.5.2

Prohibition open burning policy observed for FGV with endorsement from President, Mr Mohammed Emir Mavani dated 1/6/2014. Prohibition of open burning addressed in Manual Lestari – Replanting, Doc no. MLSL (Ed.2) – Sec 2. Land clearing using chipping method.

Based on field observation in Ladang Terapai 1 Estate block 17K and 18 L, it is know that no burning methods on replanting activity. Accoding to interview with smallholders it is know that the company has socialized the zero burning policy. Prohibition of open burning policy addressed into stakeholder booklet and briefed to stakeholder including smallholder during stakeholder meeting.

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

5.6.1

The company has able to shows several measurement data related to pollutions towards operational activities. For example, latest testing in 2017 is presented as follows:

- Noise Monitoring; Regulation Ref.: *Peraturan-peraturan Kilang & Jentera (Pendedahan Bunyi Bising)* 1989; Tested location: Nut Station, Engine Room, Boiler Station, Sterilizer Station, Press Station and Clarification Station; Results: noise parameter tested were above 85 dBA. Hence, the company has provide PPE ear-plug on that particular areas.
- Boiler Emission; Regulation Ref.: *Jadual Pematuhan Syarat Lesen Jabatan Alam Sekitar*; Tested location: Boiler 1 and Boiler 2; Parameter tested: Particulate, SO_x, SO₂, H₂SO₄ and Opacity. Results: Emission in Boiler 1 and Boiler 2 were below the threshold limit.
- Generator Set Emission; Regulation Ref.: *Jadual Pematuhan Syarat Lesen Jabatan Alam Sekitar*; Parameter tested: Particulate, SO_x, SO₂, H₂SO₄ and Opacity. Results: Emission in Generator set Station were below the threshold limit.
- Ambient Air Quality; Regulation Ref.: *Jadual Pematuhan Syarat Lesen Jabatan Alam Sekitar, Peraturan Udara Bersih*; Location tested: Front Office and Employees Housing Complex; Parameter tested: Particulate, SO₂, NO₂ and Dust. Results: Emission in Boiler 1 and Boiler 2 were below the threshold limit.
- Waste Water Quality Analysis in Effluent Treatment Plant or Waste Water Treatment Plant Inlet and Outlet; Regulation Ref.: *Akta Kualiti Alam Sekeliling* 1974; Location tested: Effluent Treatment Plant Inlet and Outlet; Parameter tested: BOD, COD, pH, oil and grease, suspended solids, Ammonia Nitrogen and Total Nitrogen. Results: water quality on the outlet were below the threshold limit.

5.6.2

Estate and Mill management unit has identified GHG emission sources, as well as its mitigation plan which issued by Manager, presented as follows:

- **Estate Sources:** Diesel consumption, uses of agrochemicals, uses of chemical fertilizer, organic domestic and others;
Mitigation Plan: monitoring, recording and analysis of diesel consumption for FFB transportation, reduction of pesticide uses (liter/ha) through biological control, reduction of fertilizer uses through by-products application, domestic waste management monthly bases, waste separation (organic and non-organic) and no burning in waste management, paperless implementation (rim/month), recording on recycle (kg/month) and training to the respective worker.
- **Mill Sources:** Boiler, uses of electricity, uses of Diesel, uses of Lubricant, final discharge, effluent treatment plant, composting and empty fruit bunches.
Mitigation: Monitoring and control of emission through maintenance, reduction of electricity consumption, reduction of diesel consumption, reduction of lubricant consumption, land application and EFB mulching.

5.6.3

Calculation of GHG emission and its monitoring has conducted by Department of Sustainability & Environment (SED), unit of Certification Due Diligent (CDD). GHG emission has calculated through the RSPO PalmGHG Calculator Version 3.0.1, with summaries are presented as follows:

Summary of Net GHG Emissions

Emissions per product	tCO ₂ e/tProduct	Extraction	%	Production	ton/year
CPO	0.33	OER	19.81	FFB Processed	154,930.00
PK	0.33	KER	4.80	CPO Produced	30,690.31

FGVP(M) Ladang Chini Timur 4

Land Use	ha
OP planted area	1,309.58
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00

Summary of Field Emissions and Sinks

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha
Emissions								
Land conversion	12,934.24	9.88	-	-	-	-	12,934.24	9.88
*CO ₂ emissions from fertilizer	1,414.34	0.53	-	-	-	-	1,414.34	0.53
**N ₂ O emissions	1,049.31	0.8	-	-	-	-	1,049.31	0.4
Fuel consumption	84.26	0.06	-	-	-	-	84.26	0.02
Peat Oxidation	0	0	-	-	-	-	0	0
Sinks								
Crop sequestration	-24,932.17	-9.36	-	-	-	-	-24,932.17	-9.36
Conservation Sequestration	0	0	-	-	-	-	0	0
Total	3,222.2	2.46					3,222.2	1.47

FGVP(M) Ladang Terapai 1

Land Use	ha
OP planted area	1,696.81
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00

Summary of Field Emissions and Sinks

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha
Emissions								
Land conversion	14,070.05	8.29	-	-	-	-	14,070.05	8.29
*CO ₂ emissions from fertilizer	939.27	0.55	-	-	-	-	939.27	0.55
**N ₂ O emissions	729.06	0.43	-	-	-	-	729.06	0.43
Fuel consumption	52.14	52.14	-	-	-	-	52.14	52.14
Peat Oxidation	0	0	-	-	-	-	0	0
Sinks								
Crop sequestration	-8443.25	-4.98	-	-	-	-	-8443.25	-4.98
Conservation Sequestration	0	0	-	-	-	-	0	0
Total	7,347.26	4.33	-	-	-	-	7,347.26	4.33

FPISB Kilang Sawit Chini 3

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/tFFB
Emissions		
POME	6,409.84	0.20
Fuel consumption	507.85	0.02
Grid Electricity Utilisation	300.65	0.01
Credits		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0	0.00
Sales of EFB	0.00	0.00
Total	7218.34	0.22

Palm oil Mill Effluent (POME) Treatment

Divert to compost	0.00 %
Divert to anaerobic digestion	100.00 %

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	100.00 %
Divert to methane capture (flaring)	0.00 %
Divert to methane capture (electricity generation)	0.00 %

Status: Comply

PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills

6.1

Aspects of plantation and mill management, including replanting, that have social impacts 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 the continuous improvement.

6.1.1; 6.1.2 & 6.1.3

Social Impact Assessment in Chini 03 POM has been conducted by Certification and Due Diligence (CDD) dated 30 November 2017. The stakeholder's consultation has been conducted on 26 February 2018 in Chini 03 Complex. There are 15 internal stakeholders and 83 external stakeholders was attended, such as: workers, contractor, nearest estates,

head of settlers, agencies, workers union, and staff. Social Impact Assessment in Chini Timur 04 has been conducted by Certification and Due Diligence (CDD) dated 28 February 2018. The stakeholder's consultation has been conducted on 26 February 2018 in Chini 03 Complex. There are 30 internal stakeholders and 83 external stakeholders was attended, such as: workers, contractor, nearest estates, head of settlers, agencies, workers union, and staff. Social Impact Assessment in Terapai 01 has been conducted by Certification and Due Diligence (CDD) dated 28 February 2018. The stakeholder's consultation has been conducted on 26 February 2018 in Chini 03 Complex. There are 30 internal stakeholders and 83 external stakeholders was attended, such as: workers, contractor, nearest estates, head of settlers, agencies, workers union, and staff.

All report is described of positive and negative impact by plantation and mill operational, plan for monitoring and manage those impacts. The components that will be managed and monitored are:

- Estates and mill workers didn't know about sustainability policy.
- Chini Timur 04 Estate didn't know about all RSPO aspect.
- All new foreinger workers from India don't understand work agreement and entitlements workers in Chini Timur 04 Estate
- There are no complaint channels for domestic violence.
- The water supply facilities supplied unsatisfaction in Terapai 01 Estate.
- Housing facilities are not well maintained in Terapai 01 Estate.

The management unit has had management plan to reduce negative impact and increase positive impact, for example negative issues about all new foreigner workers from India didn't understood for work agreement and entitlements workers in Chini Timur 04 Estate. The management plan are appointed translater from Indian workers (December 2017 – May 2018), Socialization to all Indian workers related to work agreement and entitlements (July – December 2018), reensure that all Indian workers were understood the work agreement and etitlements (January – June 2019).

Based on interview with several workers in estates and mill and external stakeholders (local contractor and *Jabatan Perhilitan*0, their were participated on Social Impact Assessment. There are no issues related to negative impact of mill and estates activites.

6.1.4

There were questioners as a tools that the company used for gathering information from stakeholder and available of attendant list in each estate. The management of KKS Chini 03 and supply bases has have of monitoring and management plan Social Impact Assessment 2018/2019 based on input from stakeholder (workers and community/smallholder member). The evaluation of social impact management plan conducted every two year, the last evaluation was conducted on January 2018, next review will be held on January 2020.

6.1.5

The certification scope is not include the smallholder.

	Status: Comply	
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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; 6.2.2

FGVP(M) has a Communication Procedure (ML-1A/L2-Pr12, 1 June 2016) which explain a system of communication with internal and external parties related to the environment around the area, hazards and risks in the workplace. In the policy also stated about the responsibilities of Manager and the responsibilities communicating with the head office and any other government bodies. The management also has appoint one person in charge of communication from each estates and mill office. The PIC for each unit was assistant manager. Based on interview with internal and external stakeholders sighted that they were understood about communication and consultation procedure.

