

*Roundtable on Sustainable Palm Oil Certification
RSPO*

[✓] Surveillance

Name of Management Organisation : **FGVPISB Kilang Sawit Aring A, subsidiary of FGV HOLDINGS BERHAD**
 Plantation Name : FGVPM Ladang Aring 2, FGVPM Ladang Aring 3, FGVPM Ladang Aring 4, FGVPM Ladang Aring 5, FGVPM Ladang Aring 6, FGVPM Ladang Aring 8, FGVPM Ladang Aring 10, FGVPM Ladang Aring 11 and FGVPM Ladang Aring 15
 Location : 18300 Gua Musang, Kelantan Darul Naim, Malaysia
 Certificate Code : **MUTU-RSPO/103**
 Date of Certificate Issue : 28 November 2017 Date of License Issue : 18 February 2020
 Date of Certificate Expiry : 27 November 2022 Date of License Expiry : 27 November 2020

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA-2	23 to 27 September 2019	Moh Arif Yusni, Ebnu Holdoon Shawal, Yap Chin Hung	Ardiansyah	Octo HPN Nainggolan

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA-2	24 January 2020

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Figure 1. Location Map of Kilang Sawit Aring A

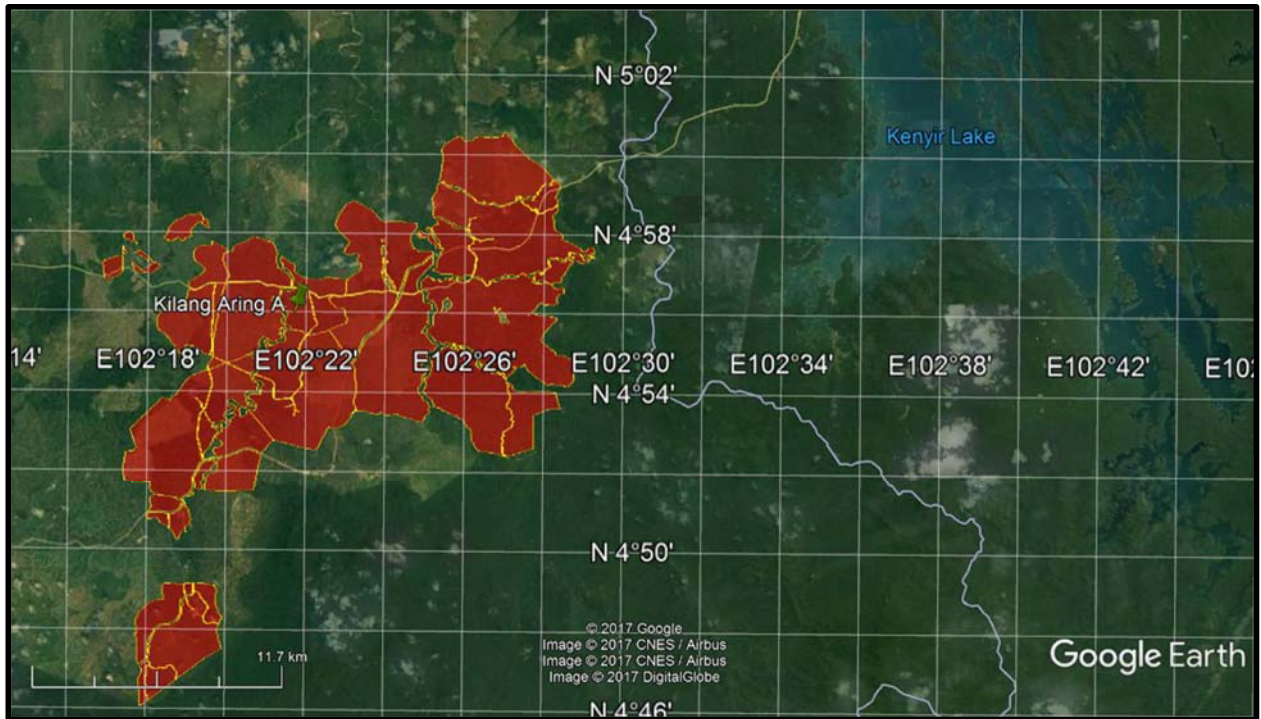


Figure 2. Operational Map of FGVP(M) Aring 2

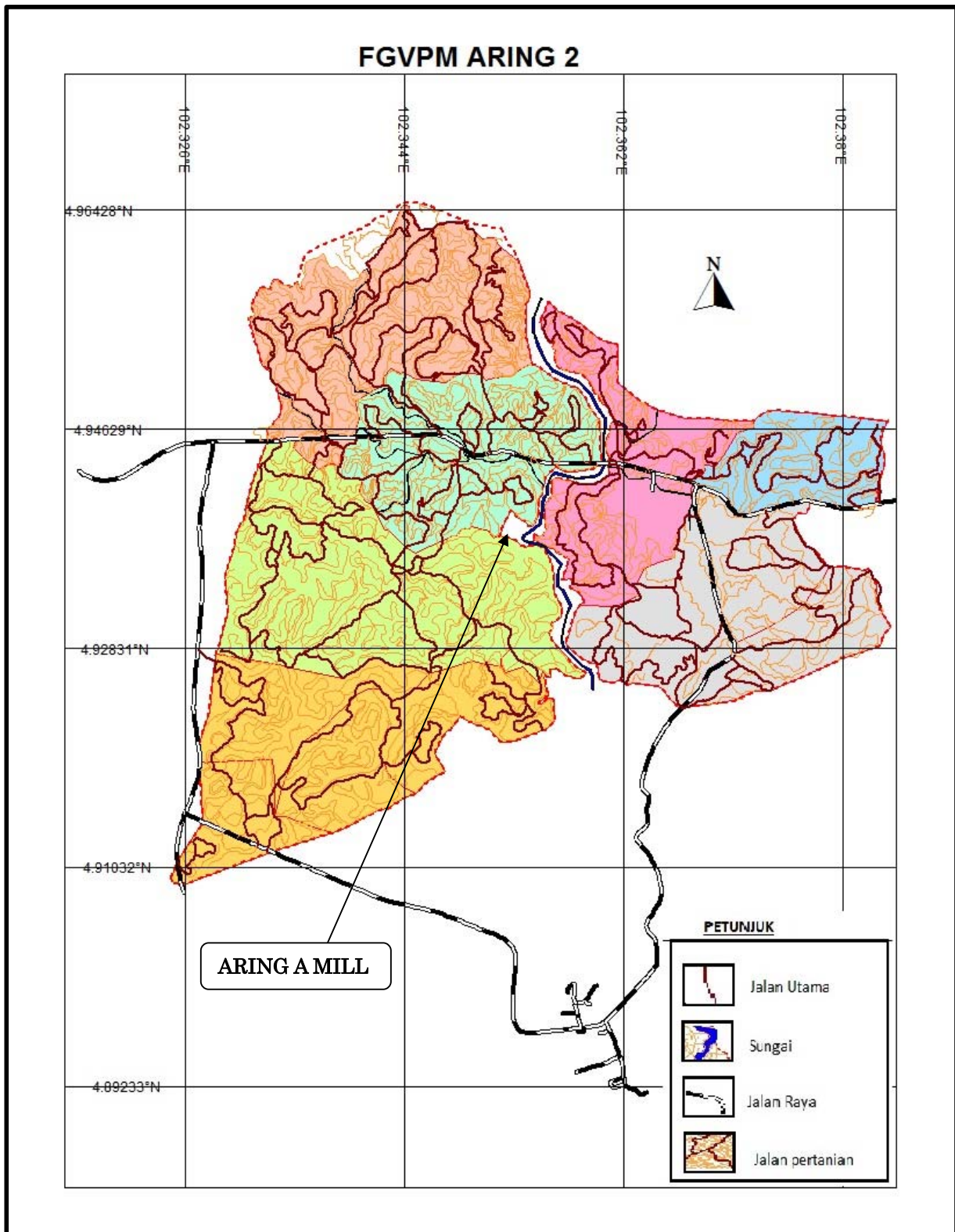


Figure 3. Operational Map of FGVP(M) Aring 3

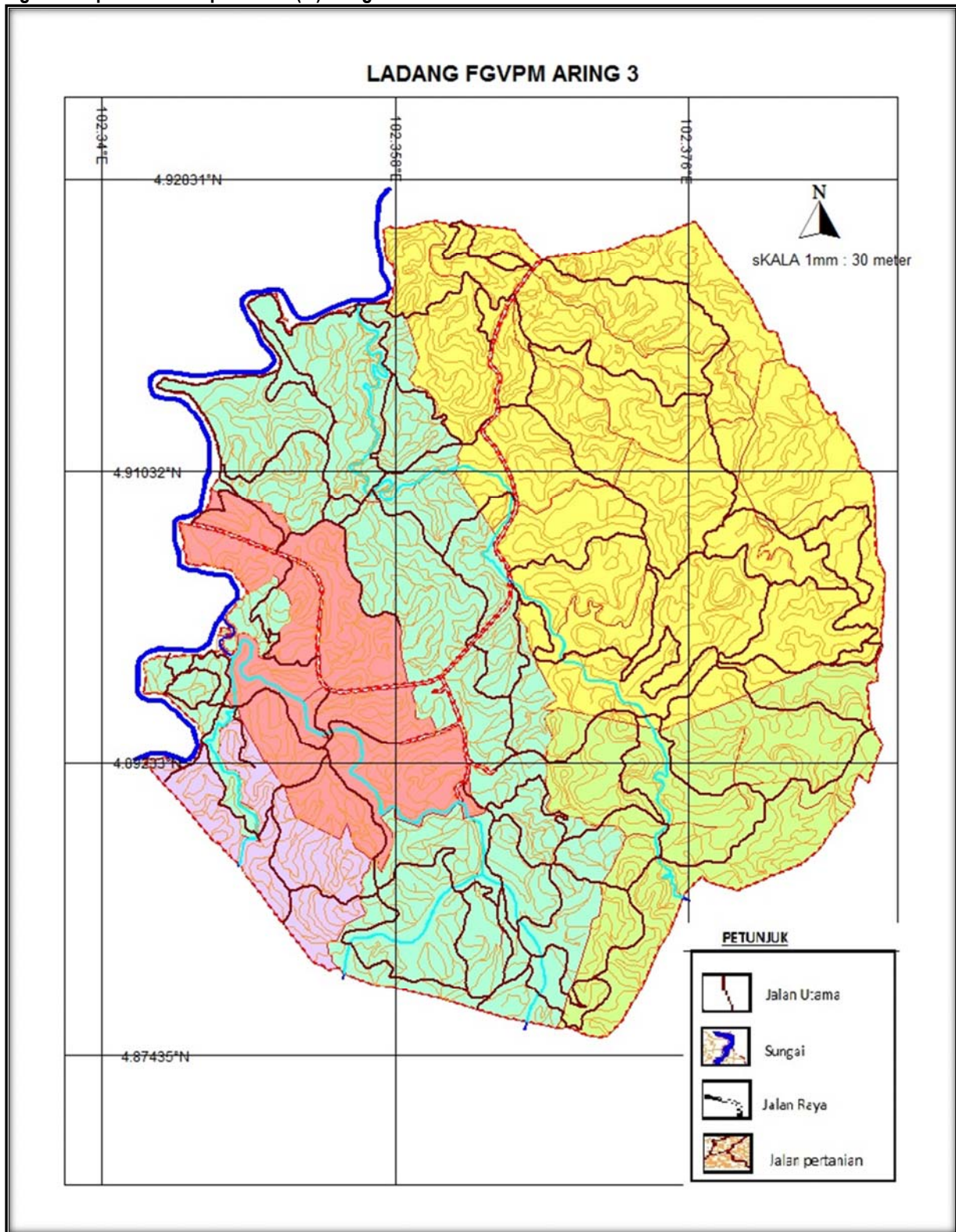


Figure 4. Operational Map of FGVP(M) Aring 4

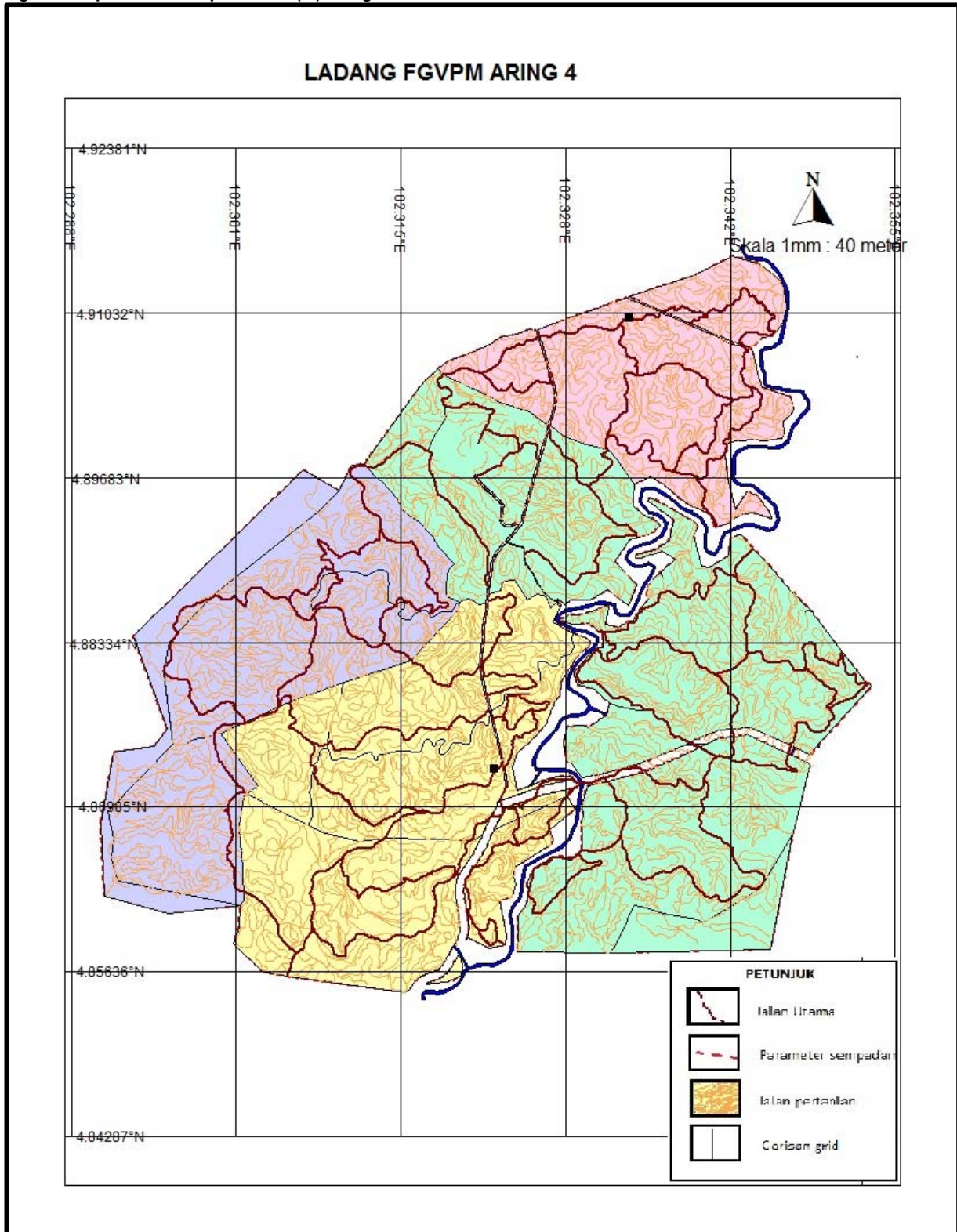


Figure 5. Operational Map of FGVP(M) Aring 5

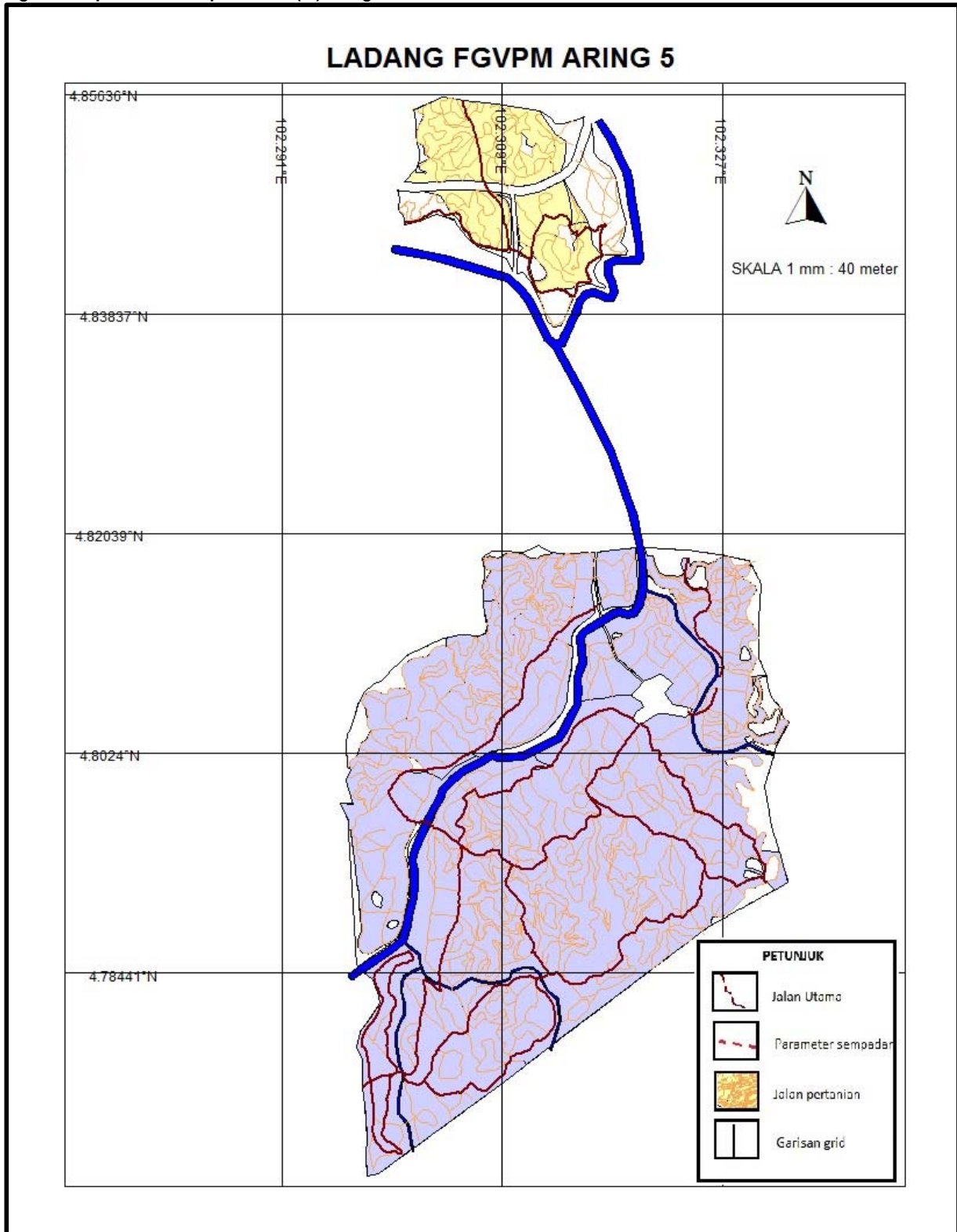


Figure 6. Operational Map of FGVP(M) Aring 6

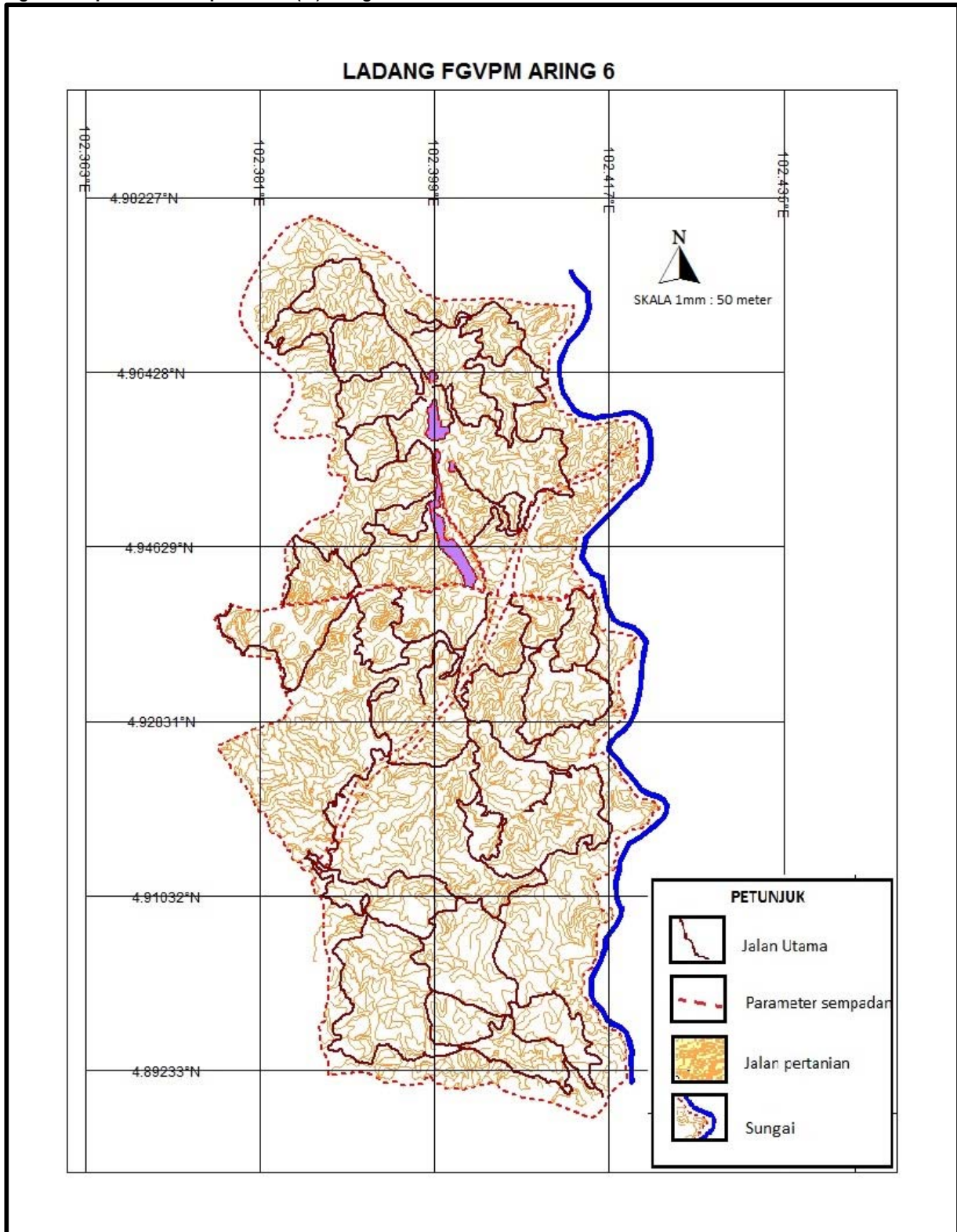


Figure 7. Operational Map of FGVP(M) Aring 8

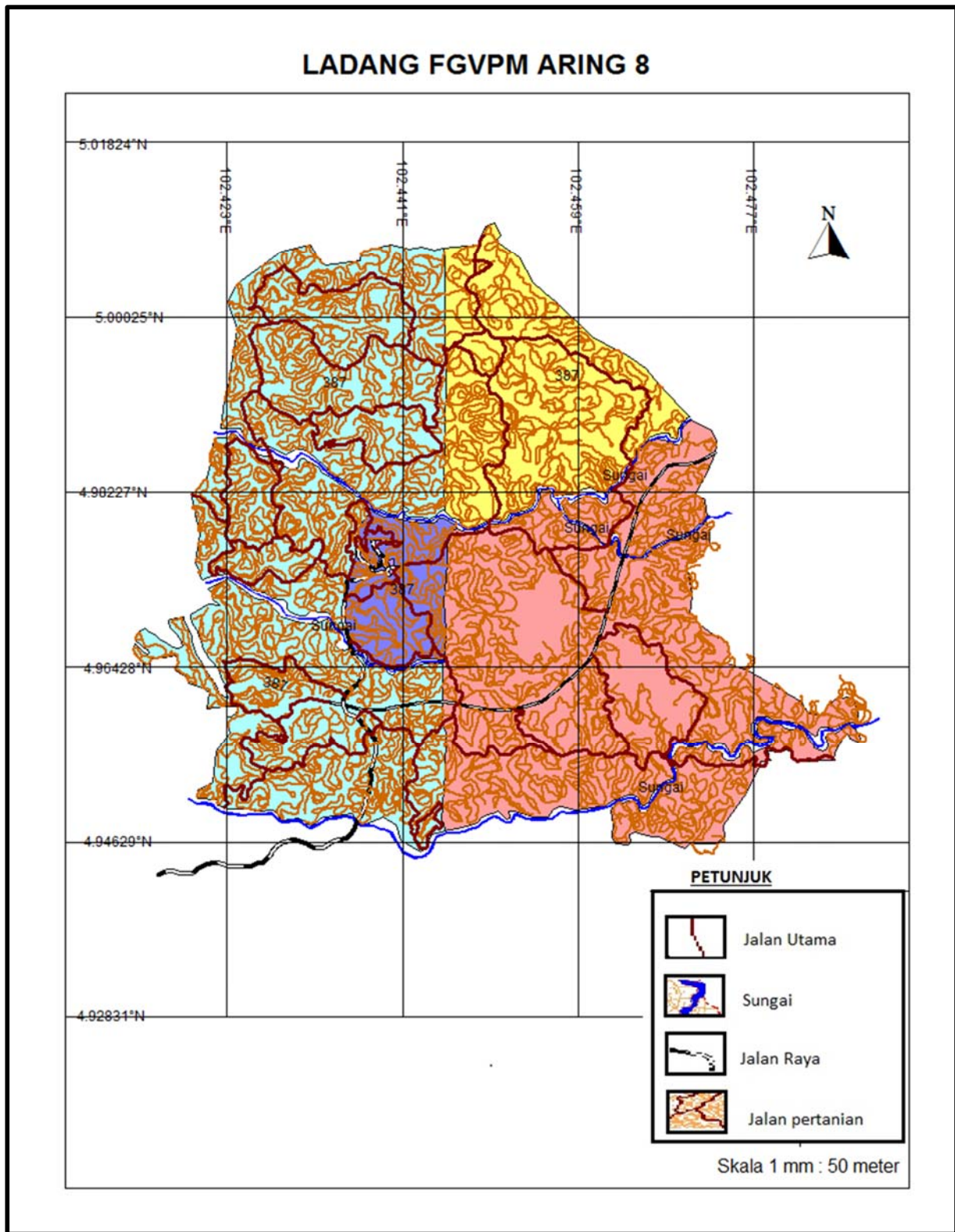


Figure 8. Operational Map of FGVP(M) Aring 10

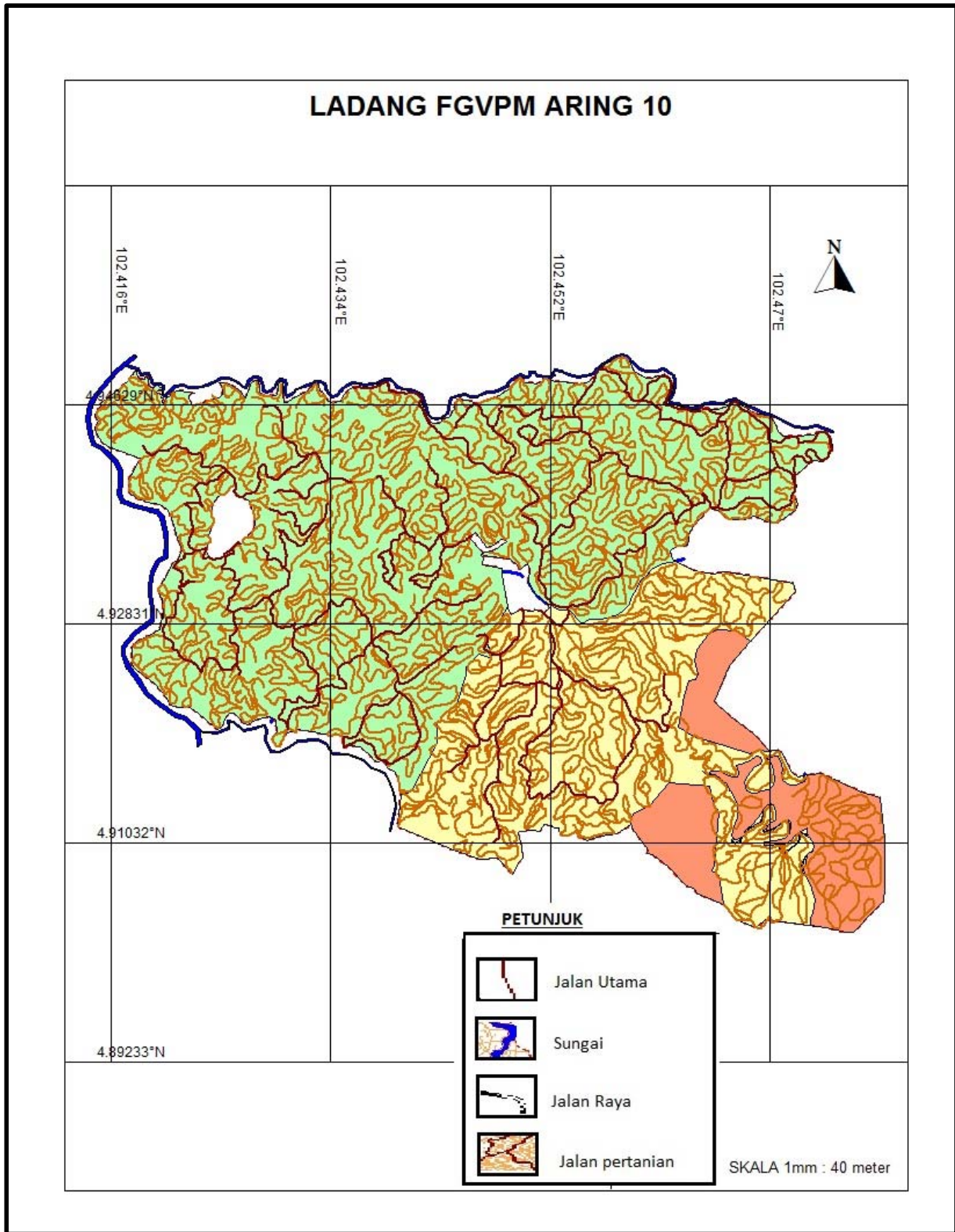
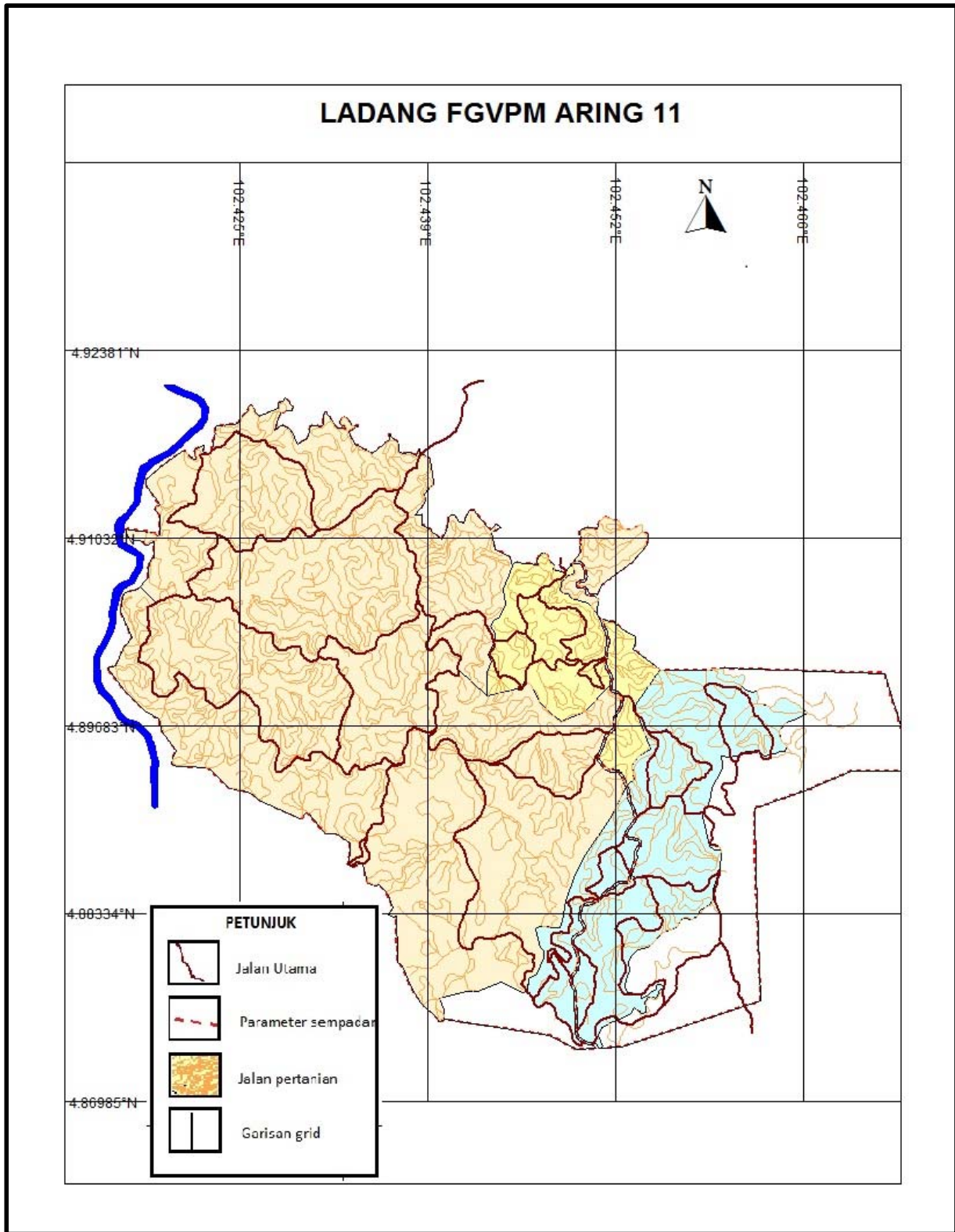
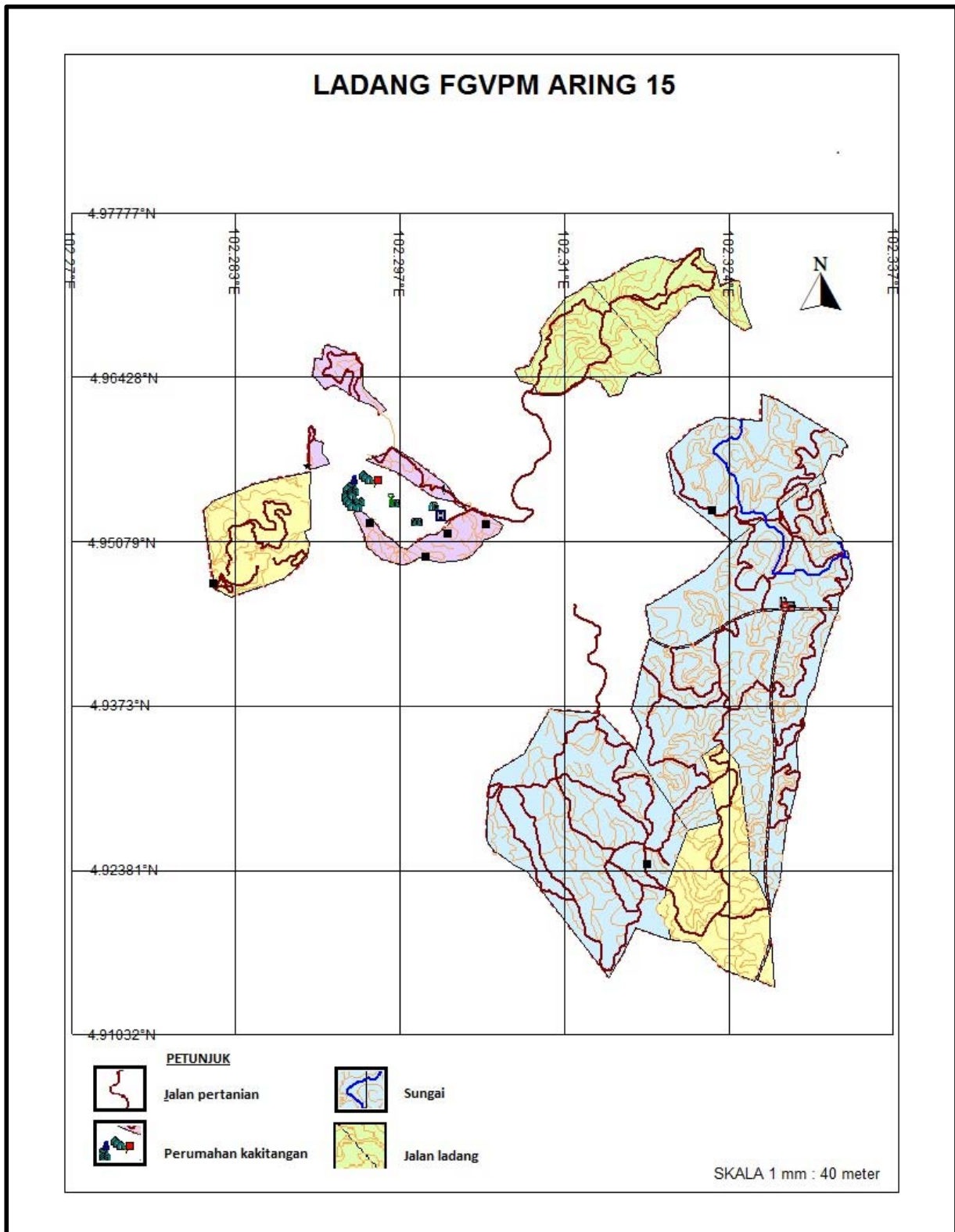