6.2.3

Management unit maintains and documented a list of stakeholders which consist of internal and external stakeholder. Based on the latest stakeholder list that update on 2018 there are 9 internal stakeholders and 5 external stakeholders in

KKS Chini 03, 43 internal stakeholders and 38 external stakeholders in Chini Timur 04 Estate and 32 internal stakeholders and 28 external stakeholders in Terapai 01 Estate. Management unit also conduct stakeholder meeting once a year. The stakeholder meeting has been done at Chini 03 Complex, there are 15 internal stakeholders and 83 external stakeholders was attended, such as: workers, contractor, nearest estates, head of settlers, agencies, workers union, and staff. Based on interview with several stakeholders, such as: gender committee, foreign workers, local contractor and government; sighted that no issue to follow up by management unit.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

6.3.1 & 6.3.2

The management unit of FGVP(M) has Procedures of Complaint and Grumbling Handling (Number: ML - 1A / L2 – Pr13, 1 June 2016). The procedure aim to resolve all complaints and grievances fairly and to maintain good relations between the company and other parties. The company was installed complain box in each estates and mill. Management unit also have records of complain in log book. The grievance from migrant workers may be submitted to the worker union. The worker union consist of representative from Malay worker, Bangladesh worker, Indonesia worker and India worker. The policy has been developed by Kumpulan FGV in regards of procedure giving information dated 24th February 2015, policy and procedure of giving information, preparing the mechanism format to raise out their concern, prepared the protection for the whistleblowers, with good instinct and the mechanism for the management department to act upon the report been made. The policy of joining parties also made available.

Based on verification of Record Complaint Book it found no complaints from the surrounding community or external stakeholder. By the results of external stakeholder consultations around of plantation area has showed there is no complaints and dispute between the company and the other parties. However, for internal stakeholder there were complaint related to housing and each management unit has resolve the complaint. Based on interview with several stakeholders, such as: gender committee, foreign workers, local contractor and government; sighted that no complaint and grievances during last year from stakeholders.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary 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; 6.4.2 & 6.4.3

FGVP(M) has Procedure for Identification and Land Conflict Resolution (Number: ML1A/L2/Pr10, 1 June 2016. These procedures as a guide to resolve problems of land boundaries among company and local communities related to legal or customary rights.

Based on documents verification, information from staff of plantation and stakeholder consultation was known that there is no compensation processes in areas managed by the FGVP(M) in KKS Chini 03 Complex. All lands are managed today is a land that has been set by the Kingdom of Malaysian since early period of company operates.

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

6.5.1

The type of employment in the company is local workers (permanent) and foreign workers (contractual). Pay and condition are describes in each employment agreement (Clause 7: pay and conditions provided in labour laws, union agreements or direct contracts of employment comply with the decent living wage as provided. According to the Work Act 1955) and wage-define letter from HRM. There is circular letter number no. FGVH/AOM.03 (32) date 1 August 2016 on the implementation of the minimum wage, that from 1 July 2016, the minimum wage will be implemented in accordance with

the definition of living wage in Malaysia available at PERINTAH GAJI MINIMUM 2016 (Minimum Wages Order 2016) Semenanjung Malaysia Monthly (RM 1,000), Daily (6 hours-RM 38.46, 5 hours – RM 46.15, 4 hours – RM 57.69), Per/Hour RM 4.81

Evidence of Employment Contract Agreement between Felda Global Ventures Plantations (Malaysia) Sdn Bhd and Foreign Work Force. Detailing regarding agreement period three (3) years from the date of agreement may be renewed from year to year not exceeding ten (10) years with mutual approval between the employer and the employee. However, a term of work period is subjected to policy of Malaysian Government.

Based on interview with employees in mill, estate, representative workers from India, Bangladesh, Indonesia and Local, Gender Committee known that company has paid the employees wage in accordance with applicable regulation, payment of wages has been held in accordance with the mechanism mentioned in employment contracts and company regulations. Moreover, interview with contractor also revealed that they received salary no less than government regulation's amount.

6.5.2

Employment payment and conditions explained in the document of collective agreement 1 Jan 2016 – 31 Dec 2018 namely "*Perjanjian kerja bersama antara Felda Palm Industries Sdn Bhd dan kesatuan pekerja-pekerja Felda Semenanjung*", which is written in Bahasa. These agreements cover terms of services, salary, allowances, monetary and medical benefits, confirmation of post, salary scale, transfer, retirement, working hours, overtime, traveling claims, subsidies (housing loan, electricity supply, water supply), leave entitlement, discipline and formation of a committee at the headquarters and regional levels.

In the work agreement informed:

- Clause 3 Definition in Agreement
- Clause 4 Agreement Period – three years from the date of contract agreement is made and may be renewed from year to year not exceeding ten years.
- Clause 5 Type of works and location
- Clause 6 Working hours
- Clause 7 Salary/wages
- Clause 8 Accommodation
- Clause 9 Transportation
- Clause 10 Health and medical examination
- Clause 11 Work equipment and appliances
- Clause 12 Passport and permit
- Clause 13 Employee Insurance
- Clause 14 Death of Employee
- Clause 15 Employee Leave
- Clause 16 Keeping of employee passport
- Clause 17 Discipline and code of conducts
- Clause 18 Termination of employment contract
- Clause 19 Safety and Health Guide
- Clause 20 Rights to Conduct an inspection
- Clause 21 Company law and regulations
- Clause 22 Resolution of Dispute
- Clause 23 Law
- Clause 24 Language Disparancy

As for foreign workers, there are a signed agreement/contract for each employee for period of 2 years and renewed from year to year (not exceeding 10 years), covering the terms of : type of work and location, working hours, salary/wages, accomodation, transportation, health and medical examination, work equipment and appliances, passport and permit, employee insurance, employee's leave, death of employee, keeping of employees passport (only for safety reason, employees may obtain the passport from the employer as a valid travel document if necessary), code of conducts, termination of contract, safety health guide.

An evidence of approval of salary deduction from (*Jabatan tenaga kerja semenanjung Malaysia*) ref 22dlm BHG.PU/9/129/jld23 dated 26 April 2016. (*Potongan Upah Di Bawah Seksyen 24 AKTA Kerja 1955*). Deduction for water RM 4.00 and electricity RM 6.00 per month and deduction only approve if medical treatment more than RM 200 per workers in every year. And total deduction salary in one month not more than 50% from monthly salary.

The employment contract is in a language under stable, written in Bahasa for Indonesian works, written in Hindi for Indian Workers and Written in Bengali for Bangladesh Workers. Based on iterviews it's known if the copies are available for both parties, (the workers and company). Based on the interview with employees is known that the employee has had a copy of the work agreement and has understood the agreement

6.5.3, 6.5.4

During the field visit KKS Chini are provided with 3 room's house for KKS Chini staff, and for foreign workers at FGVP(M) Chini Timur 04 (PM 05 Tunera and Cassia) and Terapai 01 (*Kongsi Pekerja A*) Sighted 12 person in a hostel. Everybody has their own bed and locker. Housing area complete with electricity and clean water supply. Sighted also the bath room, 12 bathrooms for 2 hostels. Proper disposal of domestic waste sighted at the hostel area, including the black bin. There is also surau and worship area in the hostel First aid kit provided at each hostel including fire extinguisher. For KKS CHini 03 and FGVP(M) Chini Timur 04 water supplies by government water and for FGVP(M) Terapai 01 Water supply from treatment plant (obtain approval for water extraction approval from State of Pahang) and evidence of SPAN license approval from the FGVP(M) Terapai 01 management. electricity provided by government and place for worship (mosque and surau). for medical facility there is a clinic with 2 nurses working in the clinic and only treat a minor injury and normal diseases. KKS Chini 03 FGVP(M) Chini Timur 04 and Terapai 01 – *Klinik Kesihatan Chini*



The company provides a store (*kedai runcit*) KKS Chini 03 (Anjung Satu Enteprise) and FGVP(M) Terapai 01 there is 4 restaurant and 1 groceries on each estate that provides basic need at an affordable price. In addition there is transportation facility (bus/van) if employees want to shop for daily needs outside / nearby markets. The company also provides daily bus transportation to the school (primary and secondary school) at primary school KKS Chini 03 FGVP(M) Chini Timur 04 – Sekolah kebangsaan Chini 1 and 4 (1.5 km), secondary *Sekolah Menengah Kebangsaan Chini* (3 km) and FGVP(M) Terapai 01 – *Sekolah Kebangsaan Kinchir, Sekolah Menengah Paloh Hinai* .The bus and van provided is new and in a good condition. From the interview with the workers, they are happy working in the estate and the cooperation between the workers and management is very good.

Status: Comply

6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

6.6.1 & 6.6.2

There is a policy in freedom of association namely *Polisi Hak Kebebasan Bersuara & Mengangotai Kesatuan*”, signed by President & CEO FGV dated 01.06.2014. The policy mentioned it was stated in the policy that FGV Workers and Staff are allowed to join a registered association. The management practice freedom of speech (align with the local law) and do not stop individual to join Worker Union or any other association that has received approval from FGV. All staff is allowed to join trade unions and they are free to join any association. There is a policy signed by Mohammed Emir Mavani

Abdullah, President & CEO FGV dated 01.06.2014 mentioned that all staff and workers are free to join any registered association.

Documented evidence minutes of meeting for KKS Chini 03 – *Kesatuan Pekerja-pekerja* FELDA Palm Industries Sdn Bhd. Latest on 16 October 2017 for 2016 to 2019. FGVP(M) Chini Timur 04 – there is evidence of minute of meeting for Foreign Workers welfare latest on 02/03/2018 and FGVP(M) Terapai 01 – workers welfare meeting (FGVP(M) Terapai 01) latest on 31/01/2018.

Based on documents verifications and interview with representative workers from Malaysia, India and Bangladesh its known if there are no workers associations. But the company has been facilitated the workers to bargain collective with their employer through JKPP (*Jaminan Kebajikan dan Keselamatan Pekerja*) which consists of representatives of the company (management) and workers representatives include local workers, Indian workers, Indonesian workers, Bangladesh workers and contractors workers. Periodically every 3 months JKPP conduct regular meetings with the agenda discussed on aspects of employment or other issues that arise. Based on document verification and interview with several workers, there are issue related to salary was not credited to the Bank Account from a worker in FGVP(M) Terapai 01. It has been resolved by the management unit.

Status: Comply

**6.7
Children are not employed or exploited.**

6.7.1

There is company policy on the prohibition of child labor does not justify individuals under the age of 18 taken to work in accordance with applicable law), stated in the document “*polisi pekerjaan kanak-kanak*”, signed by President & CEO FGV on 1 June 2014. Consistent between document verification (employee’ master list), there is no found any workers who is under the age of 18 (the minimum working age under Malaysian Labour Laws Act A1238) being hired by the company And also there is a procedure to prevent employment of children workers (Manual Lestari 1A ML-1A/L2-PR9 (0) Mac 2012.

Based on field observations in KKS Chini 03, FGVP(M) Chini Timur 04 and Terapai 01 there is no employee under 18 years old. Interview with workers are held and they are aware regarding to the minimum age for employees to be hired is 18 years old.

Status: Comply

**6.8
Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.**

6.8.1

An equal opportunities policy in *Bahasa Malayu* stated in the document of “*Polisi Kesetaraan Peluang*” dated 01 June 2014 who mentioned there is no discrimination against workers based on nationality, religion, disability, gender, political parties and age”. Based on interview with workers during field observation this policy has been socialized to workers during the roll-call and displayed in the work-station, housing notice board and office’s information board. Based on interview with workers from Indonesia, India and Bangladesh obtained information also reveals that there is no indication of discrimination against employees

6.8.2, 6.8.3

There is no found any discrimination to the employees based on gender, religion, race, country and ect, all workers (local or migrant) were covered by the same payments and conditions of employment. This was confirmed during random interviews held with the workers, also confirmed that there is no complaint and grievance raised in regard of discrimination.

Interview with recruitment officer obtained information if that the selection process and recruitment of candidates is done in accordance with the applicable procedures in the company, starting from medical examinations, the signing of the agreements, the evaluation of the performance, until the appointment becomes permanent workers.

There is a SOP for foreign workers recruitment & Selection SOP (FGV/GHR/SOP/004) consist of

- 1.0 Purpose
- 2.0 Scope
- 3.0 Definition & Abbreviation
- 4.0 Reference
- 5.0 Responsibility
- 6.0 Process & Procedures
- 6.2 Submission of form
- 6.3 Approval Process
- 6.4 Advertisement of vacancy
- 6.5 Selection Process
- 6.6 Interview Session
- 6.7 Determine the remuneration package
- 6.8 negotiation of approval paper

Status: Comply

6.9

There is no harassment or abuse in the work place, and reproductive rights are protected.

6.9.1 & 6.9.2

The company has had the policy on on sexual harrasment and violence as well as the policy for reproductive rights, those documents was signed by the President & CEO FGV on 1 June 2014. Gender committee has established in each unit as an organization to manage the complaints of women workers in the event of sexual harassment and violations of reproductive rights. There is a program of gender committee among others socialization of policy, gender committee meeting, counseling and policy, economic household program and mutual assistance. Based on interview with workers and committee gender, the policy had disseminated to workers through gender committee meetings with workers. KKS Chini 03, FGVP(M) Chini Timur 04 and Terapai 01 - There is a latest gender committee meeting (*Mesyuarat Jawatan kuasa gender KKS Chini 03*), FGVP(M) Chini Timur 04 and Terapai 01) on 21 February 2018

There is a child care facilities provided by the management based on the memo (Facilities was provided by FGVP(M) to the local workers – Circular March 2014); the FGVP(M) are providing children care facilities (TADIKA).

6.9.3

Sighted a published policy in Bahasa Melayu on sexual harrasment and violence as well as the policy for reproductive rights, those documents was signed by the President & CEO FGV on 1 June 2014. There is a manual for handling complaint and grievances (ML-1A/P2-Pr13 (0) effectives date on 01/06/2016. "*Mekanisme aduan gender*" document no.: FGV/ML-1A/L2-Pr14, no issue 1, effective date 1 June 2016. Based on interview with gender committee, confirmed that there is no issues and report regarding to sexual harassment, productivity rights and other issues related. Interview with female workers and committee gender obtained information if the female workers given specific break times to enable effective breastfeeding for their baby.

There is a whistleblower protection were stated on Sustainable Manual number NL-1 A-Pol8(0) dated 24 February 2015 about FGV expects high standards of integrity, honesty, transparency and accountability. There is a mechanism specified in the Specific in the manual item 8.0 (flow chart). Besides supervisor workers can complaint to assistant manager, welfare committee, manager, company exco and union chairman.

Status: Comply

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.

6.10.1 & 6.10.2

Pricing mechanism is determined by Malaysian Palm Oil Board (MPOB). The management of Palm Oil Mill can access the price standard for everyday by MPOB website. The standard of FFB price was put on Palm Oil Mill board announcement and it can access by all outsider supplier. There in an evidence of FFB pricing by MPOB : Daily price of FFB has been determined by MPOB – divided into Northern Region, Southern region, Central region, East , Sabah, and

Sarawak.

Sighted the pricing of FFB been displayed at the mill reception weighbridge and the pricing of FFB from MPOB dated 1st October 2017 for until 24th October 2017 including region per % :

- i) Utara 31.00 B : 30.20
- ii) Selatan 31.50 B : 30.20
- iii) Tengah 31.00 B : 31.00
- iv) Timur 31.00 B : 30.20
- v) Sabah 27.50 B : 26.30
- vi) Sarawak 26.70 B : 26.70

Sighted the FFB Price determined by MPOB as per price FFB dated 1st March 2018 :

2 price Available : Set A 27.50 and Set B 26.90, Current 6th march 2018 26.50 and 26.00 as approved by the regulator of Malaysian Palm Oil Board

6.10.3 and 6.10.4

Management unit of mill and estates has been showed of Work Agreement between FGVP (M) with the local contractor, such as 2017 between Chini Timur 04 Estate with *GR Impian Mesra Enterprise* and Terapai 01 Estate with *Syarikat Gerak Maju* for FFB transportations. Based on record of payment it is known that payment has been made in accordance of agreement. Mill also can show evidence of payment record for FFB purchasing from independent traders, such as:

- Sighted the mode of recording / documenting transaction between miller and dealers that using cheques and the record has been made available in pay statement FFB personal from FPISB Mill Chini 3 and Mr Tan Hook Yan (FFB smallholder)
- And report of interface data payment through suppliers on 25th February 2018 until 25/2/2018

The payment will be done through cheque and collected at office in Wilayah Chini The payment made every week and all the payment done by Headquarters of FGVP(M) to the regional office. The contractual agreement for the dealer and mill (FPISB) kept at the headquarters

- i) Premium
- ii) Young frond
- iii) Value buy

The payment had been verified by Manager of FPISB Kilang Sawit Chini 3 Payment has been by cheques and sighted the cheque number 350188631 to FGVP(M) Wilayah Muadzam will be paid every week and the smallholders or supplier will collect at the regional office.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

There is contributions given by the management to the community lived around the Chini 03 Complex. For instance, festive season contribution, schooling facilities, and scholarship. Based on the documentation review, there is some contributions given by the management to the contributions of the local communities. For example: scholarship for workers children in Terapai 01 Estate dated 6 February 2017, Ramadhan and led Mubarak charity in KKS Chini 03 and Chini Timur 04 Estate. There are also several local contract record on each estates and mill, for example: agreement between KKS Chini 03 with Indah Chini Trading number 3301203537 dated 25 April 2017, agreement between Chini Timur 04 Estate with GR Impian Mesra Enterprise number 5300003399 dated 1 August 2017, and agreement between Terapai 01 Estate with Syarikat Gerak Maju number 530002398 dated 1 October 2017.

6.11.2

The certification scope is not include the smallholder.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1, 6.12.2,

There is no found any substitution contract, as in the work permit and contract are written for plantation workers and its in accordance with the result of interview with workers. *Procedure of foreign workers intake to the Estate.*, No. ML-1A/L5-AP10(0), dated 1 June 2016:

1. List of workers from Visa will be send to the supplier for the consulate Malaysia in their own country. Foreign workers will sign the agreement letter, working contract with FGVP(M) in their own country. Foreign workers will be induction course at their own country. JTK will inform the arrival of workers to the estate department.
2. Workers will be transferred to One Stop Center at Nilai, Negeri Sembilan, giving induction and FOMEMA inspection for 3 days.
3. Arrival list formed will be given to the workers once they arrived at the estate by
4. Transferee of workers to the estate will be arranged by Department of workforce (JTK)
5. Toiletries will given at one stop centre (toothpaste, soap, towel)

There was showed evidence Policy of Foreign Worker Requirement (approved by President & CEO FGV, dated 01 June 2014). The procedure was explained of basic salary based on Minimum Wage in Malaysia and the early training for the workers in related to language, Health & Safety, Labor requirement and culture sensitive. There is also SOP of “*Prosedur Kemasukan Pekerja Asing ke Ladang*”, No. ML-1A/L5-AP10(0), dated 1 June 2016 that mentioned “Workers will be transferred to One Stop Centre (OSC) for induction course and health inspection FOMEMA for 3 days”

Passport are kept by the company in the respective estate for safety reason, sighted the document of “*borang penyerahan passport*”, which stated that its may obtain at anytime if there is a needed. Its consistent with the interview result with foreign workers at FGVP(M) Chini Timur 04 and Terapai 01. The company had kept a safekeeping passport in a locker at the office FGV(M) Chini Timur 04 and Terapai 01 the workers are allowed to kept the key for their security. Based on the interview, there is no contract substitution occurred and the workers are only sign the agreement once they reached at the respected estate only.