Figure 9. Operational Map of FGVP(M) Aring 11





Abbreviations Used

BOD	: Biological Oxygen Demand	KMAM	: <i>Kawalan Mutu Air minum</i>
CB	: Certification Body	LD50	: Lethal Dosage 50
CEO	: Chief Executive Operation	LCC	: Legume Cover Crop
CDD	: Certification & Due Diligence	LUCA	: Land Use Change Analysis
CPO	: Crude Palm Oil	MAPA	: Malaysian Agriculture Planters Association
DOE	: Department of Environment	MSDS	: Material Safety Data Sheet
DOSH	: Department on Safety and Health	MPOA	: Malaysia Palm Oil Association
EAI	: Environment Aspect Impact	MPOB	: Malaysia Palm Oil Board
EFB	: Empty Fruit Bunches	NGO	: Non-Government Organization
EIA	: Environmental Impact Assessment	NUPW	: National Union Plantation Workers
EQA	: Environment Quality Act	OER	: Oil Extraction Rate
EMP	: Environmental Management Plan	OFI	: Opportunity For Improvement
FASSB	: Felda Agriculture Service Sdn. Bhd	OHS	: Occupational Health and Safety
FFB	: Fresh Fruit Bunches	PIC	: Person In Charge
FGV	: Felda Global Ventures	PK	: Palm Kernel
FGVHB	: Felda Global Ventures Holdings Berhad	POM	: Palm Oil Mill
FGVP(M)	: Felda Global Ventures Plantation Malaysia	PPE	: Personnel Protective Equipment
FOMEMA	: Foreign Workers Medical Examination Monitoring Agency	PPR	: Pollution Prevention Plan
FPISB	: Felda Palm Industries Sdn Bhd	RaCP	: Remediation and Compensation Plan
GHG	: Green House Gases	RSPO	: Roundtable on Sustainable Palm Oil
HCV	: High Conservation Value	SOCSO	: Social Security Organization
HCVRN	: High Conservation Value Resources Network	SCCS	: Supply Chain Certification System
HIRARC	: Hazard Identification Risk Assessment and Risk Control	SIA	: Social Impact Assessment
HRM	: Human Resources Management	SOP	: Standard Operating Procedure
IPM	: Integrated Pest Management	SPAN	: <i>Suruhanjaya Perkhidmatan Air Negara</i>
ISO	: International Standard Organization	SW	: Schedule Waste
JKOA	: <i>Jabatan Kemajuan Orang Asli</i>	WTP	: Water Treatment Plant
KER	: Kernel Extraction Rate	WWTP	: Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT			
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • Malaysian National Interpretation of RSPO Principles and Criteria for Sustainable Palm Oil Production. Endorsed by RSPO Board of Governors 6 March 2015. • 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 E for CPO Mill) • RSPO Certification System for Principles and Criteria, 14 June 2017 		
1.2	Organisation Information			
1.2.1	Organization name listed in the certificate	FGVPISB, subsidiary of FGV HOLDINGS BERHAD		
1.2.2	Contact person	Ahmad Shahrir Bin Ismail		
1.2.3	Organisation address and site address	Level 20W, Wisma FGV Jalan Raja Laut, 50350, Kuala Lumpur.		
1.2.4	Telephone	(+ 603) – 2789 0497		
1.2.5	Fax	(+ 603) – 2789 0440		
1.2.6	E-mail	shahrir.i@fgvholdings.com		
1.2.7	Web page address	http://www.feldaglobal.com		
1.2.8	Management Representative who completed the application for certification	Ahmad Shahrir Bin Ismail		
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	Palm Oil Mill and supply base: FGVPISB Kilang Sawit Aring A, FGVP M Ladang Aring 2, FGVP M Ladang Aring 3, FGVP M Ladang Aring 4, FGVP M Ladang Aring 5, FGVP M Ladang Aring 6, FGVP M Ladang Aring 8, FGVP M Ladang Aring 10, FGVP M Ladang Aring 11 and FGVP M Ladang Aring 15		
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
	FGVPISB Kilang Sawit Aring A	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 56' 27"	E 102° 21' 51"
1.4.2	Location of Certification Scope of Supply Base			
	Name of Supply Base	Location	Coordinate	
			Latitude	Longitude
	FGVP M Ladang Aring 2	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 53' 51"	E 102° 21' 31"
	FGVP M Ladang Aring 3	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 53' 49"	E 102° 21' 32"

FGVPM Ladang Aring 4	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 53' 51"	E 102° 19' 10"
FGVPM Ladang Aring 5	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 48' 30"	E 102° 19' 12"
FGVPM Ladang Aring 6	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 57' 9"	E 102° 23' 56"
FGVPM Ladang Aring 8	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 58' 26"	E 102° 26' 16"
FGVPM Ladang Aring 10	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 55' 54"	E 102° 26' 57"
FGVPM Ladang Aring 11	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 55' 54"	E 102° 26' 54"
FGVPM Ladang Aring 15	18300 Gua Musang, Kelantan Darul Naim, Malaysia	N 04° 57' 21"	E 102° 17' 42"

1.5 Description of Area Statement

1.5.1	Tenure	
	• State	20,916.81 Ha
	• Community	Ha

1.5.2 Area Statement

• Total area	20,442.83 Ha
• Mature area	12,983.27 Ha
• Immature area	2463.03 Ha
• Mill	23.68 Ha
• Infrastructure	2,605.54 Ha
• Nursery	60.29 Ha
• Occupation	2,218.11 Ha
• HCV	69.00 Ha
• Other Area	19.91 Ha

The discrepancy between land title (Geran Tanah) as 473.98 due to that's area unplatable area, river riparian, Rizab Lebuhraya Gua Musang and send back to Felda

1.6 Planting Year and Cycles

1.6.1 Age profile of planting year

Planting Year	Hectarage (Ha)									
	Aring 2	Aring 3	Aring 4	Aring 5	Aring 6	Aring 8	Aring 10	Aring 11	Aring 15	Total
1990	-	-	-	-	-	623.10	-	-	-	623.1
1992	-	-	-	-	-	-	634.08	-	-	634.08
1996	-	-	-	-	-	-	-	214.98	-	214.98
1997	-	-	-	-	-	142.00	464.42	-	-	606.42
1999	-	-	-	114.60	-	-	-	323.52	-	438.12
2000	-	252.88	-	-	250.28	-	-	-	48.43	551.59
2001	-	-	-	-	315.40	-	-	-	-	315.4
2004	-	-	-	-	-	-	-	-	174.52	174.52
2005	266.16	-	-	-	-	-	-	-	-	266.16

2006	331.65	499.4	-	-	-	-	-	-	-	831.05
2007	285.32	-	-	-	-	-	-	-	-	285.32
2008	187.08	-	-	-	202.73	278.09	-	-	-	667.9
2009	-	-	-	-	206.12	203.97	-	-	-	410.09
2010	292.13	84.98	-	-	229.17	-	-	-	318.59	924.87
2011	289.21	253.38	266.72	-	-	179.07	-	-	189.46	1177.84
2012	-	263.56	394.81	-	359.07	258.95	-	-	192.74	1469.13
2013	-	168.91	385.83	178.51	276.39	260.84	-	-	-	1270.48
2014	-	-	-	346.69	349.95	334.83	-	-	-	1031.47
2015	-	-	517.46	-	175.40	-	-	-	-	692.86
2016	-	-	-	-	-	76.88	-	321.01	-	397.89
Sub total Mature	1651.55	1523.11	1564.82	639.8	2364.51	2357.73	1098.5	859.51	923.74	12,983.27
2017	-	-	288.88	-	-	397.27	-	406.17	-	1092.32
2018	-	-	-	288.66	-	-	474.53	-	-	763.19
2019	-	-	235.59	167.31	204.62	-	-	-	-	607.52
Sub total Immature	-	-	524.47	455.97	204.62	397.27	474.53	406.17	-	2,463.03
TOTAL	1,651.55	1,523.11	2,089.29	1,095.77	2,569.13	2,755.00	1,573.03	1,265.68	923.74	15,446.30

There is discrepancy with previous assessment due to the area on ASA-1 based on land title (Geran Tanah)

1.6.2 New Planting area after January 2010

- Ha

1.6.3 Planting Cycle

2nd 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 (%)
FGVPISB Kilang Sawit Aring A	54	258,428.07	56,531.64	21.88	12,986.66	5.03

**Production data source from September 2018 – August 2019*

**There is discrepancy between FFB received and FFB processed are ±4,500 Ton, were sent to another mill nearby due to Aring A POM under maintenance or over capacity.*

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)	%
FGVPM Ladang Aring 2	2,096.84	1,651.55	24,684.18	14.95	24,684.18	100
FGVPM Ladang Aring 3	1,997.49	1,523.11	29,157.00	19.14	29,157.00	100
FGVPM Ladang Aring 4	2,756.19	2,089.29	15,272.99	7.31	15,272.99	100
FGVPM Ladang Aring 5	1,445.58	1,095.77	8,677.80	7.92	8,677.80	100
FGVPM Ladang Aring 6	3,282.43	2,569.13	29,273.89	11.39	29,273.89	100
FGVPM Ladang Aring 8	3,677.60	2,755.00	26,574.31	9.65	26,574.31	100

	FGVPM Ladang Aring 10	2,212.33	1,573.03	10,864.20	6.91	10,864.20	100
	FGVPM Ladang Aring 11	1,791.57	1,265.68	5,414.22	4.28	5,414.22	100
	FGVPM Ladang Aring 15	1,182.80	923.74	9,885.78	10.70	9,885.78	100
	TOTAL	20,442.83	15,446.30	159,804.37	10.35	159,804.37	100
	<i>*Production data source from September 2018 – August 2019</i>						
1.7.3	FFB description from other source						
	Name of sources/Organisation	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill FFB (tonnes/year)		
	Third Party Supplier (27 Supplier) - non-certified	Outgrower	-	-	103,182.37		
	TOTAL					103,182.37	
	<i>*All FFB from other sources are Non Certified</i>						
	<i>*Production data source from September 2018 – August 2019</i>						
1.7.4	Product categories	FFB, CPO, PK					
1.8	Estimate Tonnage of Certified Product						
1.8.1	Past Annual Claim Certified Product	Last Year Projected Certified Volume (tonnes/year)		Actual certified product September 2018 – August 2019 (tonnes/year)			
	• FFB Production	150,137		159,804.37			
	• CPO Production	33,030		32,259.15			
	• Palm Kernel (PK) Production	7,507		7,303.16			
1.8.2	Product selling						
	Tonnage of selling product	Period of actual selling product September 2018 – August 2019					
	• CSPO sold as RSPO certified product	784.61					
	• CSPK sold as RSPO certified product	4,257.21					
	• CSPO sold under other scheme	-					
	• CSPK sold under other scheme	-					
	• CSPO sold as conventional	31,198.12					
	• CSPK sold as conventional	-					
1.8.3	Estimate of Certified FFB Claim						
	Name of Estates	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)		
	FGVPM Ladang Aring 2	2,096.84	1,651.55	26,660	16.14		
	FGVPM Ladang Aring 3	1,997.49	1,523.11	31,780	20.87		
	FGVPM Ladang Aring 4	2,756.19	2,089.29	19,240	9.21		
	FGVPM Ladang Aring 5	1,445.58	1,095.77	10,930	9.97		
	FGVPM Ladang Aring 6	3,282.43	2,569.13	31,910	12.42		
	FGVPM Ladang Aring 8	3,677.60	2,755.00	33,480	12.15		
	FGVPM Ladang Aring 10	2,212.33	1,573.03	16,300	10.36		
	FGVPM Ladang Aring 11	1,791.57	1,265.68	8,660	6.84		

	FGVPM Ladang Aring 15	1,182.80	923.74	11,470	12.42			
	TOTAL	20,442.83	15,446.30	190,430	12.33			
	<i>*Projected FFB production for 12 months of certificate (28 November 2019 to 27 November 2020)</i>							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Aring A	54	190,430	40,950	21.50	9,500	5.00	MB
	<i>*Projected FFB production for 12 months of certificate (28 November 2019 to 27 November 2020)</i>							
1.9	Other Certifications							
	ISO 9001:2015							-
	ISO 14001: 2004							-
	OHSAS 18001:2007							-
	ISCC							-
	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						
	Kota Gelanggi	2018	FASSB PPPTR; FASSB Kota Gelanggi 5/6	2018	Pos Felda Kota Gelanggi.27000 Jerantut, Pahang	Certified		
	Lepar Utara 6	2017	FGVPM Lepar Utara 7 FGVPM Lepar Utara 8 FGVPM Lepar Utara 9 FGVPM Lepar Utara 11	2017	Peti Surat 12 & 2020 26400 Bandar Pusat Jengka Pahang	Certified		
	Jengka 21	2018	FASSB Jengka 24/25	2018	Bandar Pusat Jengka, 26400 Pahang	Certified		
	Jengka 3	2022	Felda Settlers	2022	26400 Bandar Jengka. Pahang	-		
	Jengka 8	2022	Felda Settlers	2022	26400, Bandar Tun Abdul Razak Jengka, Pahang	-		
	Lepar Utara 4	2017	FGVPM Lepar Utara 4 FGVPM Lepar Utara 10 FGVPM Lepar Utara 14	2017	26400 Bandar Pusat Jengka, Pahang	Certified		
	Jengka 18	2022	Felda Settlers	2022	26400 Bandar Pusat Jengka, Jengka, Pahang	-		
	Padang Piol	2022	Felda Settlers	2022	27040 Jerantut, Pahang	-		
	Adela	2018	FGVPM Kledang 02	2018	PO Box 73, Bandar Penawar, Kota Tinggi 81930 Johor	Certified		
	Lok Heng	2020	Felda Settlers	2020	PO Box 55, 81907 Kota Tinggi, Johor	-		
	Semenchu	2020	Felda Settlers	2020	Peti Surat 63, 81907 Kota Tinggi, Johor	-		