6.12.3

FGV has a Policy of Human Right (approved by President & CEO FGV, dated 01 June 2014). This document as FGV commitment to consent for support and protect of human right as a corporate responsibility. There is a policy on Human Rights that has been communicated to all level of the workforce by making the public at the office and certain parts of the estates and office. The manager and assistant manager have the task to communicate to all the workers and external party in each of their unit management. FGV will also involve with the effort of supporting and also take part in various activities to support corporate social responsibilities to respect human rights

There has been shows an evidence Policy of Foreign Worker Requirement (approved by President & CEO FGV, dated 01 June 2014). The procedure was explained of basic salary based on Minimum Wage in Malaysia and the early training for the workers in related to language, Health & Safety, Labor requirement and culture sensitive. It is related to clause point 17 in Worker Agreement. Furthermore in document of work discipline point b (Disiplin Tata Laku) that explained prohibition to bring the family member and forbidden to the migrant workers for marry in Malaysia with local people or the other foreigner.

	Status: Comply	
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6.13

Growers and millers respect human rights

6.13.1

There has an evidence Policy of Foreign Worker Requirement (approved by President & CEO FGV, dated 01 June 2014). The procedure was explained of basic salary based on Minimum Wage in Malaysia and the early training for the workers in related to language, Health & Safety, Labor requirement and culture sensitive. FGV has have Policy of Human Right (approved by President & CEO FGV, dated 01 June 2014). This document as FGV commitment to consent for support and protect of human right as a corporate responsibility. The manager and assistant manager have the task to communicate to all the workers and external party in each of their unit management. FGVP(M) will also involve with the effort of supporting the human rights amongst their own staff and workers are also take part in various activities to support corporate social responsibilities to respect human rights. Sighted the human right policy had been displayed a muster roll call, office and at the Hostel area. The workers are concern regarding the policy available at the estate and mill.

6.13.2

Not applicable, since the audit held in Semenanjung Malaysia.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas.

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

No establishing new plantings operations in KKS Chini 03 complex. Replanting had been commenced in a part of managed area. Social and environmental assessment is undertaken by internal prior to replanting. A report on liability disclosure had been submitted to RSPO on 2015. According to communication with RSPO Compensation Help Desk by email dated 28 February 2018, sighted that KKS Chini 03, Chini Timur 04 Estate and Terapai Estate was disclosed with zero non compliant land clearance.

Status: Comply

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas.

Status: Comply

7.5

No new plantings are established on local peoples' land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas.

Status: Comply

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while

Terapi 01 Estate currently is being started replanting activities in several areas.	
	Status: Comply
7.7	
Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.	
According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas.	
	Status: Comply
7.8	
New plantation developments are designed to minimise net greenhouse gas emissions.	
According to document review, field observations and interview with estates manager, sighted that KKS Chini 03 Complex and supply bases estates didn't new planting after November 2005. Chini Timur 04 Estate is second cycle plant, while Terapi 01 Estate currently is being started replanting activities in several areas.	
	Status: Comply
PRINCIPLE #8 Commitment to continuous improvement in key areas of activity	
8.1	
Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.	
The management unit has continuous improvement program and records, such as:	
<ul style="list-style-type: none"> - Paraquat usage reducing program. - Barn owl boxes added on each estates - Beneficial plant on each estates - Add up areas for subsoil manuring - Smart weeding technique - Build concrete fencing - 3R Program - Continuous Social Responsibility - Optimum production 	
RSPO Internal Audit	
<ul style="list-style-type: none"> - RSPO Internal Audit in KKS Chini 03 was conducted dated 29 November 2017 by Muh. Azwan and team, there are 10 Major non conformities and 11 minor non conformities. For example: Indicator 5.6.2. There are no Management Plan of GHG emissions. All non conformities has followed up by management unit. - RSPO Internal Audit in FGVP(M) Chini Timur 04 was conducted dated 22 November 2017 by Muh. Zulfadzli and team. There are 21 Major Nonconformities and 12 Minor Nonconformities, for example: Indicator 4.7.4. The latest OHS Committee not verified by management. All non conformities has followed up by management unit. - RSPO Internal Audit in FGVP(M) Terapai 01 was conducted dated 22 November 2017 by Yaslam Mohammad Salleh and team, there are 16 Major non conformities and 10 minor non conformities. For example: Indicator 2.1.1. There are no record land use title from FELDA to FGV. All non conformities has followed up by management unit. 	
	Status: Comply

3.2. Summary of Assessment Report of Supply Chain Requirement

3.2.1 General chain of custody requirements for the supply chain

Clause	Requirement
5.1	Applicability of the general chain of custody requirements for the supply chain
5.1.1	<p>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.</p> <p>Question: Does the organization take legal ownership and physically handles RSPO Certified Sustainable oil palm products at their premises or through the outsourcers?</p> <p>The Organization take legal ownership and physically oil palm products and there is no outsources. The RSPO Supply Chain Standard are applicable to Chini 3 POM.</p> <p>Status: Comply</p>
5.1.2	<p>Traders and distributors require a license 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.</p> <p>Question: Is the organization buying from RSPO licensed traders who pass the certification number of the product manufacturer and the applicable supply chain model?</p> <p>Chini 3 POM – FPI Sdn Bhd are not buy from any RSPO licensed traders and There is no selling RSPO certified product yet. This matter will be verified in ASA 1.</p> <p>Status: Comply</p>
5.1.3	<p>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.</p> <p>Question: Is the site level or its parent company a member of RSPO and registered on RSPO IT platform?</p> <p>Yes parent company are member of RSPO: 1-0225-16-000-00, 27 December 2016, RSPO IT Platform: FGV KS Chini 3 RSPO_PO1000003760.</p> <p>Status: Comply</p>
5.1.4	<p>Processing aids do not need to be included within an organization's scope of certification.</p> <p>Question: Is the site level or its parent had a processing aids?</p> <p>Parent company or site has no processing aids.</p> <p>Status: Comply</p>
5.2	Supply chain model
5.2.1	<p>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.</p> <p>Question: Has the organization applied the Supply Chain Model correctly?</p> <p>The organization will apply Mass Balance Supply Chain Model. The implementation will be verified at ASA 1.</p>

	Status: Comply
5.2.2	
The site can use one (1) or a combination of supply chain models as audited and certified by the CB.	
Question: Has the organization applied a combination of Supply Chain Model correctly?	
The organization will apply Mass Balance Supply Chain Model. The implementation will be verified at ASA 1.	
	Status: Comply
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.	
Questions : Documented procedures established and covering all provisions following:	
<ul style="list-style-type: none"> o Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. o Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). o 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. 	
Chini 3 Mill has Documented procedures (No. Document: FGVPM-RSPO SCCS, circulated at 1 December 2017). The procedures established and covering all elements of the supply chain model requirements, records and reports of compliance with supply chain requirements including training records. The procedures also identified role of implementation responsibility persons that trained. Evidence of training shown in RSPO Supply Chain Training held at 23 February 2018 attended by 7 responsibility persons. Based on interview at weighbridge station is known that the operators has understand the RSPO supply chain procedures.	
	Status: Comply
5.3.2	
The site shall have a written procedure to conduct annual internal audit	
Question :	
Documented annual internal audit procedures established and covering all provisions :	
i) Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.	
ii) Effectively implements and maintains the standard requirements within its organization.	
The Procedure to conduct annual internal audit are describe at Standard Operating Procedure for Mill RSPO SCC (No. Document: FGVPM-RSPO SCCS, circulated at 1 December 2017). Internal audit conducted by CDD (Certification Due Diligent) annually and management review by RSPO SCC Comitee such as Internal audit held in 23 February 2018. The Procedure established and covering to the requirments in the RSPO Supply Chain Certification Standard. The implementation of this procedure will verify at ASA 1.	
	Status: Comply
5.4	Purchasing and goods in
5.4.1	
The receiving site shall ensure that purchases of RSPO certified oil palm products are in compliance and the following minimum information for RSPO certified products is made available by the supplier	
Question :	
All RSPO product information is provided by suppliers in accordance with :	
<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
- 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).
- 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 of shipments. Refer to section 5.7.1 of this document for further guidance.
- A check of the validity of the Supply Chain Certification of suppliers is required for all sites that are SC certified. This shall be checked via the list of RSPO Supply Chain Certified sites on the RSPO website (www.rspo.org) at least annually or through the RSPO IT Platform by confirmation of (shipping) announcements.
- The validity of license for traders and distributors shall also be checked via the RSPO website at least annually or through the RSPO IT platform by confirmation of shipping announcements/announcements.

Chini 3 POM has no selling or buying RSPO certified product yet. This matter will verify at ASA 1.

Status: Comply

5.4.2

The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents

Question :

Has the organization established mechanism in place for handling non-conforming oil palm products and/or documents?

The Procedure/mechanism of handling non conforming products are describe in Standard Operating Procedure for Mill RSPO SCC (No. Document: FGVPM-RSPO SCCS, circulated at 1 December 2017).

Status:

5.5

Outsourcing activities

5.5.1

In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.

Question : Are the outsourcers RSPO certified?

Chini 3 POM doesn't outsource activities to independent third parties.