Wa Ha	2020	Felda Settlers	2020	Karung Kunci S24, 81907 Kota Tinggi, Johor	IC
Bukit Kepayang	2018	FGVPM Terapai 3	2018	28300 Triang, Pahang	IC
Bukit Mendi	2022	Felda Settlers	2022	28320 Triang, Pahang	-
Kemasul	2017	FGVPM Mengkarak 1 FGVPM Mengkarak 2	2017	28300 Triang, Pahang	Certified
Tementi	2019	FGVPM Bera Selatan 1 FGVPM Bera Selatan 4	2019	38300 Triang, Pahang	IC
Triang	2017	FGVPM Triang 2 FGVPM Triang Selatan 1 FGVPM Triang 4	2017	28300 Triang, Pahang	Certified
Belitong	2018	FASSB Ulu Belitong FGVPM Bukit Tongkat B	2018	Peti Surat 61, 86007 Kluang, Johor	Certified
Bukit Besar	2020	Felda Settlers	2020	81450 Kulai, Johor	-
Kahang	2020	Felda Settlers	2020	Karung Berkunci No. 533, 86007 Kluang, Johor	-
Kulai	2020	FASSB Bukit Besar/Taib Andak	2020	Felda Taib Andak, 81000, Kulai, Johor	-
Nitar	2017	FGVPM Nitar Timur	2018	KM 13 Jalan Mersing Kluang 86800 Mersing Johor.	Certified
Penggeli	2018	FGVPM Inas Selatan	2018	Peti Surat 28, 81440 Bandar Tenggara, Johor	Certified
Lepar Hilir	2017	FGVPM Lepar Hilir 5 FGVPM Lepar Hilir 6 FGVPM Lepar Hilir 8	2017	Gambang, Pahang	Certified
Bukit Sagu	2017	FGVPM Bukit Sagu 4 FGVPM Bukit Sagu 6 FGVPM Bukit Sagu 7 FGVPM Bukit Sagu 8	2017	Peti surat 331, 26130 Kuantan, Pahang	Certified
Baiduri Ayu	2019	FGVPM Sahabat 9 FGVPM Sahabat 16 FGVPM Sahabat 55	2019	Peti Surat 29, Pos Cenderawasih, 91150 Lahad Datu, Sabah	IC
Kembara Sakti	2019	FGVPM Sahabat 30 FGVPM Sahabat 35 FGVPM Sahabat 40 FGVPM Sahabat 41 FGVPM Sahabat 42 FGVPM Sahabat 43	2019	Peti Surat 24, 91150, Cenderawasih, Lahad Datu, Sabah	IC
Mercu Puspita	2019	FGVPM Sahabat 7 FGVPM Sahabat 46 FGVPM Sahabat 48 FASSB Sahabat 6	2019	Peti Surat 29, 91150, Cenderawasih, Lahad Datu, Sabah	-
Nilam Permata	2019	FGVPM Sahabat 50 FGVPM Sahabat 51 FGVPM Sahabat 52 FGVPM Sahabat 53 FGVPM Sahabat 54	2019	Peti Surat 23, 91150, Cenderawasih, Lahad Datu, Sabah	IC

Hamparan Badai	2019	FGVPM Sahabat 23 FGVPM Sahabat 24 FGVPM Sahabat 26 FGVPM Sahabat 28 FGVPM Sahabat 31 FGVPM Sahabat 33 FGVPM Sahabat 34 FASSB Tambisan	2019	Peti Surat 25, 91150, Cenderawasih, Lahad Datu, Sabah	IC
Embara Budi	2019	FGVPM Sahabat 11 FGVPM Sahabat 12 FGVPM Sahabat 17 FGVPM Sahabat 56 FGVPM Sahabat 20 FGVPM Sahabat 21 FGVPM Sahabat 22 FGVPM Sahabat 25	2019	Peti Surat No. 28, 91105 Lahad Datu, Sabah	IC
Lancang Kemudi	2019	FGVPM Sahabat 10 FGVPM Sahabat 36 FGVPM Sahabat 38 FGVPM Sahabat 39 FGVPM Sahabat 44 FGVPM Sahabat 45	2019	Felda Sahabat 45, Lahad Datu, Sabah	IC
Kalabakan	2019	FGVPM Kalabakan Utara 1 FGVPM Kalabakan Tengah 1 FGVPM Kalabakan Selatan	2019	Peti Surat No. 62007, 91030 Tawau, Sabah	IC
Umas	2019	FGVPM Umas 5 FGVPM Umas 6	2019	WDT 43,91009, Tawau, Sabah	IC
Besout	2017	FGVPM Besout 6, FGVPM Besout 7	2017	35600 Sungkai, Perak	Certified
Trolak	2020	Felda Settlers	2020	Pejabat POS Sungkai, 35600 Sungkai, Perak	-
Krau	2017	FGVPM Krau 2 FGVPM Krau 4	2017	Peti Surat 17, 28700 Bentong, Pahang	Certified
Panching	2020	Felda Settlers	2020	Peti Surat 257, 25730 Kuantan, Pahang	-
Neram	2018	FGVPM Cherul 03	2018	Pejabat Pos Mini Felda Neram 1, 26160 Kuantan, Pahang	Certified
Mempaga	2021	Felda Settlers	2021	28600 Karak, Pahang	-
Chalok	2018	FGVPM Setiu 1	2018	21450 Setiu Terengganu	Certified
Sg Tenggi	2021	Felda Settlers	2021	Felda Gedangsa, 44010 Kuala Kubu Bahru, Selangor	-
Serting	2018	FGVPM Palong 17 FGVPM Palong 18 FGVPM Palong 21	2018	Bandar Baru Serting, 72109 Jempol, Negeri Sembilan	Certified
Keratong 02	2018	FGVPM Bera Selatan 3	2018	Peti Surat 28, 26900 Bandar Tun Razak,	Certified

					Pahang	
Keratong 03	2018	FGVPM Keratong 11	2018	Peti Surat 21, 26900 Bandar Tun Razak, Pahang	Certified	
Pasoh	2020	Felda Settlers	2020	72300 Simpang Pertang, Negeri Sembilan	-	
Kerteh	2017	FASSB Kerteh FGVPM Semaring 01	2018	Beg berkunci No. 3, 23309 Ketengah Jaya, Terengganu	Certified	
Selendang	2017	FGVPM Selendang 3 FGVPM Selendang 4 FGVPM Selendang 5 FGVPM Berabong 1	2017	Pejabat Pos Kuala Rompin, 26800 Rompin, Pahang	Certified	
Selancar 2A	2020	Felda Settlers	2020	Peti Surat 98, 85007 Segamat, Johor	-	
Selancar 2B	2017	FGVPM Selancar 6 FGVPM Selancar 8 FGVPM Selancar 9	2017	Peti Surat 98, 85007 Segamat, Johor	Certified	
Jerangau Barat	2020	Felda Settlers	2020	Wakil POS Felda Jerangau, 21820 Ajil Terengganu, Terengganu	-	
Jerangau Baru	2017	FGVPM Rantau Abang 1 FGVPM Rantau Abang 2 FGVPM Chador 1	2018	Wakil POS Felda Jerangau, 21820 Ajil Terengganu, Terengganu	Certified	
Palong Timur	2017	FGVPM Palong Timur 4/5; FGVPM PALONG TIMUR 06	2017	Peti Surat 2, 73400 Gemas, Negeri Sembilan	Certified	
Serting Hilir	2018	FGVPM Tembangau 3 FGVPM Tembangau 5 FGVPM Tembangau 6 FGVPM Tembangau 7 FGVPM Tembangau 8 FGVPM Tembangau 9 FASSB Serting Hilir	2018	72120 Bandar Baru Serting, Negeri Sembilan	Certified	
Maokil	2017	FGVPM Maokil 6 FGVPM Maokil 7	2017	Jalan Kilang, Rancangan Felda Maokil, 85300 Labis, Johor	Certified	
Tenggaroh	2018	FGVPM Tenggaroh 9 FGVPM Tenggaroh 11 FGVPM Tenggaroh 13	2018	86810 Jalan Jemaluang, Mersing Johor	Certified	
Tenggaroh Timur	2019	FGVPM Tenggaroh 12 FGVPM Tenggaroh Timur 2	2019	Karung Berkunci No. 534, 81907 Kota Tinggi, Johor	IC	
Keratong 09	2017	FGVPM Bera Selatan 5 FGVPM Bera Selatan 7 FGVPM Merchong FGVPM Keratong Timur FASSB Merchong	2017	Peti Surat 32, 26900 Bandar Tun Razak, Pahang	Certified	

	Kechau B	2017	FGVPM Kechau 6 FGVPM Kechau 8 FGVPM Kechau 9 FGVPM Kechau 10	2017	Peti Surat 57, 27200 Kuala Lipis, Pahang	Certified
	Chiku	2018	FGVPM Ciku 4 FGVPM Ciku 8	2018	Peti Surat 29, 18300 Gua Musang, Kelantan	Certified
	Aring.A	2017	FGVPM Aring 2 FGVPM Aring 3 FGVPM Aring 4 FGVPM Aring 5 FGVPM Aring 6 FGVPM Aring 8 FGVPM Aring 10 FGVPM Aring 11 FGVPM Aring 15	2017	Kelantan, MALAYSIA	Certified
	Kemahang	2020	Felda Settlers	2020	Peti Surat 35, 17507 Tanah Merah, Kelantan	-
	Tersang	2020	Felda Settlers	2020	27600 Raub, Pahang	-
	Chini 2	2020	Felda Settlers	2020	26690 Chini, Pahang	-
	Chini 3	2017	FGVPM Terapai 1 FGVPM Chini Timur 4	2018	26690 Chini, Pahang	Certified
	Sampadi	2019	FGVPM Sampadi 1 FGVPM Sampadi 3 FGVPM Sampadi 4 FGVPM Sampadi 5 FGVPM Sampadi 6	2019	Peti Surat 18, 94507 Lundu, Sarawak	Certified
	Air Tawar	2020	Felda Settlers	2020	81900 Kota Tinggi, Johor	-
	Pontian United Plantation	2019	Pontian Fico Pontian Subok Pontian Orico Pontian Pendirosa Pontian Kuril Pontian Hilco Rawajaya Sdn Bhd Blossom Plantation Sdn Bhd	2019	KM52 off Jalan Sandakan-Lahad Datu, PO Box 60525, 91114 Lahad Datu, Sabah	IC
	FGV Asian 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 Yapidmas AE Tanah Emas Corporation Bhd Ladang Kluang Yapidmas D Sri Mosta 1 Sri Mosta 2	2021	Malaysia	-

			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 Temila Agro Abadi	2021	PT Temila Agro Abadi Estate	2021	Indonesia	-
	FGV estate without FGV mill (FGVPM Paloh)	2021	FGVPM Paloh Estate	2021	Malaysia	-
*FGV TBP as per 30 November 2019 develop by sustainability team						
1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard					
	There is no Associated Smallholders that's supply FFB to Aring A POM					

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA-2	<p>1. Moh Arif Yusni (Lead Auditor). Indonesian citizen. Bachelor of Agriculture, majoring on Plant Protection. Has a working experience for two years since 2010 as Operational staff in oil palm Plantation Company in Indonesia. Has been several times following audit related to sustainable palm oil certification system such as ISPO, RSPO and MSPO, with qualification of lead auditor since 2012. Has attending several trainings, i.e.: ISO 19011, ISO 9001; ISO 14001, RSPO Lead Auditor, ISPO Lead Auditor, OHS Expert, OHS Auditor based on National Government No. 50 year of 2012, SCCS and SA 8000. Expert in legality, worker welfare, safety, transparency, long term economic and supply chain (SCCS) aspect. At the time of audit has appointed to verify SCCS, legality, land dispute, worker welfare, Best Management Practices for mill and estate, long term business plan and Integrated pest management and social aspect.</p> <p>2. Ebnu Holdoon Shawal. Malaysia Citizen. He graduated with Bachelor of Civil Engineering from University Tenaga Nasional in Malaysia. He has been completed the ISO 9001: 2008 QMS 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 has gone for various RSPO audit including Felda POM, FGV Palm Oil Mill, Sime Darby Palm Oil Mill and United Plantation as auditors and have total 108 man days following the auditing activities. He has gone successfully completed and pass the Lead Auditor Course by Checkmark Training and Partners and undergone MSPO Training by SGS Training for both Scheme. He had attend 5 Certification Body workshop for RSPO in Malaysia and being part of technical working group of MSPO-ACB Document by Department of Standards Malaysia. During this audit he support to communicate with local stakeholder and verify about environmental aspect, worker welfare, HCV and GHG</p> <p>3. Yap Chin Hung Graduated from University of Malaya with a Bachelor of Engineering (Honours) Degree in Manufacturing Engineering. He is a member of the Institute of Engineers, Malaysia. He had consulted and trained clients from various industries such as chemical, metal fabrication, engineering, electronics, manufacturing, fabrications, plastics, construction and trading in setting up and implementing the Management Systems based on ISO 9001, ISO 14001, ISO 13485, ISO 2200, HACCP, GMP, FSC and OHSAS 18001. Along his service as ISO consultant, he has assist more than 150 companies to obtain the ISO certification from various Certification Body. Yap is also the associate auditor for QE Certification, UK helping in carrying out 3rd party certification audit for ISO 9001, ISO 14001, ISO 22000 & OHSAS 18001. He qualified as RSPO auditor from Checkmark Training on 2018 and also obtain a MSPO Auditor training course from SGS Training Services in the same year. He had been auditing for Mutuagung since year 2014. At the time of audit, has appointed to verify Safety, social aspect, transparency and worker welfare</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA-2	<p>Number of auditors: 3 auditors Number of days for ASA-2 at site: 5 days Number of working days for ASA-2 at site : 15 Working days</p>
2.2.2	Assessment Process
ASA-2	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the Kilang Sawit Aring A - FGV Palm Industries Sdn Bhd (formerly known as Felda Palm Industries Sdn Bhd) subsidiary of FGV Holdings Bhd (Formerly known as (Formerly known as Felda Global Ventures Holdings Berhad) to the requirements of Malaysia 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 June 2017 (Module E for CPO Mill)</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or</p>

	<p>substances from required documents; (2) <i>interview</i>, 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> <p>Team of auditor started their trip from Jakarta and Kuala Lumpur to Gua Musang (stay at Gua Musang ± one hours from audit site) . Once arrived, team auditor conducted Opening Meeting in the Meeting Room of Region office of Kilang Aring A. Opening meeting attended by Estate manager, Mill Manager, Assistant Manager Sustainability staff and the other related personnel.</p> <p>Public Stakeholder Notification was made on 08 September 2019 and there is no written negative feedback receive. Stakeholder consultation involved internal and external stakeholders.</p> <p>Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings. The comments made by external stakeholders were also taken into account in the assessment</p> <p>Structured worker interviews with male and female workers and staff were held in private at the workplace in the mill and the estates. Fieldworkers were interviewed informally in small groups in the field. In addition, the wives of workers and staff were interviewed in informal meetings at their housing. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix I.</p> <p>Commonly, the audit activities went smoothly with good support from the unit management. The presentation of documents is presented quite well by involving related personnel.</p> <p>Closing Meeting conducted in the region office of FGV in Gua Musang. Closing meeting attended Estate manager, Mill Manager, Assistant Manager Sustainability staff and the other related personnel.</p> <p>Some opportunities for improvement of the results ASA 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 3. Improvement of findings from ASA -1 Assessment were observed by auditors at this ASA 2 assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of ASA 2 reports</p> <p>The assessment program please find Appendix 2</p>
<p>2.2.3</p>	<p>Locations of Assessment</p>
<p>ASA-2</p>	<p>The number of management units of this activity consists of four estates that supply material FFB to the Aring A POM. In conducting the assessment, auditor team using formula $(0.8 \sqrt{y}) * Z$ 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 of mill and 3 estates (Aring 2 Estate, Aring 5 Estate and Aring 10 Estate).</p> <p>Aring A Mill</p> <ol style="list-style-type: none"> Security Post. Observation and interview with Security Guard (<i>Polis Bantuan</i>) towards FFB reception, product delivery emergency situation handling, OHS and manpower aspects. Weigh Bridge. Observation and interview with Weigh Bridge Operator towards FFB reception, product delivery, training/socialization, weigh device calibration and OHS. Loading Ramp. Observation regarding on OHS aspect and interview with workers regarding on employment aspects. Sterilizer, boiler and engine room. Observation and interview regarding to the implementation of OHS and employment aspects. 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,