Status: Comply

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;
- 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.
- c. The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.
- d. The site seeking or holding certification shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations,

systems, and any and all information, when this is announced in advance	
Question : Has the site established outsourcing procedures, agreement and keeps legal ownership of the products during the outsourcing	
Chini 3 POM doesn't outsource activities to independent third parties.	
	Status: Comply
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.	
Question : Has the site maintained names and contact details of all outsourcers?	
Chini 3 POM doesn't outsource activities to independent third parties.	
	Status: Comply
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	
Question : Has MUTU informed about any new outsourcers?	
Chini 3 POM doesn't outsource activities to independent third parties and no new contractors use.	
	Status: Comply
5.6	Sales and goods out
5.6.1	
The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer	
Question :	
All RSPO product information is provided by the organisation in accordance with :	
<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. • 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 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. 	
Chini 3 POM has no RSPO certified product yet. This indicator will verify at ASA 1.	
	Status: Comply
5.7	Registration of transactions
5.7.1	
Supply chain actors who:	
<ul style="list-style-type: none"> • are mills, traders, crushers and refineries; and 	

<ul style="list-style-type: none"> 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>Question : Has the organization registered their transactions in the RSPO IT platform? (mills, traders, crushers and refineries only)</p>	
<p>Chini 3 POM has no transaction on RSPO IT Platform yet. It will be verified at ASA 1.</p>	
	<p>Status: Comply</p>
<p>5.7.2 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. 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. Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed. Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements. 	
<p>Question : Did the organization correctly perform the applicable actions on RSPO IT Platform?</p>	
<p>The actions following in The RSPO IT Platform will verify at ASA 1.</p>	
	<p>Status: Comply</p>
5.8	Training
<p>5.8.1 The organization shall have a training plan on RSPO Supply Chain Standards requirements, which is subject to on-going review and is supported by records of the training provided to staff</p>	
<p>Question : Has the organization established RSPO training plan?</p>	
<p>RSPO SCCS training Plan annually every years</p>	
	<p>Status: Comply</p>
<p>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</p>	
<p>Question : Has the organization Delivered Effective RSPO training?</p>	
<p>Evidence of training shown in RSPO Supply Chain Training held at 23 February 2018 attended by 7 responsibility persons. Based on interview at weighbridge station is known that the operators has understand the RSPO supply chain procedures.</p>	
	<p>Status: Comply</p>
5.9	Record keeping
<p>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</p>	

Question :	
All records are accurate, complete, up-to-date and accessible?	
Chini 3 POM has no certified product yet. All Records will be verified at ASA 1	
	Status: Comply
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	
Question :	
All records are kept for minimum two years and comply with legal and regulatory requirements?	
Chini 3 POM has no certified product yet. All Records will be verified at ASA 1	
	Status: Comply
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.	
Question :	
For all palm oil / palm kernel oil volumes purchased (input) and claimed (output) records kept over a period of twelve (12) months.?	
Chini 3 POM has no certified product yet. Volume purchased and claimed records will verify at ASA 1	
	Status: Comply
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 Derivatives. This is relevant for derivatives of Palm Oil and Palm Kernel Oil, as used in the oleochemical and personal care industries	
Question :	
Conversion rates applied accurately?	
There is no conversion rate use.	
	Status: Comply
5.10.2	
Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	
Question :	
Conversion rates periodically updated?	
There is no conversion rate use.	
	Status: Comply
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.	
Question :	

Any communication to any stakeholder group / customers issued in accordance with RSPO Rules on Market Communications and Claims?	
Chini 3 POM has no certified products claims yet. Its will verify at ASA 1	
	Status: Comply
5.12	Complaints
5.12.1 The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
Question : Documented procedures for stakeholders complaints established?	
The management unit of FGVP(M) has Procedures of Complaint and Grumbling Handling (Number: ML - 1A / L2 – Pr13, 1 June 2016). The procedure aim to resolve all complaints and grievances fairly and to maintain good relations between the company and other parties. The company was installed complain box in each estates and mill. Management unit also have records of complain in log book. The grievance from migrant workers may be submitted to the worker union. The worker union consist of representative from Malay worker, Bangladesh worker, Indonesia worker and India worker.	
	Status: Comply
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	
Question : Management reviews performed annually at planned intervals?	
Yes, management review held annually such as January 2018. There is not found any complaints from the surrounding community or external stakeholder	
	Status: Comply
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. 	
Question : Has all input required above has been included in the management review?	
Management review held at 23 February 2018 attended by 6 responsibility persons.	
	Status:
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. 	
Question : Has all output required above has been included in the management review?	
Management review held at 23 February 2018 included improvement of the effectiveness of the management system and its processes and resource needs.	
	Status: Comply

3.2.2 (Module E) CPO Mills - Mass Balance Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements								
E.1	Definition								
<p>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.</p> <p>Chini 3 POM received FFB from it is certification scope (own estate) and outside scope certification. Based on that fact, Chini 3 POM has been declared to using Mass Balance Module.</p>									
Status: Comply									
E.2	Explanation								
<p>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.</p>									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Item</th> <th style="width: 80%;">Production estimated</th> </tr> </thead> <tbody> <tr> <td>FFB</td> <td style="text-align: center;">41,500</td> </tr> <tr> <td>CPO</td> <td style="text-align: center;">8,715</td> </tr> <tr> <td>PK</td> <td style="text-align: center;">2,075</td> </tr> </tbody> </table>		Item	Production estimated	FFB	41,500	CPO	8,715	PK	2,075
Item	Production estimated								
FFB	41,500								
CPO	8,715								
PK	2,075								
Status: Comply									
<p>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).</p>									
<p>Chini 3 POM has been registered in IT platform palmtrace RSPO https://palmtrace.rspo.org/web/rsपो/member-directory which information that RSPO IT Platform member registration number: FGV KS Chini 3 RSPO_PO1000003760</p>									
Status: Comply									
E.3	Documented procedures								
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <ol style="list-style-type: none"> a. Complete and up to date procedures covering the implementation of all the elements in these requirements; 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. 									

Chini 3 POM has documented procedure regarding to supply chain through the document of Mill Procedure for RSPO Supply Chain Certification/Mass Balance (No. Document: FGVPM-RSPO SCCS, circulated at 1 December 2017). Those document described about management functions and job descriptions, mass balance reporting of certified CPO/PK, supply chain verification including CPO/PK Delivery Mill to Customer and record keeping. Those document also attached with FFB receiving procedure, FFB delivery note and e-trace procedure. Based on that document, there is also showed RSPO SCCS personal in charge who takes responsibility of supply chain implementation. Mill manager has took responsibility and authority as supply chain procedure and implementation.

Status: Comply

E.3.2

The site shall have documented procedures for receiving and processing certified and non-certified FFBs.

All FFBs sent to the mill must be completed with the following documents:

1. FFB delivery notes (filled by estate clerk).
2. Gate pass (filled by FFB acceptance officer in security gate).
3. Grading receipt (filled by grader in loading ramp)
4. Weight bridge receipt (filled by weight bridge operator based).

Furthermore, they also had procedure “Kawalan Keluar dan Masuk BTS Alihantar” that instructed the clerk to stamp certified or noncertified FFB and weight bridges operator to stamp certified or noncertified CPO/PK.

Status: Comply

E.4

Purchasing and goods in

E.4.1

The site shall verify and document the volumes of certified and non-certified FFBs received.

Chini 3 POM has not been certified, therefore document the volume of certified and non-certified FFB’s not yet available. But, the Mill has a template to separate FFB’s sources from Certified and Non-Certified.

Status: Comply

E.4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

Chini 3 POM has not certified yet. Therefore, there is no projected overproduction of certified tonnage. This will be further verified when Chini 3 POM has obtained the certificate.

Status: Comply

E.5

Record keeping

E.5.1

- a. **The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.**
- 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.**
- c. **The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three months. However, a site is allowed to sell short. (i.e product can be sold before it is in stock.)**

Chini 3 POM has not been certified, but the Mill has template to separate FFB’s sources from Certified and Non-Certified including record of MB on 3 monthly basis. This will be further verified when Chini 3 POM has obtained the certificate.

	Status: Comply
E.5.2	In cases where a mill outsources activities to an independent (not owned by the same organization) palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement.
	Chini 3 POM does not have agreement with Kernel Crushing Plant (KCP).
	Status: Comply

3.3. Conformity Checklist of Certificate and Logo Use *(Only apply for Surveillance Assessment Report)*

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	X or√
ST-2	The company does not use RSPO trademark. It will be verified on next surveillance.	√
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	X or√
ST-2	The company does not use RSPO trademark. It will be verified on next surveillance.	√
3.	Implementation of Certificate and Logo is not used on product	X or√
ST-2	The company does not use RSPO trademark. It will be verified on next surveillance.	√
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	X or√
ST-2	The company does not use RSPO trademark. It will be verified on next surveillance.	√

3.4. Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Felda Global Ventures Holdings Berhad against the rules for partial certification was determined through Self Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Felda Global Ventures Holdings Berhad Time Bound Plan is explaining in table 1.10. Felda Global Ventures Holdings Berhad run seventy (70) mills Complex in Malaysia and Indonesia and nine (9) mills has achieved RSPO certified. Felda Global Ventures Holdings Berhad has informed the Time Bound Plan progress, MUTU has considered that Felda Global Ventures Holdings Berhad is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by Felda Global Ventures Holdings Berhad on 31 March 2017.