	<p>trainings from company and worker welfare.</p> <ol style="list-style-type: none"> 6. Mill Drainage. Observations mill effluent lines, sanitation mill and flow of leaching mill. 7. Sedimentation Trap Pond. Observation on rainfall flows system on the mill. 8. WTP. Observations and interviews related to water management, recording of water use, health checks, PPE and waste management. 9. Hydrant. Simulate the facility of emergency. 10. Diesel Fuel tank. Observation related OHS and hazardous material management 11. Central store. Observation for material handling and OHS, and worker welfare 12. Scheduled waste store. Observation related OHS and hazardous waste management 13. Effluent pond. Observation for palm oil mill effluent management 14. Continuous emission monitoring systems (CEMS). Observation for emission monitoring devices. 15. EFB burner. Monitoring for EFB waste management 16. Final effluent discharge. Observation for pome final discharge point 17. Water intake (Aring river). Observation for Aring mill water sources 18. Empty bunch area. Observation for EFB stacking area <p>Aring 2 estate</p> <ol style="list-style-type: none"> 1. Central workers housing. Observation for OHS, interview related worker welfare, HCV awareness, and etc 2. Fertilizer store. Observation related OHS and hazardous material handling 3. Chemical store. Observation related OHS and hazardous material handling 4. Premix area. Observation for agrochemical handling and OHS 5. PPE store. Observation for spraying team PPE storage 6. Diesel fuel tank. Observation for OHS and hazardous material handling 7. Ex agrochemical (fertilizer sack and chemical containers) waste store. Observation for ex agrochemicals containers handling 8. Harvesting, Block 06. Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE. 9. Spraying Activity Block 7 Interviews of spraying mechanism, work tools, chemicals used, doses used, medical examinations, extra fooding, PPE, labor aspect and environment. 10. Landfill, Observation related domestic waste management 11. Aring River Riparian. Observation related river riparian management 12. IPM Block 11. Observation related IPM Management, the present of Barn Owl 13. Boundaries Stone Block Observation of aspect of land demarcation, and land dispute potency <p>Aring 5 estate</p> <ol style="list-style-type: none"> 1. Central workers housing. Observation for OHS, interview related worker welfare, HCV awareness, and etc 2. Fertilizer store. Observation related OHS and hazardous material handling 3. Chemical store. Observation related OHS and hazardous material handling 4. Water Treatment. Observation related water treatment and water facility 5. Generator (Electricity). Observation for waste management, and interviews related to workers facility, electricity, domestic waste, sources offresh water, socialization of company policy and complaint mechanism. 6. Premix area. Observation for agrochemical handling and OHS 7. Diesel fuel tank. Observation for OHS and hazardous material handling 8. Ex agrochemical (fertilizer sack and chemical containers) waste store. Observation for ex agrochemicals containers handling. 9. Scheduled waste store. Observation related OHS and hazardous waste management 10. Landfill, Observation related domestic waste management 11. Orang Asli , Observation the present of orang asli in surrounding Community 12. Boundaries Stone. Observation of aspect of land demarcation, and land dispute potency 13. Mining Area. Observation related the presence of mining in surrounding the company 14. Manuring activity, Block PM99D Block 20. Observations and interviews related to application doses and safe working methods and handling of chemicals. 15. Replanting Area PM19, Observation related related replanting activity, water and soil management 16. Hilly area Block PM19. Observation related management in slope area.
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	<p>17. Harvesting, Block PM14D,. Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE.</p> <p>Aring 10 estate</p> <ol style="list-style-type: none"> 1. Central workers housing. Observation for OHS, interview related worker welfare, HCV awareness, and etc 2. Fertilizer store. Observation related OHS and hazardous material handling 3. Chemical store. Observation related OHS and hazardous material handling 4. Premix area. Observation for agrochemical handling and OHS 5. PPE store. Observation for spraying team PPE storage 6. Diesel fuel tank. Observation for OHS and hazardous material handling 7. Ex agrochemical (fertilizer sack and chemical containers) waste store. Observation for ex agrochemicals containers handling. 8. Harvesting, Block 13,. Observation and interviews with foremen and harvest workers related to work procedures, health insurance and labor protection, safe working practices and use of PPE. 9. Spraying Activity Block 13 Interviews of spraying mechanism, work tools, chemicals used, doses used, medical examinations, extra fooding, PPE, labor aspect and environment. 14. Landfill, Observation related domestic waste management 15. Boundaries Stone No 9 and 11. Observation of aspect of land demarcation, and land dispute potency 16. Replanting Area PR19K, Observation related related replanting activity, water and soil management 17. Hilly area Block PR19K. Observation related management in slope area. 18. Kuala Koh Reserve Forest. Observation related conservation area and the presence of elephants <p>Stakeholder Consultation</p> <ol style="list-style-type: none"> 1. 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. Foreign Workers representative (Bangladeshi, India and Indonesian) 3. Gender Committee (GPW)
2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA-1	<p>Consultation of stakeholders for Kilang Aring A POM, held by:</p> <ol style="list-style-type: none"> 1. Consultation meeting and interview with Internal and external; Stakeholder (labour union, contractor, orang asli and gender committee) 2. Consultation with NGO (<i>Majlis Kebajikan dan Pembagunan Masyarakat Kebangsaan Malaysia</i>, Pesticide Action Network Asia & Pacific, Environmental Protection Society) 3. Public announcement in Mutuagung website on 09 September 2019 <p>Numbers of input from stakeholders were clarified by Kilang Kelapa Sawit Aring as a part of this report</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA-3) will be conducted eight (8) or twelve (12) months year after date of certificate.

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of Aring A POM Felda Palm Industries Sdn Bhd subsidiary of Felda Global Ventures Holdings Bhd operation consisting of one (1) mill and nine (9) oil palm estates.

During the assessment, there were three (3) Nonconformities were assigned against Major Compliance Indicators; one (1) nonconformity were assigned against Minor Compliance Indicators and three (3) opportunities for improvement were identified.

Further explanation of the non-conformities 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/etc..). Those corrective actions taken that consist of only three (3) Major Nonconformities were closed out and all minor Nonconformity still open and shall be verified during next assessment.

MUTUAGUNG LESTARI found that Aring A POM Felda Palm Industries Sdn Bhd subsidiary of Felda Global Ventures Holdings Bhd complied with the requirements of Malaysia 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 June 2017 (Module E for CPO Mill)

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **continued**

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
<p>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>		
<p>1.1.1 The company shown the list of stakeholders updated in 2019 consisting external/internal stakeholder e.g government agencies, surrounding villages, local government instituion, and etc. For the general issue such as foreign worker agent, they are identified as stakeholder in a different list at HQ level. Relevant personnel appointed for reviewing the stakeholder list to ensure it is updated according to actual situation. Stakeholder communication records were available and well kept. Each operating unit appoint person in charge to handle social issue. The PIC for communication and consultation in each operating unit normally the estate or mill manager.</p> <p>1.1.2 FGV has established a procedure related to grievance and response to stakeholder referring to SOP “<i>Komunikasi, Penglibatan dan Rundangan</i>” - FGV/ML-1A/L2- Pri2. The information and procedure are made aware by the management through muster morning meeting and policy related to it has been displayed at morning roll call meeting.</p> <p>Communication Officer is responsible for identifying and planning the necessary information and shall be communicated / response plan to stakeholders and the depositary; responses to incoming mail not later than two weeks after the letter was received; and then delivered to stakeholders with a receipt.</p> <p>Based on interview with stakeholder its known if the stakeholders were aware of type of information available and the procedures for accessing the information. This SOP were briefed during the last stakeholder consultation conducted. The</p>		

company communicated the information requested by the relevant stakeholders in *Bahasa Melayu*, in documentation and during the public engagement. Those document which is allowed to be provided to the stakeholders are stated in the SOP above.

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
The certificate holder can presented the relevant management documents that are made available to the public as follows, Land titles and/or user rights, Occupational health and safety policy plan, Risk assessment and mitigation, emergency response plan, training record, impact assessments relating to environmental and social impacts, main social and environmental impacts and mitigation measures, pollution prevention and reduction plans and etc. Information related document can be access are installed in each estate office.

Stakeholders can access those documents by requesting through public information request form. Once the permission is granted by mill management, stakeholders can access the related document. Based on interview with stakeholder as well as surrounding community representative, it was known that the company has considered transparent and cooperative in providing information requested or required, which some were a part of regulation pursuance as well.

Status: Comply

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

1.3.1
The company FGVP(M) 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. Furthermore the company has a FGV Group Sustainability Policy on 29 May 2019 that's described if FGV Group recognizes its responsibility to respect and uphold international principles, standards and practices as encapsulated in the Universal Declaration of Human Rights (UDHR), United Nations Guiding Principles on Business and Human Rights (UNGPs), United Nations Sustainable Development Goals (UNSDGs) and other applicable treaties, subject to the laws and regulations of the countries and territories in which FGV Group operates. Further to that, FGV Group reiterates its commitment to comply with and obey all laws of the countries in which it operates, and commitments that FGV Group subscribes to such as RSPO and MSPO. FGV Group shall ensure its operations are in consonance with its commitments to No Deforestation, No Peat and No Exploitation (NDPE).

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 workers are aware regarding the policy and announcement by the management to the workers during morning roll call and muster morning. Sighted also the latest policy has been pasted on the muster ground and management office. Latest Stakeholders meeting for Felda Complex "Gugusan" Aring has been done on July 2nd 2018 that involve all parties related to the FGV operation. Objectives of this stakeholder meeting are to socialized all FGV policy related to RSPO certification including FGV business code of conduct. Based on interview with contractor obtained information if FGV management also giving information to the workers during signing the contract that the workers should obey the all company policies, safety policy, the anti-bribery policy and being briefly together with the workers representative and FGV Suppliers.

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
A Legal Register covering the applicable local and international laws and regulations is available at the mill and estates. The identified legislations were regarding to safety and health, environmental management, pollution management, chemical handling, usage & storage, schedule waste management, employment, building, etc. Relevant required licensing

and document such as MPOB license, DOE license, Competence driver license, DOSH Certificate of fitness, SPAN license, etc. Observed the relevant required licenses observed and within the validity period.

Based on the site assessment, interviews and evidence checking at the mill and estate, there were evidences of compliance with the relevant laws, regulations, local and International laws:

- a) Steam boiler observed with valid certificate of fitness
- b) Boundary noise monitoring performed and within permissible limit.
- c) CHRA conducted as per requirement and relevant suggestions implemented.
- d) Audiometric test performed as per requirement and appropriate actions observed.
- e) Medical surveillance test performed.
- f) Proper scheduled management practice observed.
- g) Air emission monitoring performed.
- h) Safety Data Sheet available at the point of use.

2.1.2, 2.1.3

There is a “Legal & Requirements Register” established by the PSD (Plantation Sustainability Department) 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*”. Evaluation of compliance performed and found compliance with relevant requirements. Yearly review of legal compliance observed. Specific personnel appointed for legal and other requirement person in charge. Tracking of law changes system defined. To ensure the fulfilment related legal & requirements register the certificate holder conducted internal audit annually. The last internal audit conducted on February and March 2019 by Sustainability Compliance and Certification Department(SCCD),Group Sustainability Division(GSD),FGV Holdings Berhad,

2.1.4

FGVP(M) already has procedures for changes / update of legislation in “*Prosedur Undang-Undang dan Keperluan Lainnya*”. The identification of changes is the responsibility of PSD in HQ whom shall notify in written to the estate representatives of the change. It then PIC to delegate the information within the related estate staff. For the issues concerning to environment and OHS, it's the responsibility of EHS unit [under PSD] to update and implement the changes

Status: Comply

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 Aring A POM and supply base is owned by Felda Palm Industries Sdn Bhd and is located at Mukim Relai, Jajahan Gua Musang, and Kelantan, Malaysia. This mill was commissioned in 1990 with a processing capacity of 54 MT/hr. 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 20,916.81 Ha as follows :

Complex	Geran Tanah (Land Grant)			Area of Grant (ha)
	Estate	Start of Grant	End of Grant	
Aring POM	Aring 2	2009	2108	2,096.84
	Aring 3	2009	2108	2,038.44
	Aring 4	2009	2108	2,833.94
	Aring 5	2009	2108	1,733.30
	Aring 6	2009	2108	3,340.56
	Aring 8	2009	2108	3,677.60
	Aring 10	2009	2108	2,212.33
	Aring 11	2009	2108	1,801.00
	Aring 15	2009	2108	1,182.80
Total				20,916.81

Based on documents verification the certificate holders manage area covering 20,442.83 Ha with planted area 15,446.30 Ha. There is a discrepancy between land title (Geran Tanah) and managed area covering 473.98 Ha due to those area unplatable area, river riparian, Rizab Lebuhraya Gua Musang and send back to Felda

2.2.2

During ASA -1 there is non conformity on this indicator (NC No 2018.1) with NC description the company is not be able to shows that follow up towards boundaries monitoring has been carried and recorded out sufficiently.

Verification 25 September 2019

The CH can presented the corrective evidence as follows:

- Appoints persons in charge to conducting monitoring of estate boundary stones, i.e. Letter No (12)MSPO/4.2.1 dated 04 February 2019 about “appointment persons in charge to monitor boundaries stone in area PKT PM01i for year 2019/2020
- Validation of the actual number of the boundary stone in each estate, for example in Aring 6 there are 18 boundaries stone
- Action plan and realization installation of boundaries stone in each estate ,

Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.01 has considered **closed**

The estates were seen compliance to “Manual Ladang Sawit Lestari” – document No. MLSL(Ed.2) – Sec. 2 (2.0) – *Menanda Batu Sempadan*. During field visit, sighted the estate’s boundary / land area are not connected to any smallholder’s land, government reserve land nor villages.

The estate map seen highlighted with presents of boundary markers which attached to photos taken on site. There is also monitoring activities and GPS coordinates are available to demonstrate whether the boundary demarcation and maintenance are implemented and monitored. During field visit, sighted the estate at certain part of the land area are adjoining to smallholder’s plantations [rubber / palm oil], villages and government roads. Sighted the original boundary stones maintained and identified in the map. The POM is on the land of Aring 2 Estate. The mill perimeter found fenced from illegal entrance by outsiders.

2.2.3; 2.2.4; 2.2.5 & 2.2.6

Based on document verification and interview with surrounding communities representative, there are no land disputes during last year. No communities nor individual has any implications for the legal status of their land or have been disputes since FGV has legal land titles by Kelantan States or by Felda to FGV for 99 years. . The presence of security force ensures a safe and harmonized environment at all time. FGVP (M) has had procedure for conflict solution which stated that the resolution involve the stakeholder.

Status: Comply

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) 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 certification scope are properly leased, surveyed and marked. No record of other user customary right have arised. Records are available to show that the land leases comply with legal requirements which is. No communities nor individual has any implications for the legal status of their land or have been disputes since FGV has legal land titles by Kelantan States or by Felda to FGV for 99 years.

During field visit, sighted the estate not adjourn with any smallholder’s plantations, government reserve, villages nor with government reserve forest. There is no evidence collected during this audit period for any legal, customary or user rights.

There was sighted also the Approval letter of “*Permohonan Milik Tanah Kerajaan Bagi Tapak Perusahaan di Aring A, Mukim Relai, Daerah Chiku, Jajahan Gua Musang, Kelantan*” from *Pejabat Tanah dan Jajahan Gua Musang* (Ref: MTGM 113/05(13) dated on 15 July 2010) was documented.

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

Long term management plan for Aring A POM has prepared by Assistant, issued by Mill Manager and presented in “Rancangan 5 Tahun Felda Gobal Ventures Palm Industries Sdn. Bhd. (FGVPISB) for period 2019 to 2022”. Breakdown of long term management plan in monthly basis were available. The management plan has covers volume of FFB processed, technical quality projection, production cost, maintenance cost, etc.

Long term management plan for Estates were prepared by Assistant, issued by Estate Manager and presented in Estate Budget for 2020 to 2024. The budget has covers production cost, FFB projection and price which referred to the MPOB. In addition, there are also projections related to harvesting budget, maintenance, fertilization and general costs.

Mill and Estate Management mentioned long term projections were subjected to be changed and reviewed annually by Estate or Mill Manager, through considering actual trends and dynamic situation which predicted could be changed in the future. Furthermore, it was stated that there no plan for expansion on estate operational areas and mill processing capacity. Moreover, since there is no presence of peat soils in Aring Complex, peat management plan such as study on flooding, drainability and water management are not applicable.

3.1.2

According to year of planting data, it was known that palms in Aring Complex were planted in between 1990 to 2019. As per estate samples (Aring 2, Aring 5 and Aring 10 Estate), explanation of replanting program is describes as follows:

- According to planting record of Aring 5 Estate, replanting activity programmed in 2019 and 2021 covering 167.31 Ha and 114.60 respectively.
- According to planting record of Aring 10 Estate, replanting activity programmed in 2019, 2020 and 2021 covering 317.55 Ha, 303.93 and 330.93 respectively.

Estate management mentioned that in general replanting activities will be conducted on terraces area. Land preparation will be carried out through mechanical method (zero burning).

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

Procedure of oil palm processing was presented in Mill Operation Manual dated January 2nd 2001 (Revised on February 19th 2016). Procedure has covers more than 139 activities (Code: FPI/L3/1-01 to FPI/L3/16-01), from FFB acceptance to product (CPO and PK) dispatch. Based on observation to Station of FFB grading, Loading Ramp, Sterilizer, Crane, Oil Room, Press, Nut and Kernel, Boiler and Engine Room, it was known that the worker has wear PPE as required by HIRADC, such as helmet, ear plug of ear muff, safety boots and mask. Furthermore, based on interview with all Operators, it could be concluded that all technical processing activities and safety aspect has implemented in accordance with the procedures.