MUTU has verified partial certification for un-certified unit’s subsidiary of Felda Global Ventures Holdings Berhad based on their Time Bound Plan. There are sixty one (61) uncertified management unit of Felda Global Ventures Holdings Berhad. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There is no significant land conflicts which have not been declared above
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Yes, there was an internal audit and has positive assurance statement.</p> <p>Auditor Verification: Yes, at the current status only 16 complexes already have internal audit in year 2016. Seen the internal audit done by Certification & Due Diligence (CDD) Department. The NC during the audit still in progress to close. All certification bodies that will do the audit for FGV need to verify those NC. Others complex will do as per their time bound plan. Overall findings is positive as per before.</p>
2.2.2	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement:</p> <p>Auditor Verification: As per this year audit, there has been no replacement of primary forest area. However, there is one issue reported by Chain Research Reaction regarding HCV clearance in Kalimantan.</p>

		<p>FGV already brief this issue to RSPO secretariat. All details summary as per below:</p> <table border="1"> <tr> <td colspan="4">HCV clearance Kalimantan reported by Chain Research Reaction</td> </tr> <tr> <td>ISSUE</td> <td>ACTION</td> <td>PLAN</td> <td>DATE OF COMPLETION</td> </tr> <tr> <td></td> <td>PROGRESS</td> <td></td> <td></td> </tr> <tr> <td>HCV clearance at PT CNP and PT TAA</td> <td>Engaged independent consultant for ground investigation</td> <td></td> <td>20 April - 4th May 2016</td> </tr> <tr> <td></td> <td>Investigation finding presentation to FGV management</td> <td></td> <td>9th May 2016</td> </tr> <tr> <td></td> <td>Brief presentation to RSPO on the investigation findings</td> <td></td> <td>10 May 2016</td> </tr> <tr> <td></td> <td>Letter to stop all operation in HCV area</td> <td></td> <td>10 May 2016</td> </tr> <tr> <td></td> <td>1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td> <td></td> <td>22nd May</td> </tr> <tr> <td></td> <td>Discussion on Conservation and remediation plan with RSPO technical Director</td> <td></td> <td>23 May 2016</td> </tr> <tr> <td></td> <td>2nd Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td> <td></td> <td>25 May 2016</td> </tr> <tr> <td></td> <td>Sent a letter to RSPO on action plan for PT CNP and PT TAA</td> <td></td> <td>27th May 2016</td> </tr> <tr> <td></td> <td>3rd Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td> <td></td> <td>15 June 2016</td> </tr> <tr> <td></td> <td>Develop the Conservation and Remediation plan and relevant SOP</td> <td></td> <td>1st July 2016</td> </tr> </table>	HCV clearance Kalimantan reported by Chain Research Reaction				ISSUE	ACTION	PLAN	DATE OF COMPLETION		PROGRESS			HCV clearance at PT CNP and PT TAA	Engaged independent consultant for ground investigation		20 April - 4 th May 2016		Investigation finding presentation to FGV management		9 th May 2016		Brief presentation to RSPO on the investigation findings		10 May 2016		Letter to stop all operation in HCV area		10 May 2016		1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website		22 nd May		Discussion on Conservation and remediation plan with RSPO technical Director		23 May 2016		2nd Public statement on HCV clearance at PT CNP and PT TAA on FGV website		25 May 2016		Sent a letter to RSPO on action plan for PT CNP and PT TAA		27 th May 2016		3rd Public statement on HCV clearance at PT CNP and PT TAA on FGV website		15 June 2016		Develop the Conservation and Remediation plan and relevant SOP		1 st July 2016
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		Appointment letter to engage independent external social mediator to handle negotiation with affected communities	1 st July 2016
		Conducted social mediation and engagement with affected communities	18 July to 30 July 2016
		Consultation with FGV legal department on local national regulation. Found that the area (PT CNP and PT TAA) were outside the Indonesia Peat Moratorium no. X (10)	30 July 2016
		4th Public statement on HCV clearance at PT CNP and PT TAA on FGV website	12 August 2016
		Sent the progress of action taken to RSPO using SRT V	19 August 2016
		Sent out the Conservation and remediation plan to PT CNP and PT TAA for implementation	7 Oct 2016
		Meeting with RSPO Technical Director and RSPO Complaint Coordinator on PT CNP and PT TAA issue	14 Oct 2016
		Sent the progress of action taken to RSPO using SRT V	17 Oct 2016
		5th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	5 Nov 2016

			Meeting with RSPO secretariat on Compensation Panel feedback and our complaints on HCV updates in WSJ complaint update	25 Nov 2016
			Received comment and recommendation from RSPO compensation Panel on PT CNP	1 Dec 2016
			Meeting with the FGV Kalimantan at PT CNP office for further engagement with ELC/Aid environment and Aksenta	13 Dec 2016
			Meeting on new revised Indonesia regulation PP57 and PP 71 with Badan Lingkungan Hidup dan Kehutanan as well as with Dinas Perkebunan Kalimantan Barat	14 Dec 2016
			Meeting with ELC/AIDH and Aksenta on new proposal to include Aid environment proposal for our Landscape conservation plan	14 Dec 2016
			Meeting with PERMADA (Persatuan Madura & Dayaks) on their request to develop the HCV area	15 Dec 2016
			Site visit to PT CNP and PT TAA with Kalimantan team	15 Dec 2016
			Finalizing the next action for conservation	16 Dec 2016

			engagement with ELC/AIDH and Aidenvironment																															
			Kalimantan operation to seek an area with local Bupati to replace the cleared HCV area	In progress																														
		REVIEW HCV ASSESSMENT	6th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	10 Feb 2017																														
			PERSADA meeting with RSPO Jakarta	9th Mar 2017																														
2.2.3	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: There is new planting after 1 Jan 2010.</p> <p>Auditor Verification: NPP audit has been carried out for all FGVP(M) Estate and is currently under review. Data as per below</p> <table border="1"> <thead> <tr> <th>ESTATE</th> <th>HECTARAGE INVOLVES IN NPP</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>FGVP(M) Chegar Perah 1</td> <td>59.32</td> <td rowspan="3">Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS sssessment.</td> </tr> <tr> <td>FGVP(M) Bukit Sagu 8</td> <td>61.54</td> </tr> <tr> <td>FGVP(M) Tembangau 5</td> <td>86.58</td> </tr> <tr> <td>FGVP(M) Selendang 3</td> <td>97.59</td> <td rowspan="7">Waiting consultant (Aksenta) to start NPP assessment in February 2017.</td> </tr> <tr> <td>FGVP(M) Krau 2</td> <td>170.78</td> </tr> <tr> <td>FGVP(M) Krau 4</td> <td>80.28</td> </tr> <tr> <td>FGVP(M) Bukit Sagu 6</td> <td>72.87</td> </tr> <tr> <td>FGVP(M) Lepar Hilir 5</td> <td>253.62</td> </tr> <tr> <td>FGVP(M) Tembangau 6</td> <td>495.53</td> </tr> <tr> <td>FGVP(M) Aring 10</td> <td>518.52</td> </tr> <tr> <td>FGVP(M) Setiu 01</td> <td>130.72</td> </tr> <tr> <td>Total</td> <td>1,722.32</td> <td></td> </tr> </tbody> </table>			ESTATE	HECTARAGE INVOLVES IN NPP	Status	FGVP(M) Chegar Perah 1	59.32	Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS sssessment.	FGVP(M) Bukit Sagu 8	61.54	FGVP(M) Tembangau 5	86.58	FGVP(M) Selendang 3	97.59	Waiting consultant (Aksenta) to start NPP assessment in February 2017.	FGVP(M) Krau 2	170.78	FGVP(M) Krau 4	80.28	FGVP(M) Bukit Sagu 6	72.87	FGVP(M) Lepar Hilir 5	253.62	FGVP(M) Tembangau 6	495.53	FGVP(M) Aring 10	518.52	FGVP(M) Setiu 01	130.72	Total	1,722.32	
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2.2.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance	<p>Company Group/Holding Statement:</p>																																

	<p>procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.</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(M) Sahabat 55 The issue still in progress. Data as per below:</p> <p>Member : Lembaga Kemajuan Tanah Persekutuan (FELDA) /Orang Dusun Desa Begahak Date Filed : 16 February 2015 Complaint : Community of Desa Begahak Complaint : The company has breached the communities user rights to the land in breach of Principle 2.2</p> <p>Status : Box F – Action Plan</p> <p>Synopsis According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p> <p>FELDA enclaved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>We have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks 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</p>
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		<p>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.</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>
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		20 September 2016 – Felda met with the community to discuss on how they will progress on the complaint, once the joint mapping report is received from the Sabah Land and Survey department
2.2.5	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement:</p> <p>Auditor Verification: There is 1 issue happen in FGVP(M) Palong Timur 04 (Now FGVP(M) Palong Timur 05) and the details is elaborated below:</p> <ol style="list-style-type: none"> 1. FGVP(M) PALONG TIMUR 04 (NOW FGVP(M) PALONG TIMUR 05): Claims on 19.06.2012 with value of summon RM61,968.60 and summon status is Court Appeal
2.2.6	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement:</p> <p>Auditor Verification: During partial audit, 1 issue with DOE in FPISB Selancar 2A POM is sighted. Summon no : SJ 53-4/2016 ; Date 14.04.2016 in Mahkamah Seksyen Kuantan.</p> <p>Fixed for Trial on 01.03.2017, 02.03.2017 and 03.03.2017.</p> <p>Also 1 issue for minimum wages. Refer to 4.3.1</p> <p>All process still in progress and CB will verify this issue in next audit or during audit in this mill.</p>