Procedures (SOP) of oil palm Agronomy was presented in Sustainable Estate Manual, issued in June 1st 2012 by Senior Vice President R&D, General Manager R&D (Plant and Health), Editor and Coordinator. It were divided into five documents, e.g.: No. MLSL (Ed. 2) Vol. I – Sec. 1 (1.0 – 20.0) about management on nursery; No. MLSL (Ed. 2) Vol. I – Sec. 2 (1.0 – 20.0) about replanting; No. MLSL (Ed. 2) Vol. I – Sec. 3 (1.0 – 11.0) about immature palm management; No. MLSL (Ed. 2) Vol. I – Sec. 4 (1.0 – 12.0) about mature palm management’ and No. MLSL (Ed. 2) Vol. I – Sec.5 (1.0 – 8.0) about oil palm manuring. The SOP has covers all agronomy aspects such as land preparation, nursery, planting, field

upkeep, weeds control, integrated pest management, harvesting management, soil fertility enhancement (manuring, by-products application). Based on field observation, interview with Foreman and several workers, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as standard of ripeness, considering wind flows during spraying process, pesticides and weeds target, prohibited areas to be sprayed (for example conservation area and riparian zone which marked by blue paint on the palm trunk).

4.1.2

Update and distribution of SOP were conducted by Felda Global Ventures Plantations Malaysia (FGVPM), Felda Techno Plant Malaysia (FTPM), Felda Agriculture Services, Sdn. Bhd. (FASSB), Crop Protectionist, Plant Breeder, Agronomist, RSPO Coordinator and (OSHA) Coordinator. For monitoring of procedure consistency purposes Certificate holder conducted several methods to monitor the implementation of procedures. Among others conducted annualy operational and RSPO internal audit in order to monitor the implementation of the procedures including the performance of contractor. Operational internal audit evaluate the implementation of operational and administration of estates and mill. Whereas RSPO internal audit evaluate the implementation of sustainability procedures in estates and mill. Furthermore, the management representative (Assistant, Manager, and related Superiors) routinely conduct inspectorate visit to control the implementation of the procedures, for example

- FGV Oil & Kernel Recovery Assessment (FOR A) dated March 2019. The purpose of audit is about operational in mill and mill security. The report were consist of summary/significant issues, summary of recommendation, corrective action and preventive action.
- Agronomy Report visit. Conducted annually. Last visit on April 23rd 2019. The report consist about FFB Production, soil fertility, GAP Aspect, and respond from estate.

4.1.3

Estate and Mill management operational activities has monitored, documented and regularly reported, for example as follows:

- Agronomy related works record such as replanting work progress, fertilizer application, pesticide application, field upkeep work progress, daily harvesting, master chit, etc.
- Region work order record which compile all related contractor works and its cost.
- Actual budget record which informed cost of actual programme implementation (RM/ha).
- Daily Foreman notes which informed name of workers, type, location and quality of work.
- Internal audit.

4.1.4

Procedure of third party FFB sources is presented in document No. FGV/FGVPM/II/QOSHE/15/012.1 dated April 1st 2016 (Revised in May 31st 2017). Procedure has covers scope, definition, reference, responsibility, activities, supplier information and requirements, purchasing, license, FFB grading, assessment, FFB quality, meeting, recording and procedure chart for request. All suppliers shall be clear on hectarage, location, yield, year of planting, planting material, projection of FFB and oil extraction rate (OER), managing agent, land ownership and current buyer. List of FFB third party suppliers for Aring A POM in 2019 was available. According to the list, it was informed there were totaling 28 third party FFB suppliers which consist of 27 suppliers. All suppliers has MPOB License.

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; 4.2.2

Procedure of soil fertility management was presented in several documents, such as: No. MLSL (Ed. 2) Vol. I – Sec.5 (1.0 – 8.0) about oil palm manuring (chemical fertilizer); No. MLSL (Ed. 2) Vol. I – Sec.3 (3.0 – 4.0) about EFB application and Felda mulching; Agronomist Recommendation for EFB application in mature areas; and Procedure of Leaf and Soil sampling (Manual for Staff). Based on field observation, it was found several strategy had implemented which aims to enhance soil fertility such as manuring in accordance with recommendations, Planting of legume cover crop (LCC) such as *Mucuna bracteata*, *Nephrolephis bisserata* and maintaining soft grasses on immature and terraces areas as seen on the entire Aring 5 Estate, especially on replanting areas.

Based on observation and interview with Fertilizer Applicators in Field PM99D Block 20 Aring 5 Estate (3 Indonesian and 1 Bangladeshi) it was known that all interview were able to explain and demonstrate several technical matters related to manuring activities, such as fertilizer dosage, placement and time of application.

Record of fertilizer available in “*Buku Rekod Kerja Penaburan Baja*” on that’s documents blocks, type of fertilizer, dosage and data of application. Documents verifications its known if the dosage is in accordance with recommendations

4.2.3

Procedure of Leaf and Soil sampling (Manual for Staff) is presented in document No. MSL (D.2) – Sec 5 (4.0) which consist of oil palm manuring on mature area method, quality, suitability implementation, environmental, safety and reference. The procedure also mentioned that leaf and soil analysis were conducted annually to be used as a basis of annual manuring recommendation calculation. Both analysis were carried out annually by FASSB. Leaf analysis includes dry matters percentage of nutrients on the leaf and rachis (N, P, K, Ca, Mg and B). Furthermore, soil analysis included pH, soil nutrient status and nutrients exchange cation capacity. Last LSU and SSU in Aring 02 Estate carry out in January 2018 ate and in Aring 10 Estate conducted in 2017, in 2018 there is no leaf and soil analysis in Aring 10 Estate because in 2019 fertilizer has been stopped due to replanting programs. Apart from leaf and soil sampling analysis, nutrient status of palms has also accessed through visual assessment of palm vigour and field condition by Agronomy and President Group task force.

4.2.4

Apart from chemical fertilizer application, organic fertilizer through by-product application towards EFB mulching has also conducted to enhance K (potassium) content, organic matters and keep soil moisture. Dosage recommended by Agronomist were 10 and 40 ton EFB/ha/year for immature and mature area, respectively. EFB mulching in immature and mature areas were applied on palm circle; inter-palms and/or inter-rows. Furthermore based on field observation in replanting Area block PR19K Aring 10 estate it was known if there is the implementation for recycling nutrients in the form of chipping of oil palm trunk at the replanting area.

Furthermore, nutrient cycle has also conducted through pruned fronds which stacked in the interrows or parallel with contour line and through planting of legume cover crop such as *Mucuna bracteata* and *Nephrolepis bisserata* on replanting areas. Nutrient N from *Mucuna* would be released after palm canopy has fully covered while nutrient K would release as after frond were fully degraded. These estate management strategy were confirmed during field observation, especially on terraces area in Aring 5, operational areas.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

4.3.1; 4.3.4

The management unit has showed maps of slope and soil type (scale 1:50,000) in the operational area. Slope area was control with terracing contours, hooves (individual terrace) and planting the LCC plants. The type of soil’s in Aring 2 are :

- i) Musang series
- ii) Katong series
- iii) Local alluvium
- iv) Segamat

Meanwhile in Aring 5 Estate is Beserah, Colluvium, Jempol, Katong, Local Alluvium, Rengam, Segamat and Tok Yong. While land type in Aring 10 is Musang series, Jempol, Katong, Beserah, Local Alluvium, and Bungor. Based on the soil analysis, those type of soils are not categorized as fragile / marginal soils. Sighted the map is Georeferenced to E 102’ 17’ 49.2648 N 4’ 46’ 2.4636 which located in Aring, Gua Musang Kelantan.

4.3.2.

The management unit has implemented soil conservation practices to minimize soil erosion and soil degradation as shown by the following record: soil and the steep river bank protection policy, planting of cover crops (*Mucuna*); frond shape stacking practice, silt pit, EFB application in the replanting area. The management units also have blue print for replanting, for example: Blue Print Replanting in PM21E, Aring 5 Estate; the strategies need to be done as: construction of a 14-foot

wide terrace in most hilly areas an estimated 182,328 meters of core will be built. Based on the field verification, the steep slope is in Aring 2 however Aring 5 and 10 is undulating terrain.

4.3.3.

The management units has road has standard operating procedures in the document of Field Manual on Sustainable Oil Palm Plantation chapter 10 concerning “Agricultural Road Establishment”. Periodic road maintenance are planned and incorporated in the budgeting plan of each estate, for example: patching, clean and preserve the trenches, grading, repair collapsed roads, plaster, installation of box culvert, and other forth. For monitoring of the implementation, there is form for roadwork monitoring in each estate. During the field observation the collection and transport roads are well maintained.

4.3.4; 4.3.5 & 4.3.6

According to soil maps verification and field observation to several location in Aring 2, Aring 5 and Aring 10. There are no peat area [fragile soils] in Aring Complex.

Status: Comply

4.4

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

4.4.1

During ASA -1 there is non conformity on this indicator (NC No 2018.2) with NC description Estate management is not be able to shows that water quality monitoring has been conducted in accordance with water sampling procedure.

Verification 25 September 2019

The CH can presented the corrective evidence as follows:

- Appoints persons in charge to conducting monitoring of estate boundary stones, i.e. Letter No (12)MSPO/4.2.1 dated 04 February 2019 about “appointment persons in charge to monitor boundaries stone in area PKT PM01i fr year 2019/2020
- Validation of the actual number of the boundary stone in each estate, for example in Aring 6 there are 18 boundaries stone
- Action plan and realization installation of boundaries stone in each estate

Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.01has considered closed

Based on document review, water management plan is available in both mill and estate. Based on the water management plan, the source of water are from 3 sources which are River water [*Sungai Aring, Sungai Hawa, Sungai Antia and Sungai Giat*] rainwater harvesting and local government water services [*Air Kelantan*]. Water management such as: conduct water river and effluent discharge quality analysis to accredited laboratory according to Quality Standards for Malaysia. Water management among others is conducted through protection of water courses and extracted from Aring river and stored in water catchment at the Aring A Mill. Based on interview with management representative, there are no changes to procedures related to the water management plan for the estate.

The company has water monitoring procedure with document.The company has conducted water management in accordance with the procedure i.e. conducted water river analysis to accredited laboratory which is FGV Laboratory in Bukit Goh Kuantan Pahang with latest record of water result analysis for FGV Aring 10 on 23rd March 2019 as per details :

Date :	Keterangan sample	PH	BOD 5	COD	TS	TSS	Oil Grease	Ammoniacal Nitrogen	Total Nitrogen
11 March 2019	<i>Sungai Antia Inlet</i>	7.86	12	77	91	3	-	1	-
	<i>Sungai Antia Outlet</i>	7.87	7	71	84	2	-	2	-
11 March 2019	<i>Sungai giat Inlet</i>	7.92	8	63	74	3	-	2	-

	<i>Sungai Giat</i> Outlet	7.93	10	57	72	2	-	3	-
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Sighted in the mill regarding the quality water monitoring in which had been taken into 2 parameters ; PH and BOD as per details :

- i) Algae PKT 01 : 21/8/2019 : Ph – 8.22, BOD – 73
- ii) Monsoon Drain no 1 26/6/2019 : Ph 7.11 and BOD 10
- iii) Monsoon Drain 2 : PH 7.32 BOD 5 = 12

The test results are in accordance with The Natural Water Quality Standards for Malaysia (NWQS) & Water Quality Index (WQI).

4.4.2

The company has Reserve / River Buffer Zone and Slope Protection procedure which include the protection in the mill area and Aring Estates. Water management among others is conducted through protection of water courses and wetlands, including maintaining and restoring appropriate river buffer zone or before replanting along the natural waterways within the estate. Sighted FGVM procedure on river buffer protection and slope [SOP FGV /ML- 1A/ L2- Pr8 : Issues No.1] effective on 1st June 2016 which describes :

- i) Identification process of steep area
- ii) Identification of river reserve and buffer zone
- iii) Schedule 5.3 – river buffer as per DID regulation (based on river width)

The SOP of river buffer as per procedure of FGVM in accordance with Department of Irrigation and Drainage guideline as per below :

River width with river bank	River reserve / river buffer
➤ 40m	50m
● 20-40 m	40m
● 10-20m	20m
● 5-10m	10m
● 3-5m	5m
● <3	-
➤ 3m (sabah)	Buffer zone of 20m shall be maintained, both sides and riverside

Sighted the river across the estates area at Aring 2,5 and 10 Estate had been protected with proper river buffer and clear signage's of buffer zone area to inform the workers regarding the buffer zone protection area. The estates had also done the river monitoring latest on May 2019 :

Sungai Aring results– Aring 2 : 13 May 2019

- i) Dissolved Oxygen – 95.80 %
- ii) DO – Mg/L = 7.24
- iii) BOD=20
- iv) COD =159
- v) TSS=1362
- vi) PH = 6.72
- vii) NH3 -N = 0.2
- viii) WQI=53

Classification on class II

It was confirmed through interview with sprayers from Aring 5 Estates that is no spraying is applied on these buffer zone area. Estate management has also installed signboard in the field such as in main road, collection road, riparian buffer zone with information mentioned in the signboard regarding river protection from hazardous waste, chemical activity and others types of activities to be avoided .



Figure : River buffer in *Sungai Aring*

4.4.3

The company has water monitoring procedure on mill effluent treatment in process comprising of 2 cooling pond, 4 anaerobic pond, 4 facultative pond, 4 algae pond and goes into final discharge at Aring 2 estate (discharge to watercourse) Water management such as conducted by effluent discharge quality analysis to accredited laboratory according to quality standards for Malaysia.

Aring A POM had conducted effluent discharge quality analysis to accredited with latest result sighted on 21st August 2019 as per details :

- i) PH : 8.84
- ii) BOD 3 days : 30
- iii) COD : 152
- iv) Total solids : 1850
- v) Suspended solids : 143
- vi) Oil and Grease : 4
- vii) Ammoniac Nitrogen
- viii) Total Nitrogen : 32

Based on the document, the test results are in accordance with quality standards for Malaysia (BOD < 100 mg/l) and all other requirement as per compliance scheduled allowed by Department of Environmental Malaysia. Based on interview with management representative, it is known that the mill effluent analysis was conducted once a month. Mill has license from DOE [license no 004596] to discharge the final effluent to watercourse with max effluent must less 100 BOD of discharge to watercourse which valid from 1st July 2019 – 30th June 2020.

4.4.4

The Palm Oil Mill used a treated water from Aring River next to the mill. In the license is not mentioned the maximum volume that can be used by the factory, but based on Water Treatment Plant Meter Reading and Meter Analysis Record Book, it is known that the water management (efficient use of water) conducted through water consumption in accordance with the budget set up by palm oil mill management. Sighted the record of water usage per ton FFB for year 2019 :

Mill water usage per ton FFB (m³/ Ton FFB) :

- 1) May 19 : 0.97
- 2) June 19 : 0.90
- 3) July : 0.92
- 4) August : 0.83

Based on field observation at Water Treatment Plant (WTP) station, it is known that the operator has recorded water consumption through observation at measuring instrument (flow meter). Average water usage per ton FFB ON YEAR end December 2018

- i) Raw water cost : 11.28 – 12.06
- ii) Boiler cost sen/tan BTS : 5.54 – 13.73
- iii) Water usage m³/BTS = 1.25 – 1.48

	Status: Comply	
4.5 Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
4.5.1; 4.5.2		
<p>Estate management units has committed to adopting integrated pest management (IPM) which presented in procedure No. MLSL (Ed. 2) Vol. 1 – Sec. 3 and No. MLSL (Ed. 2) Vol. 1 – Sec. 4, for IPM in immature and mature palm management, respectively. Estate program for IPM were consist of census of pest (rat, leaf eating caterpillar and Ganoderma), biology control application (planting of beneficial plants, pheromone trap and census and monitoring of barn owl population) and IPM training.</p> <p>The CH has shown documentation of monthly potential pest and disease cencus, such as rat and leaf eater caterpillar. The cencus conducted by trained worker. The latest training was conducted on March and September 2019 . Based on cencus summary of July and August 2019, known that there is no pest and disease infestation above the economical threshold, so that there was no usage of pesticide for pest and disease control, except for routine weed control. The CH also shown the maps of barn owl boxes, it was verified based on field observation in Aring 2 and Aring 10 Estate . Field observations in each Estate also verified that visually there is no symptoms of leaf eater caterpillar infestation on the canopy, nor the rats infestation on the FFB collected in the FFB platform. The barn owl boxes were in good condition and well monitored, as weell as indicates the occupation of barn owl. Based on interview with staff and foreman confirmed that workers has understood on IPM aspect i.e.: methodology census, type of pests and diseases and management controlling.</p>		
	Status: Comply	
4.6 Pesticides are used in ways that do not endanger health or the environment		
4.6.1		
<p>Procedure No. MLSL (Ed. 2) Vol. 1 – Sec. 3 and No. MLSL (Ed. 2) Vol. 1 – Sec. 4 has mentioned that the use of agrochemical should be based on census analysis evaluation when the level of incidence is more than economic threshold level (ETL). According to observation to agrochemicals warehouse and record of pesticide application in each estate sample it could be concluded that all pesticide used were listed on Approved List of Pesticides Registered for Oil Palm (wef April 2007) “this is to inform that the latest list of pesticides for use in oil palm (food act 1983) is enclosed herewith, Members are advised to use only pesticides which were approved by the Pesticides. Unit management stated that justification of pesticide uses shall be based on census analysis.</p> <p>Based on field observation and interview with Foreman and pesticide applicators in it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as justification of pesticide usage, considering wind flows during spraying, pesticide mixing, pesticides and its target, prohibited areas to be sprayed (for example HCV area and riparian zone, as well as PPE’s to be used as well as its management.</p>		
4.6.2		
<p>Record of pesticide used is presented in document of pesticide uses record and monthly manager report. Pesticide usage record available on monthly with active ingredient usage. The CH has documentation of Pesticide Toxixity for each Estate that record product name, active ingredients, LD50, percentage of active ingredients, total application, total active ingredients, hectare application and active ingredients per ton FFB production for each month and todate. Thru the records, it was observed that the use of pesticide was under care.</p>		
4.6.3		
<p>In line with the explanation of criterion 4.5 that IPM has been carried out quite effectively, so that there is no chemical use for pest control, but for routine weed control. Pesticides are used regularly for weed control in the circle and harvesting path with interval that determined by the company The usage of pesticides has been monitored in monthly of each type of pesticide in per division and block. The certificate holder does not use pesticides propylactically. If the conditions of circle and harvesting path are still quite standard, the weed control will be postponed. Based on observation of spraying activities, the application method is not a preventive application, but rather selective for locations that have weeds.</p>		
4.6.4		

In FGV Holding s Group Sustainability Policy (FGV/SED/POL/001 dated 29 May 2019 clause 3.3.5 about of use of agrochemical described FGV Group shall not use agrochemical that are categorized as World Health Organization Class 1A or 1B or that are listed by the Stockholm or Rotterdam Conventions and paraquat except in specific situations. In such situation, action(s) must be taken to eliminate the use of the pesticides in time bound manner. Based on pesticide used records in 2019, it could be concluded that there is no pesticides listed in WHO Appendix 1A, 1B and/or listed in Stockholm or Roterdam Convention as well as paraquat.. It also has been verified by field observation in chemical warehouse and spraying activity.