3.5 Identification of Findings, Corrective Action, Observations, OFI and Noteworthy Positive Components

3.5.1 Identification of Findings, Corrective Actions and Observations at ST-2

NCR No.	: 2018.1	Issued by	: Trismadi N
Date Issued	: 9 March 2018	Time Limit	: Before Certificate Issued
NC Grade	: Major	Date of Closing	: 2 nd May 2018
Standard Ref. & Requirement	: 2.1.1. Evidence of compliance with relevant legal requirements shall be available.		
Non-Conformance Description & Evidence observed (filled by auditor): Not all relevant legal requirement has been complied. Based on document verification at KKS Chini 03, sighted the management unit had proposed CePSWaM application to the Training Unit of FPISB in Head Quarters for Muhammad Helmi Bin Jaafar dated 8 August 2017 and Muhammad Azwan Bin Muhammadun Basar dated 6 February 2018. And also proposed the CePPOME application to the training unit of FPISB in Head Quarters for Muhammad Helmi Bin Jaafar dated 1 February 2018. However there are no evidence that application has been proposed to the Department of Environment.			
Root Cause Analysis (filled by organization audited): There is no follow-up action from the mill management to ensure staff are competent in scheduled waste management (CePSWaM) and POME management (CePPOME).			
Correction (filled by organization audited): Resubmit application to FPISB Training Unit and HSE FGVP(M) department for both officers involved to attend CePSWaM and CePPOME competency courses			
Corrective Action (filled by organization audited): Ensure that every officer responsible for the operation at the mill has sufficient competence in accordance with the prescribed legal guidelines. Every officer will be monitor by Human Resource Unit of Felda Palm Industry (FPI) regarding to the feedback by mill manager every year.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 2 May 2018 The management unit was shown several evidence, such as: <ol style="list-style-type: none"> 1. Letter no. (41) 010/HQ/882/2018 dated 12 April 2018 from FPISB to <i>Ketua Pegawai Eksekutif Sumber Manusia FGVH</i>. About CePPOME course program. 2. Letter no. (43) 010/HQ/882/2018 dated 11 April 2018 from FPISB to <i>Ketua Pegawai Eksekutif Sumber Manusia FGVH</i>. About CePSWAM course program. 3. Letter no. (052) 010/HQ/882/PP/2018 dated 19 April 2018 from Jabatan Sumber Manusia, the CePPOME training will be conducted on 14 – 19 may 2018 (on behalf Muhammad Helmi Bin Jaafar) by Enviro Academy Sdn Bhd. 4. Letter no. (051) 010/HQ/882/PP/2018 dated 19 April 2018 from Jabatan Sumber Manusia, the CePSWAM training will be conducted on 14 – 19 may 2018 (on behalf Muhammad Azwan Bin Muhammadun Basar) by Enviro Academy Sdn Bhd. Auditor Conclusion: According to above information this nonconformance has been closed. The CePPOME & CePSWAM Certificate will be verified on next surveillance.			

Verified by	: Trismadi N
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NCR No.	: 2018.2	Issued by	: Trismadi N
Date Issued	: 9 March 2018	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 18 th April 2018
Standard Ref. & Requirement	2.2.2. There is evidence that physical markers are located and visibly maintained along the legal boundaries particularly adjacent to state land, NCR land and reserves.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on field observation at Chini Timur 04 Estate, Field PM 05A near Mentiga River, sighted that there are two oil palm planted outside the boundaries. The management unit had install fences along the oil palm trees, however the management unit couldn't ensure the effectiveness of monitoring along the boundaries.			
Root Cause Analysis <i>(filled by organization audited):</i> Lack of monitoring on the supervision and position of the boundary stone of the estate			
Correction <i>(filled by organization audited):</i> 1) Obtain a valid boundary stone map from the Land Management Unit 2) Make clear boundary marking based on the boundary stone map in the field. 3) Ensure that no harvest is done on a tree that has been identified to be located outside the boundary of the estate			
Corrective Action <i>(filled by organization audited):</i> 1) The boarder stone will be monitor by respective field assistance at least once a year. 2) Maintaining border stone / border marking / fences / trenches periodically. 3) Every morning during the rollcall, harvesters will be reminded about restriction on harvesting palm beyond boundary by estate officer. So does for new worker (harvester) also will be given a briefing on restricted harvesting beyond the boundary.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> Verification on 18 April 2018 The management unit was shown several evidences, such as: <ol style="list-style-type: none"> 1. Minute of meeting prohibition of harvesting, spraying and manuring at Mentiga River Riparian zone (outside the estate area) dated 17 March 2018 to the harvesting formen, spraying formen, manuring foreman and all workers. 2. Prohibition of harvesting, manuring and spraying notice at two oil palm at outside area/riparian zone. 3. Boundary stones Maps at Fields PM08H; PM05E; PM06F; PM07G; and PM08J. 4. Boundary stones monitoring records on March 2018 which informs coordinate, field number, condition, action plan date and boundary photos; there are 114 boundary stone have has monitored. 			
Auditor Conclusions: According to above information this nonconformance has been closed.			
Verified by	: Trismadi N		

NCR No.	: 2018.3	Issued by	: Mohd Hairimi Ali
Date Issued	: 9 March 2018	Time Limit	: Before Certificate Issued

NC Grade	: Major	Date of Closing	: 3 rd May 2018
Standard Ref. & Requirement	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.		
Non-Conformance Description & Evidence observed (filled by auditor): Based on the list of PPE issuance and ground verification, safety boots are not provided by the management of FGVP(M) Terapai 01 for harvesting (3 workers sampled), spraying (1 worker sampled) and manuring activities (1 worker sampled). This is against the Safe Working Procedure for Harvesting (<i>Prosedur Kerja Selamat – FGVP/M/L3/PK-11 Prosedur Kerja Selamat Kerja Menuai BTS</i>).			
Root Cause Analysis (filled by organization audited): Lack of understanding on Safe Work Procedure - Use of Personal Protective Equipment's (PPE's) by estate management.			
Correction (filled by organization audited): 1) Provide a specific awareness/training program to workers and staff on Personal Protection Equipment's (PPE's) Use Procedure. 2) Provide the employees with adequate PPE as stated in the Guidelines on Safe Work Procedures.			
Corrective Action (filled by organization audited): 1) Monitoring from management to compliance with PPE's application among estate workers every morning call by Supervisor. 2) Updating the records of the granted, received and returned of the PPE to workers periodically.			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 3 May 2018 The management unit was shown several evidence, such as: <ol style="list-style-type: none"> Minute of meeting socialization of PPE's providing and replacement to all spraying and manuring workers dated 20 March 2018. PPE's for spraying and manuring are safety helmet, face shield, masker, rubber gloves, and rubber boot. If the PPE's was damage, it will be replaced by company. Rubber boot delivery records/attendance list to 6 workers dated 5 November 2017; 15 workers dated 1 December 2017, 10 workers dated 24 February 2018, and 5 workers dated 20 March 2018. PPE's Usage Procedure number FGVP/M/L3/PK-25 dated 1 April 2014. There are documentation of morning call on FGVP(M) Terapai 01, that known all workers was use adequate PPE's. 			
Auditor Conclusions: According to above information this nonconformance has been closed.			
Verified by	: Trismadi N		

NCR No.	: 2018.4	Issued by	: Ebnu Holdoon
Date Issued	: 9 March 2018	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 26 th April 2018
Standard Ref. & Requirement	5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be		

	documented and implemented.
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> There is no evidence of implementation waste management at the management unit. Based on the observation at the mill and estate, it was found that :</p> <ul style="list-style-type: none"> i) Improper storage of 14 Nos of contaminated mineral oil 55 Gallon Drum and 1 nos of Drum found near the skid tank (mill) ii) Spent battery was found at the workshop area, no labelling on spent battery at the scheduled waste store and no notification of battery inventory (SW 102) to the Department of Environmental (mill) iii) The empty contaminated container was found at the chemical store of FGVP(M) Terapai 1 and unmanage in accordance to procedure (triple rinse). 	
<p>Root Cause Analysis <i>(filled by organization audited):</i> Awareness on the management of scheduled waste is still low among mill and estate staffs.</p>	
<p>Correction <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> 1) Conduct briefing / training on the management of scheduled waste to mill and estate's staffs 2) Labeling and collecting all the contaminated mineral oil barrels and used batteries and then placed into the scheduled waste store at Chini 3 mill 3) Registering used batteries in the e-Swis (DOE) system 4) Dispose of used chemical container follows recycling procedure (Triple rinse) 	
<p>Corrective Action <i>(filled by organization audited):</i> Appoints responsible officers to monitor every issue related to the management of scheduled chemicals by conducting periodic inspections at Chini 3 palm oil mill and Cherul 3 estate.</p>	
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <ul style="list-style-type: none"> 1) The company had shown evidence regarding the training at FGVP(M) Terapai 1 regarding the chemical container awareness [triple rinsed and punctured] and management of scheduled waste. Sighted the attendant list at the estate of Terapai 1 attended by 12 persons dated 15th March 2018. 2) Sighted also the inventory record and management of chemical container for month March 2018 that include usage of pesticide at FGVP(M) Terapai 1 3) Sighted also the minutes meeting and training awareness regarding chemical container management and scheduled waste management dated 15th March 2018. Evidence of management of chemical container that has been tripled rinsed, punctured and label had been kept at the store sighted. <p>KS Chini 3 Sighted the training of waste management by management of FGVP(M) Chini 3 dated 16th March 2018 at meeting room KS Chini 3 attended by 11 persons. The training and awareness had comprise :</p> <ul style="list-style-type: none"> i) Scheduled waste management ii) Procedure of disposal scheduled waste iii) Eswis updating with department of environmental Malaysia iv) Record control <p>Sighted the evidence of scheduled waste had been updated in inventory of DOE on Eswis system dated 13th March 2018 that contained SW 102, Battery, SW 305 lubricant, and SW 410 cotton rags and filters. Sighted also the evidence of the placement of scheduled waste item into categorized and labelling of it as per evidence send.</p> <p>Auditor Conclusion The auditor concluded that the management unit fo FGVP(M) Terapai 1 and KS Chini 3 had done the management</p>	

of contaminated container, the awareness and training of the pesticide container including the classification and evidence of the container being managed properly as per company SOP. Hence the evidence of minor NCR 5.3.3 at FGVP(M) Terapai 1 and KS Chini 3 had been accepted.

Verified by : **Ebnu H Shawal**

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description
1	4.2.4	Encouragement for the management unit to improve on EFB application at the estate
2	4.5.1	Consideration to improve on integrated pest management (IPM) program (rat)
3	4.6.6	To expedite the process construction of premix area in Chini Timur 4
4	4.8.2.	FGVP(M) Terapai 01 are encourage to increase the frequency of RSPO related training and briefing to all workers.







3.5.4 Noteworthy Positive Components

No	Description
1	Good commitment from management to implement the sustainability in FGVP(M).
2	Well coordination between management unit and supporting staff.
3	The mill has been certified OHSAS 18001:2007 Number OHS 00691 dated 24 February 2017 – 23 February 2020.
4	The mill has been certified ISO 14001:2004 Number EMS 00769 dated 24 February 2017 – 14 September 2018.
5	The mill has been certified ISO 9001:2015 Number QMS 03093 dated 24 February 2017 – 11 August 2019.
6	Commitment from FGVP(M) to provide adequate facilities e.g. housing complex, clean water, and electricity.

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Gender Committee of Kelab Kebajikan Daya Budi Chini</p> <p>There is a feedback from gender committee chairman of Chini 3 for the women staff at both estate. Sighted the respondent are having a good response and feedback to the FGV Management. The relationship with the manager is good. There is a budget given for a year for the committee to run the activities in the estate allocation RM 7000 per year. The Gender Committee in the estate had been involve in activities and such as cooking activity that involve women staff and the workers, Yassin reciting and Gotong Royong activities to clean up the estate. There is also meeting among them to discuss the request from women workers and staff, new amendment of company policies of woman rights, and also to discuss any sexual harassment that happen in the company. The club also thanks the FGV management to keep on approving the budget for their activity throughout the years and concern about women.</p>	<p>FGVP(M) will continue to follow the company policy and support the woman rights at FGV Chini 3, FGV Terapai and Chini Timur 4 complexes.</p>
<p>Contractors of FFB Transportation</p> <p>2 Local contractors had been interviewed during the audit. The method of payment will be done by chequed and payment been made monthly. Sighted no complain has been logged in towards the FGV Management and both contractors are satisfied with the managers and FGV Management handling the contract. The FGV management also giving information to the workers during signing the contract that the workers should obey the company policy, code of conduct and everything had been kept in a booklet send to the contractors and a copy of contract also kept by the contractor.</p>	<p>The company will continue to keep a good relation between the contractors and FGV Management</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Tok Batin Kg Tanah Merah (Indigenous People)</p> <p>The interview with the leaders of nearby village has been done. There is a good feedback between FGV Management and Tok Batin Kg Tanah Merah. The management had reachout for th people in the village and also give a van service for the children going tuition at nearby school. The leader thanks FGV Management for the concern towards them.</p>	<p>FGV Management will keep a good relation with the Leader of Kg Tanah Merah for the cooperation.</p>
<p>Jabatan Perhilitan Wilayah Muadzam</p> <p>2 of local department of wildlife had been interviewed. The FGV Management is always been copperative if any encroachment by the wildlife in the estate and directly report the cases if any towards the wildlife department. The cooperation between the management and government always be very good.</p>	<p>The company will continue to keep the relationship between the department and wildlife remain cooperative and will give support if any.</p>
<p>Doctor From Klinik Kesehatan Chini</p> <p>The representative doctor from Klinik Kesehatan Chini had been interviewed. So far, there is no serious cases reported in the clinic. The management had send the workers for the medical checkup FOMEMA to the private clinic. The clinic is serving for the local settlers in the area.</p>	<p>The company will continue to keep a good relation between the government clinic and settlers</p>
<p>There was no feed-back received from NGO and External Stakeholders</p>	<p>No issues raised</p>

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY		
4.1	Formal Sign-off of Assessment Findings		
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p style="text-align: center;">Signed on behalf of:</p> <table data-bbox="399 828 1356 1142" style="width: 100%;"><tr><td style="text-align: center; width: 50%;"><p>Felda Global Ventures Holding Management Representative</p><p><u>NORAZAM ABDUL HAMEED</u> May 3rd, 2018</p></td><td style="text-align: center; width: 50%;"><p>Mutuagung Lestari Lead Auditor</p><p><u>TRISMADI NURBAYUTO</u> May 3rd, 2018</p></td></tr></table>	<p>Felda Global Ventures Holding Management Representative</p>  <p><u>NORAZAM ABDUL HAMEED</u> May 3rd, 2018</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>TRISMADI NURBAYUTO</u> May 3rd, 2018</p>
<p>Felda Global Ventures Holding Management Representative</p>  <p><u>NORAZAM ABDUL HAMEED</u> May 3rd, 2018</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>TRISMADI NURBAYUTO</u> May 3rd, 2018</p>		

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Malaysian Nature Society (MNS) - Kuala Lumpur	-	mns@mns.org.my	Questionnaire	21 February 2018		√
2	UNION – AMESU -	-	amesu@amesu.org.my ; amesu@streamyx.com	Questionnaire	21 February 2018		√
3	Centre for Environment, Technology and Development, Malaysia – CETDEM -	-	ed@cetdem.org.my	Questionnaire	21 February 2018		√
4	National Council of Welfare & Social Development Malaysia – NCWSDM -	-	makpem@gmail.com	Questionnaire	21 February 2018		√
7	Gender Committee of Kelab Kebajikan Daya Budi Chini	-	-	Interview	7 March 2018	√	
8	Contractors of FFB Transportation	-	-	Interview	7 March 2018	√	
9	Tok Batin Kg Tanah Merah (Indigenous People)	-	-	Interview	7 March 2018	√	
10	Jabatan Perhilitan Wilayah Muadzam	-	-	Interview	7 March 2018	√	
11	Doctor From Klinik Kesihatan Chini	-	-	Interview	7 March 2018	√	
10	Kilang Sawit Chini 3 workers: - 2 Malaysian Weighbridge operators. - 5 Malaysian FFB Grading officers. - 3 Malaysian Sterilizer, Boiler and Engine Room Operators. - 2 Malaysian Workshop staff. - 1 Malaysian Store Keeper. - 1 Malaysian Effluent Treatment Plant Operator.	-	-	Interview	6 March 2018	√	
11	Chini Timur 4 Estate workers - 1 Bangladeshi, 1 Indian and 1 local workers at spraying activity - 6 Indonesian and 1 Bangladeshi at harvesting	-	-	Interview	7 March 2018	√	

	activity.						
12	Terapai 01 Estate workers: - 2 Bangladeshi, 1 Indonesian at Spraying activity - 5 Bangladeshi and 1 Indonesian at manuring activity - 2 Bangladeshi and 1 Indonesian at Harvesting activity	-	-	Interview	8 March 2018	√	

Appendix 2. Assessment Program

DATE		5 to 9 March 2018	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Isnin/Monday, 5 March 2018			
09.10 – 13.00 13.00 - 17.00	09.10 – 13.00 13.00 - 17.00	JAKARTA → KUALA LUMPUR (GA 820) KLIA → HOTEL	<ul style="list-style-type: none"> • TNB/LEO • ALL TEAM
Selasa/ Tuesday, 6 March 2018			
08.00 - 08.30	08.00 - 08.30	Opening Meeting → FPISB KILANG SAWIT CHINI 03 (Brief Introduction, Audit scope confirmation, Standards Use, Audit Objectives, Transparency and Confidentiality Clarification and Audit Agenda Explanation)	<ul style="list-style-type: none"> • ALL TEAM
08.30 - 12.30	08.30 - 12.30	Document Audit and Field visit to FPISB KILANG SAWIT CHINI 03 <ul style="list-style-type: none"> • Supply Chain verification (FFB Receiving, Weighbridge, FFB Sorting, Despatch CPO) • Occupational Health & Safety Aspect (Fire Fighting Simulation, Processing Activity) • Inspection to Chemical Storage, Hazardous Waste Storage, Fire Effluent Treatment Plant & Land Application/Water Discharge) • Stakeholders Consultation with Worker's Union, Gender Committee, Local Contractor, All Local Communities. 	<ul style="list-style-type: none"> • LEO • MHA • EHS • TNB
12.30 – 13.30	12.30 – 13.30	BREAK	<ul style="list-style-type: none"> • ALL TEAM
13.30 – 17.00	13.30 – 17.00	Document Review → FPISB KILANG SAWIT CHINI 03 <ul style="list-style-type: none"> • Document Verification & Completion of Check List in Mill 	<ul style="list-style-type: none"> • ALL TEAM
Rabu/Wednesday, 7 March 2018			
08.00 - 13.00	08.00 - 13.00	Document Audit and Field Visit to FGVP(M) Chini Timur 04 <ul style="list-style-type: none"> • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc); Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare. • Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave), Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Landfill) • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Fighting) 	<ul style="list-style-type: none"> • TNB/LEO • TNB/LEO • EHS/MHA
13.00 – 14.00	13.00 – 14.00	BREAK	

DATE		5 to 9 March 2018	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
14.00 – 17.00	14.00 – 17.00	Document Review → FGVP(M) Chini Timur 04 <ul style="list-style-type: none"> Document Verification & Completion of Check List in Mill 	<ul style="list-style-type: none"> ALL TEAM
Khamis / Thursday, 8 March 2018			
08.00 - 13.00	08.00 - 13.00	Document Audit and Field Visit to FGVP(M) Terapai 01 <ul style="list-style-type: none"> Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application, Peat Area (Water management, etc); Environmental, Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare. Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave), Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Landfill) Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Fighting) 	<ul style="list-style-type: none"> TNB/LEO TNB/LEO EHS/MHA
13.00 – 14.00	13.00 – 14.00	BREAK	<ul style="list-style-type: none"> ALL TEAM
14.00 – 17.00	14.00 – 17.00	Document Review → FGVP Terapai 01 <ul style="list-style-type: none"> Document Verification & Completion of Check List in Mill 	<ul style="list-style-type: none"> ALL TEAM
Jumaat/Friday, 9 March 2017			
08.30 – 10.30	08.30 – 10.30	CLOSING MEETING Kilang Sawit Chini 03 → KUALA LUMPUR KLIA → JAKARTA (GA 817)	<ul style="list-style-type: none"> ALL TEAM
11.00 – 15.00	11.00 – 15.00		<ul style="list-style-type: none"> ALL TEAM
19.10 – 20.00	19.10 – 20.00		<ul style="list-style-type: none"> TNB/LEO