4.6.5, 4.6.9

Based on interview with spraying worker, they have received internal training related handling pesticide and spraying technic annually. The workers can demonstrate safe working practices in accordance with the existing procedures, such as spraying in the direction of the wind, or prohibition of spraying on riparian, and understanding emergency response in the event of an accident. Knapsack sprayers are in good condition, personal protective equipment has been used according to MSDS and HIRAC such as boots, apron, rubber gloves, mask, and safety goggles. Pesticide solutions are mixed in pesticide warehouses and transported by special vehicles. After work, knapsack sprayer and PPE are stored in a special storehouse at the Estate.

4.6.6

Procedure of agrochemical management was presented in document No. FGVPML3/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. Based on observation to agrochemical store in each estate sample it was found that pesticides were stored properly by adopting first in first out method, grouped into toxicity category, limited accessed and labelled in accordance with its hazardous properties. Used pesticide containers were triple rinsed by estate management. Furthermore, based on observation to estate housing areas, it could be concluded that used pesticide containers were not used for domestic household purposes.

4.6.7

Work instruction on pesticide application has follows technique presented in Safety Data Sheet (SDS) of pesticide products, Hazard Identification Risk Assessment Determining Control (HIRADC) and procedure No. FGVPML3/PK-04 dated April 1st 2014 about agrochemical management.procedure 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. The Company has conducting several trainings which aims to maintain workers knowledge and skills towards safe pesticide application, such as training on PPE usage for pesticide application. Training on Pesticide Spraying process conducted for all pesticide sprayer. Training attendance list and photo observed. Interviewed sprayer and found training attended. Chemical storage handler attended training organized by JKPP doctor. Sufficient MSDS available at chemical store and arranged to prevent contamination. Furthermore there are Pre mixing area as pesticide mixing and PPE's place in both estates. Moreover, observation to housing complex shows that there was no use of discarded pesticide containers and other agrochemicals for domestic household purposes. Based in field observation it was known the food brought to the field. Segregated food storage observed and found no risk of contamination with chemical. Interview with pesticide operator also found they understand the risk and methodology for food handling.The company has no smallholders' scheme. Hence, training has only available for internal workers.

4.6.8

Based on field observation and information form estate management, it was informed that there were no pesticide application by plane through the air.

4.6.10

Procedure of agrochemical management was presented in document No. FGVPML3/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. Furthermore, procedure of triple rinsed for used containers (hazardous material) was presented in procedure No. FGVPML3/ PK-33 dated May 20th 2018. Based on interview with officer on Pesticide Store and Scheduled Waste Store in each estate sample, it was known that all used pesticide

containers were three times rinsed/washed, holed and labelled before stored in the hazardous waste warehouse. The amount and type of waste discarded has recorded on the balance report. Furthermore, based on interview with pesticide applicators it could be concluded that the workers were able to explain and demonstrate pesticide handling technique such as storage of used containers on the Scheduled Waste Store and can't be reused for domestically purposes. Moreover, based on observation to central employees housing area, it could be concluded that there were no used pesticide containers which reused for domestic purposes. All used containers were send and stored on the schedule waste Store. The record of used pesticide containers balance was available.

4.6.11

All estate management were able to shows Medical Surveillance Report which included Cholinesterase and Spirometry testing analysis for all workers related to pesticide application and handling.. The testing has referred to the Use and Standard of Exposure of Chemicals Hazardous to Health – Regulation 2000, Act 514. Report conclusion informed that workers with abnormal physics examination (e.g. lipid profiles, uric acid, etc.) not related to occupational disease have been recommended to follow up with the company panel doctor and no workers has been found to be having occupational illness. Record of personal medical history is presented in employee medical record book. Based on interview with Pesticide Applicators it was stated that medical checkup includes cholinesterase and spirometry was conducted annually. Interview with workers known that they are never get experience of occupational injury which caused by chemical such as irritation or skin diseases.

4.6.12

The company has policy which mentioned that pregnant and breastfeeding women is prohibited to works related to agrochemicals (included pesticide). Based on interview and field observation all pesticide sprayer are male.

Status: Comply

4.7

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

4.7.1

Policy on safety presented FGV Group Sustainability Policy on 29 May 2019, who described

1. FGV Group is committed to providing a healthy and safe working environment in its operations for all its workers and employees.
2. FGV Group shall allocate appropriate resources in order to minimize and eliminate Health and Safety risks.

The approved policy and seen displayed at various notice boards within mill. The policy outline the company's commitment to provide workers with adequate knowledge, training, and experience to ensure continuous improvements in OSH management and performance. Occupational health and safety plan observed for mill and estates. Progress of health and safety plan monitored and recorded. All planned program performed according to planned schedule. Good implementation of safety & health programme observed which involvement of total staff in the training. Relevant work place inspection performed regularly. Based on interview with workers in Mill and Estates mentioned that the management has deliver socialization towards safety working practices through training, safety briefing and safety meeting during daily morning muster.

4.7.2

Based on mill and estates HIRADC document review, it could be concluded that the HIRADC has covers all actual activities implemented on mill and estates. Based on interview with workers on the mill and estates, training towards safe working practices has conducted annually. Furthermore, it also mentioned that estate and mill management has deliver socialization towards safety working practices through safety campaign, safety briefing and safety meeting. Several operation controls defined with relevant procedures. Overall implementation of operation controls were at satisfactory level. Based on field observation in Aring 5 its known there is mining (iron ore) area near of the estate and the transportation of mining products use the estate roads, related to this matter the estate managements need to consideration to review the current HIRADC study by considering potential hazard from mining activity (OFI)

4.7.3

Several training evidence which had conducted either by Mill and Estates as scheduled on the program is presented as follows Safety campaign, Fire drill training, Training on PPE usage for pesticide application, OSH training provided for

relevant personnel and etc. Sufficient and suitable PPE had been distributed to workers. Relevant PPE training provided to estates staff and workers. PPE usage assessed during the field observation and good practice observed. Based on observation and interview with workers it could be concluded that all workers were able to explained and demonstrate technical work matters, in accordance with SOP, as well as safety aspects such as PPE usage, type of PPE and periodic medical check up, as mentioned in HIRADC. The workers stated that all PPE were provided by Estate and Mill Management and easily replaced if damaged.

4.7.4

Safety & Health Committee established for mill and estates. The establishment of Safety & Health Committee observed and in line with legal requirement. Safety & Health meeting conducted at least on quarter yearly basis and comply with legal requirement and the last meeting was conducted in March 2019. Relevant safety issue including accident data, workplace inspection result discussed during the meeting.

4.7.5

Procedure on emergency response is presented in document No. FPI/L2/QOHSE-14.0, issued by the COE on November 28th 2016. Procedure has covers all major potential emergencies, such as, but not limited to chemical spillage, flood and fire. Emergency Response Procedure observed with description of emergency situation handling for estates. Accident and emergency procedures had been written and briefed to staff, workers, contractors and visitors. Good understanding level observed among the workers. The company need to consideration to improve the consistency of emergency response equipment readiness such as fire hose reel, fire extinguisher, emergency preparedness, POME monitoring etc. OFI

The company has provide first aid kit/box (permanent and/or portable) on the work place., Based on field observation to Harvesting, Manuring and Pesticide application in estate sample it was known that all Foreman were equipped with portable first aid kit box which consist of 16 item. All items were in good condition. First aid officer interviewed during site observation. The first aid officer is competent and provided with sufficient first aid training. Based on field visit, company has pointed the evacuation path and concentration point in order to smooth the evacuation process in emergency situation. The evacuation path is available in office and mill and has been completed with map and other *signboards*.

Based on documents review and interview with workers its known if there is fatality accident in aring 10 Estate. Related those accident the managements unit can presented documents related Root cause of accident investigated and relevant corrective action proposed. Relevant action has been observed such as improvement of lorry, revision of HIRADC, admin warning, etc.

4.7.6

Medical insurance provided to all workers. Insurance agreement observed for all workers. Local workers are covered by SOCSO, whereas foreign workers are covered by Foreign Workers Compensation Scheme with insurance companies. Has been observed the contractor of FFB transport –has been paid it’s workers insurance. Field observation performed and found clinic facility available. Evidence of insurance claim observed.

4.7.7

Verify the LTI record for Year 2018 & 2019, there is no case of accident observed on year 2018 & 2019 in Aring POM, Aring 2 Estate an Aring 5 Estate. Furthermore in Aring 10 Estate in 2018 there is one work accidents with LTI 5 working days and in 2019 1 fatality reported for year 2019.

Status: Comply

4.8

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

4.8.1; 4.8.2

Formal Training Plan was planned at mill and estates. Relevant training needs observed and cover the whole operation. The training records well-kept in mill and estate. Easy access and retrieval of training record (Training Attendance List). Most of the training supported by photo taken during the training session. Training was conducted to covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programmed has been conducted as per training record by estates management and showed during audit. The training program including training for contractors workers. Based on information with contractors (FFB Transporter) FGV

management also giving information and training to the workers related safety, code of conduct, company policy and being briefly together with the workers

Status: Comply

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

The company had developed an Environmental Aspect and Impact identification (EAI), FY 18/19 for the operation of Mill and Estate and its impact to the environment ([FPI/L4/QOHSE-1.7 pindaan 0]). Mill does not involve in new planting neither replanting therefore Environmental Impact Assessment (EIA) report for Malaysian context is not related, however SIA and EAI are available and updated accordingly. EAI evaluation is complete covering the whole estate activities. Sighted the impact evaluation form for FGVPI SB Aring A mill related to Environment Aspect and Impact Identification, reviewed on Year 2019 and verified by Mill manager and for the estates Aring 2, 5 and 10 the EAI had been reviewed on January 2019 and prepared by the Assistant Manager. The aspect of environment had been recorded into the activities EAI / 2016/08-01 which comprising the estate activities such as on field operation as per details :

- i) Triple rinsed for pesticide containers
- ii) Spraying activities
- iii) Premix areas
- iv) Pesticides storage
- v) Storage of fertilizers
- vi) Vehicles usage
- vii) Fertilizer application
- viii) FFB transportation
- ix) Drainage built
- x) Marking of boundary stone
- xi) Transporting the workers to the field

5.1.2

Environmental Aspect & Impact Identification (EAI) is prepared according to Mill activities. Action plan is prepared to mitigate the negative impact registered. Main impacts such as water pollution, air pollution and schedule wastes are the on-going actions taken at Aring 2,5, and 10 Estates, however mitigation against negative impacts identified in EAI report was done through Environmental Management Plan (EMP). The EMP made in place for year 2018/2019 related to environmental Issues, mitigating measures, action by person in charge and time frame of the action. Sighted the appointed person that will be in charged to mitigate the environmental impact, as for example schedule waste management [mill CEP SWAM – mill Assistant Manager] - to ensure the Scheduled Waste been disposed of before 180 days or 20 ton weight whichever come first as per Environmental Quality Act requirement. Impact registered was evaluated, suitable mitigation of impact measures implemented with time frame included.

5.1.3

During ASA -1 there is non conformity on this indicator (NC No 2018.06) with NC description about Timeframe for environmental management/monitoring plan review minimum for two yearly basis are not available

Verify 25 September 2019

Estate management had shown the copy of new revised standard operating procedure on Quality management, hazard identification, risk analysis, determination control and environmental aspect impact dated 8th July 2019. Based on the procedure SOP [FGV/FGVPM/SOP9(IMS)/001] clause 6.3.5 frequency of implementing identification of aspect and impact assessment, the estate had already determined for a year regarding timeframe for periods of environment monitoring review .

Hence, based on the evidence given the auditor concluded that NCR **2018.06** had been considered closed.

Action Plan prepared is inclusive of monitoring protocol either physical notification or by scientific measurement. Improvement plan is prepared to mitigate negative impacts at FGV Aring A mill and Aring 2,5 and 10 had establish the Pollution Preventive Management Plan prepared for year 2018/2019 which included action plan, person in-charge and implementation status. The plan had been yearly reviewed by the management as part of monitoring the activities every year. Monitoring protocol was undertaking by physical inspection and parameters measurement to ensure conformity. The monitoring protocol also has been developed by management unit including the evaluation of matrix criteria, weightage and operating condition (Normal, Abnormal and Emergency Sighted the Estate Monitoring protocol to reduce the GHG effect on year 2019 as per action:

- i) Estates activity that can reduce the GHG effect
- ii) Plan to reduce the GHG released from January → December 2019
- iii) Responsible person
- iv) Status of the activity
- v) Notes

Environmental management plan been implemented in both mill and estate as per verification. Result of monitoring environmental result had been recorded in Effluent monitoring , monitoring of monsoons drain result and also river water result.

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

PSD Department had prepared a biodiversity assessment for Pahang Zone dated 20th August 2018 covering Aring 5 Estate. The HCV re-assessment has been conducted against the IUCN data for Malaysia with local expert on internal FGVPM team from Plantation Sustainability Department. The HCV biodiversity assessment had been conducted involving public consultation with stakeholders (local community, Government Agency and Management Representative) of FGV Aring 2, 5 and 10.

The report had identified the animal during the visit as followings :

- i) Wild boar, Monkey, wild cats, tapir and otter.
- ii) Reptiles : lizards, snakes and python
- iii) Aves : Owl, *Helang Hitam*, *Burung tiong* , *Burung Murai Cacing* , *Burung wak wak*, *Ayam Hutan*, Kingfisher

The report also includes a list of common wildlife identified in the area Aring Complexes including their IUCN and WCA 2010 conservation status. There are seven bird species status least concern under IUCN and Total Protected Wildlife under WCA 2010, for example: *Halcyon smyrnensis*, *Acridotheres tristis*, *Spilornis cheela*, *Gallus gallus*, etc. There are five mammals species status least concern under IUCN and Total Protected Wildlife under WCA 2010, for example: *Sus scrofa*, *Macaca fascicularis*, *Prionailurus bengalensis*, etc. There are two Reptiles species status least concern under IUCN and Total Protected Wildlife under WCA 2010, as follow: *Naja naja* and *Varranus salvator*.

5.2.2

The company has conducted monitoring HCV & Conservation areas in accordance with the program plan for 2019, including observations at HCV areas for signs of encroachment, wildlife issues, pollution or erosion and other. Based on result of latest monitoring January 2019, it is known that there is no spraying identified, there is no encroachment, there is no hunting, there is no wildlife issues, there is no pollution / erosion issues on the HCV areas.

Sighted the FGVPM Aring 2 farm biodiversity management plan (2018-2022) which include level:

- i) Soon 2018:
 - Marking inlet and outlet streams
 - Flagging of the left-hand zone buffer
 - RTE wildlife conservation briefing to staff
 - Update wildlife monitoring records

- ii) Mid (2019-2020)

- Install a ban on hunting wildlife
- Conduct buffer zone training exercises
- Sampling of river currents - water quality
- Conduct periodic surveillance in the area of capture

iii) Long Term (2021-2022)

- Checking buffer zone signage and so on
- No oil palm is planted in buffer zone area

It was confirmed through interview with sprayers from Aring 2,5 and 10 that there is no spraying is carried out at these palms. Based on the HCV report Conducted, the area that has been categorized as HCV as part of the assessment team had been taken care and monitored the progress to ensure the sustainability of the area.

However based on field observation to FGV Aring 5 and Aring 10 estate as well as interview with management and worker representatives, it was known that there was presence of elephant (Endangered: IUCN 3.1) in operational areas. Furthermore, Aring 5 and Aring 10 Estate had monitor the presence of elephant in estate operational areas periodically. However, analysis, and action plan as refers to RSPO Human Elephant Conflict BMP Guide v.1 2005 is not available.

Based on that's explanation raised Non Conformity No 2019.01 with Major Category

5.2.3

HCV assessment has involved public consultation with stakeholders (local community, government agency and management representative) on January 2019 .Sighted the monitoring of HCV at Aring 2, 5 and 10 estates related management plan of wildlife (RTE) conservation species as per details :

- i) RTE Species –
- ii) Person In charge
- iii) Management action plan – January / Jun / July – December → periodic monitoring of the RTE Species
- iv) To handle conflict on wildlife
- v) Remarks

For Example : Elephants – Assistant manager → To provide and seminar on the introduction and conservation of wild animals RTE to personnel and estate staff board → to make periodic inspections of the settlements to ensure an arrest and storage → inform the Perhilitan in the event of wildlife threat

e.g : area : river reserve → coordinate Field P 09 A → No encroachment → no wildlife issues → no sign of water pollution → no sign of spraying. The Company also has conducted socialization related to prohibiting of chemical application on the HCV area dated on year 2019 .It was confirmed through interview with sprayers from Aring 2, 5 and 10 Estates, that they have understood prohibiting of chemical application on the HCV areas as per example of river buffer zone on HCV areas and signboard that has been displayed. Based on the interview with workers and cross checking with local stakeholders, they understand the RTE species as per roll call morning briefing and also training with assistant managers as per verification

5.2.4

The company has conducted monitoring HCV & Conservation areas in accordance with the program plan 2018/2019 (see 5.2.2). The monitoring results provide recommendations for improvements to the next program.

5.2.5

Based on HCV documents review and interviews with local community as well as field observation, there was no identified HCV area overlapping with local community rights as the HCV is for the water consumption in the estate.

5.2.2	Status: Non Conformity No 2019.01 with Major Category
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5.3

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

5.3.1

FGVPM had made inventory of waste registry for FY 2019 that has been recorded in DOE record online system of ESWIS. Based on the document, the information about product and source waste / pollution are available such. Sighted the inventory of the waste from the estate being listed down 26 August 2019 :

- i) Battery
 - ii) E-waste
 - iii) Engine Oil
 - iv) Hydraulic
 - v) Filter
 - vi) Paint container ex
- Dated 10th September 2019 – inventory scheduled waste

Sources of waste such as: workshop, chemical mixing area, schedule waste store, office, store, septic tank, scrap yard, compost plant, clinics as per details on January 2019

Type pollution	Source pollution	Status
Air	Vehicle exhaust Machinery exhaust Road condition Pesticide spraying	January 19
Noise	Machinery Vehicles	On going
Water	Pesticide disposal Water retaining rubbish/refuse	January 19
Odour	Garbage disposal	January 19
Replanting	Land erosion	January 19

5.3.2

The company has Scheduled Wastes (Hazardous Waste) Management procedure with document ID: SD/ SDP/ PSQM (EHS)/ 203-EN1 dated on 26/02/2015. The procedure explains that the Scheduled Wastes are stored at Hazardous Waste Storage, then disposal through DOE registered contractor. Containers of scheduled waste shall be clearly labeled in accordance with regulation, Scheduled Wastes generated shall only be in storage for not more than 180 days and the quantity of scheduled waste accumulated on site shall not exceed 20 MT and may apply to State DOE in writing to store above 180 days or more that 20 MT if necessary.

Disposal record maintained as per consignment note on 12th January 2019 :

- 1) SW 305 – 0.5543 MT send to Kualiti Alam Sdn Bhd
- 2) SW 306 – 0.5179 MT send to – registered collector
- 3) SW 409 – collected on site with labelling and marking

Based on interview with management representative, it is known that the Scheduled Wastes are stored at Hazardous Waste Store, and then submitted to registered contractor (*Kualiti Alam Sdn. Bhd*). As per Inventory for Aring 2,5 and 10 the records of triple rinsed had been kept at site for empty containers [*buku rekod kitar semula dan guna semula bekas racun*] as per details :

- i) Dates
 - ii) Subject
 - iii) Stock – In / Out
 - iv) Return
 - v) Number of tripled-rinsed
 - vi) Re-used
 - vii) Disposal nos
 - viii) notes
- Sighted all 23 nos from 16-29/8/19

5.3.3

The waste management and disposal plan had been made to avoid reduce pollution as per details Pollution preventive management plan (2018/2019) for example plan to reduce diesel usage :

- i) Estate activities that can reduce diesel usage I → monitoring the usage diesel transporting the FFB to the estate and operational daily estate vehicles

- ii) Using the solar panel to replace diesel for genset
- iii) Shut the engine while waiting for the FFB from mill / estate (transportation)

Based on field observation to Scheduled Wastes Store in Aring A Mill and estate, the Schedule Waste is managed by collect and record all listed schedule waste, Schedule Waste were stored in the Schedule Waste Store, label with proper labelling, monitor of Schedule Waste inventory, and dispose off the item through registered contractor by DOE (180 days / 20 Mt whichever come first). Based on field observation to Housing Complex, verified that the domestic waste (landfill) waste to be disposed of at the field more than 3km from the estate complexes.

However, based on the observation, during the audit at FGV Aring A mill and FGV Aring 5 , the mill and estate had shown documentation related to waste management plan to avoid and reduce pollution. Based on the plan, it was clearly stated the source of waste, activity plan for the waste management, program and person in charge for year 2019. However during field verification, it was found that :

- i) The mill management has not properly implement the waste management plan for waste item related to :
 - a) Handling and management of empty fruit bunch that been placed in improper area.
 - b) Empty drums at scheduled waste store
 - c) Oil filter and rags
- ii) The estate management (Aring 5) had not treated the waste oil container as scheduled waste item

Based on that's explanation raised Non Conformity No 2019.02 with Minor Category

5.3.3 Status: Non Conformity No 2019.02 with Minor Category

5.4

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

5.4.1

The company has monitored the use of renewable energy came from fiber and shell. Aring A mill has record of energy used from fossil fuel and renewable energy. Renewable energy used came from shell and fiber. Records are available from period of January – March 2019, i.e:

Month	January	February	March	April	May	June	July	August
Diesel (litres)	4800	4763	5485	7887	4873	3977	4778	3981
FFB production (MT)	1916.81	1738.99	2157	2299.51	2291.37	2178.40	2905.74	2741.42
CPO production (MT)	364.58	333.71	427.40	464.73	462.17	438.08	584.34	549.65
Diesel/ ton CPO production (litres/ton CPO)	2.50	2.74	2.54	3.44	2.13	1.83	1.64	1.45

Based on the field observation and documentation at the estate, the unit had continuously monitored the diesel usage, mill electricity usage and the diesel usage been recorded for the operation from January to September 2019 (litres) :

- i) January – 6141.00
- ii) February – 4880.00
- iii) March – 4003.00
- iv) April – 8568.00
- v) May – 7326
- vi) June – 6635.00
- vii) July – 5825.00
- viii) August – 10,099
- ix) September – 9065.00

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 and 5.5.2

There is a SOP in Standard Operating Procedure, Section B2, Felling / Clearing & Land Preparation year 2008. Environmental Management – Zero Burning Technique (The zero burning technique of land clearing basically involves felling the original stands, shredding them, and leaving the remnant in windrows or between terraces to decompose

naturally. FGV Holdings Berhad is committed towards zero burning during replanting and land clearing and this was stated in their company website at <http://www.fgvholdings.com/sustainability/standards-certifications/good-agricultural-practices-gap-and-good-management-practices-gmp/>. Sighted the new policies commenced on 29th May 2019 approved by FGV Chairman that stated

1. FGV Group practices no open burning policy in all its premise,
2. FGV Group shall develop and maintain fire prevention and emergency preparedness programmed to deal with fires that may encroach within or in the vicinity of its boundaries
3. FGV Group shall actively monitor and report all fire incidents occurring within as well as its surrounding areas to the relevant authorities.

There are also signboard around FGV Aring 2, 5 and 10 estate housing area, stating that no open burning is not allowed. Field visit in estate show there is no evidence of open burning observed in Aring 2, 5 and 10 estate for replanting or other purposes.

Status: Comply

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

5.6.1
 FGV Palm Industries Aring A had an analysis of aspect impact assessment from the activity and record the mitigation plan from the impact for the mill, e.g.: dust emission, steam usage, diesel usage for the vehicles, black smoke emission when starting the engine, POME effluent being utilized as compost, engine operational – smoke emission, diesel spillage at diesel tanks, noise pollution at kernel, vehicle smoke entering the weighbridge, lubricant oil at Store and smoke from prime mover.

5.6.2
 Sighted a document of plan to reduce the ‘Green House Gas’ for year 2019 for Aring A mill, Aring 2, 5 and 10 estates. There is a document listed down the activities in all those estate that contribute to greenhouse gas e.g.: diesel usage, pesticide usage, chemical fertilizer usage, domestic waste usage, organic waste domestic usage. There is also action plan been documented to reduce the pollution and activity that contribute to GHG emission as per flow chart: Estate activity that release GHG → Action plan to reduce the emission → program to reduce GHG Emission → person in charge → Status of the action plan

5.6.3
 GHG monitoring include the record of tonnage fertilizers, and diesel usage in the estate and mill. The reporting GHG has been made through PALM GHG toolkit as per evidence sighted. Sighted the evidence of the Palm GHG calculation has been made as per details:

Summary of Net GHG Emissions :

Emissions per product	tCO ₂ e/tProduct	Extraction	%
CPO	1.47	OER	21.26
PK	1.47	KER	4.85

Land Use	ha
OP planted area	15,582.53
OP Planted on peat	0.00
Conservation (forested)	0.00
Conservation (non-forested)	0.00

Summary of Field Emissions and Sinks

RSPO Data Input
D:\Abdul Rahman Awang (FGVHB)\Desktop\GHG\GHG v3\PalmGHG3 2018 Aring.acddb

Main Menu
Edit Database
Data Input
Default Value
About
Help

My Mill
KILANG SAWIT ARING

My Supplier

Mill Name : KILANG SAWIT ARING A
Assessment Year : 2018

FFB Extraction PK Crushing PKS POME Electricity Mill Fuel EFB Compost Summary (Mill)

Plantation / field emissions and sinks

Description	Own				Group			
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/FFB	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e/FFB	tCO ₂ e	
Emission Source								
Land Conversion	153902.87	9.88	1.14	0	0	0	0	
CO ₂ Emissions from Fertiliser	8587.19	0.55	0.06	0	0	0	0	
N ₂ O Emissions	6568.68	0.42	0.05	0	0	0	0	
Fuel Consumption	1731.45	0.11	0.01	0	0	0	0	
Peat Oxidation	0	0	0	0	0	0	0	
Sinks								
Crop Sequestration	-145879.5	-9.36	-1.08	0	0	0	0	
Sequestration in Conservation Area	0	0	0	0	0	0	0	
Total	24910.69	1.6	0.19	0	0	0	0	

RSPO Data Input
D:\Abdul Rahman Awang (FGVHB)\Desktop\GHG\GHG v3\PalmGHG3 2018 Aring.acddb
Version 3.0.1

Main Menu
Edit Database
Data Input
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About
Help

My Mill
KILANG SAWIT ARING

My Supplier

- FGVPM LADANG ARING
- Ladang FGVPM Aring
- FGVPM ARING 04
- LADANG FGV HOLDIN
- LADANG ARING 06
- LADANG FELDA ARING
- FGVPM ARING 10
- FGVPM ARING 11
- FGVPM ARING 15

Mill Name : KILANG SAWIT ARING A
Assessment Year : 2018

FFB Extraction PK Crushing PKS POME Electricity Mill Fuel EFB Compost Summary (Mill)

Summary Emissions

Product	tCO ₂ e/t Product
CPO	1.47
PK	1.47
PKO	0
PKE	0

Description	Unit	Value
Total Planted Area	Ha	15446.3
Total Planted Area on Peat	Ha	0
Conservation Area	Ha	69
OER	%	21.26
KER	%	4.85

Emissions

- Field Emission (Own Crop) 86.41%
- Field Emission (Group) 0%
- Field Emission (3rd Party) 0%
- Mill Emission 13.59%

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/FFB
Emissions		0.2
POME	26,362.14	0
Fuel consumption	266.42	-
Grid Electricity Utilisation	26.89	0.00
Credits	0.00	0.00
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	26,665.42	0.2

Palm oil Mill Effluent (POME) Treatment

Divert to compost	0 %
Divert to anaerobic digestion	100 %

POME Diverted to Anaerobic Digestion:	
Divert to anaerobic pond	100.0 %
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	
<p>Social Impact Assessment (SIA) report available at mill and estates. Few aspects covered by SIA study and sufficiently analyzed. Livelihood, working condition, cultural, religion, health & education and community considered in the analysis. Relevant survey sampling method defined for internal stakeholder and external stakeholder.</p> <p>Social Impact Assessment was held on by Plantation Sustainability department from HQ. The assessment done by field interviews (group interviews and one-on-one interviews, consultation with the unit management, site observation and documentation review. The assessment was aimed on livelihoods, social wellbeing of the wider community and physical impacts of human populations on social changes. Sighted the negative impacts connected to a management plan that all falls within short term [resolve within a year], mid-term [resolve within 6-12 months] and long term [implementation within 2 years]. However, seen the assessment not effectively assessed on wider scope to include issues such as potential social impact and management plan to :</p> <ol style="list-style-type: none"> Issue additional recruitment fees paid by workers to agent for arrangement of recruitment process Operation of mining activity (Aring 5) <p>Based on that's explanation raised Non Conformity No 2019.03 with Major Category</p>	
6.1.2; 6.1.3	
<p>The initial SIA was done through interviews with workers based on task, union representative, gender committee, contractor & supplier, representatives from workers housing, consultation and interview process with relevant stakeholders Various issues were discussed and communicated, such as basic awareness on sustainability programs, the purpose of sustainability policies, payment to contractors and PPE awareness. Based on those issue the management unit has been developed Social Managements plan for perid 2019 – 2020. The action plan categorized into 4 as emergency [immediate attention], short term [resolve within a year], mid-term [resolve within 6-12 months] and long term [implementation within 2 years]. The mitigation plan seen identified with the key responsible person, such as asst. manager. Based on documents verifications it was known if the social management plan that developed by the certificate holder has been implemented for examples:</p> <p>are:</p> <ul style="list-style-type: none"> Provided PPE to workers Religion and cultural aspect (provide of a mosque) Access to education and health facility (provide of school and health facilities adjacent plantation area) <p>Based on an interview with workers and the local community is known the social management plan that develops by the certificate holders as categorized immediate attention such as additional activities of community for welfare, transportation infrastructure, communication process, and migrant influence</p>	
6.1.4; 6.1.5	
<p>The evaluation of social impact management plan conducted ones a year, the last evaluation was 2019. The certification scope for FGV Aring complexes was not include the smallholders.</p>	
6.1.1	Status: Non Conformity No 2019.03 with Major Category

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

FGV has established 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, and 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. Interviews with relevant stakeholders indicates they known how to communicate with companies based on company existing procedures. Regarding communication and consultation each estate and mill also appointed person in charge to handle this matter.

6.2.2; 6.2.3

Company has appointed person in charge of communication and consultation which duty and responsibility e.g is to update the list of stakeholders of any changes and delivering company policy/procedures to related stakeholders. List of stakeholders is updated when company have been contacted by relevant new stakeholders that not listed on current list. The communication PIC is also responsible to top management for the implementation of the process of communication and consultation with stakeholders including the dissemination of the list of documents that can be accessed by stakeholders. The PIC for communication and consultation in each operating unit normally the estate or mill manager.

The company shown the list of stakeholders updated in 2019 consisting external/internal stakeholder e.g government agencies, surrounding villages, local government instituion, and etc. For the general issue such as foreign worker agent, they are identified as stakeholder in a different list at HQ level. Relevant personnel appointed for reviewing the stakeholder list to ensure it is updated according to actual situation. Stakeholder communication records were available and well kept. Each operating unit appoint person in charge to handle social issue.

Record of communication from external stakeholder is also available at estate and mill in form of communication book ("*Rekod Surat Keluar Masuk*"). Document review on mill and estate communication book periods 2019 show all sampled incoming letter/information request from stakeholders has been responded by companies based on procedures.

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

The management unit Procedures of Complaint and Grievances 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 system had been developed to ensure the complaint and grievances has been resolved in time and appropriate manner. Internal report procedure is once the report has been logged in, the report will be discussed with the executive less than 7 days the date of report made → after executive report made will be transfer to the head of department → will be settled in 14 days → in management unit level → then report made to the company and parties (union) settled in 21 days.

Company procedure did not mentioned literally that if the complaint has not being resolved, the complainer could brought the issue to the RSPO Complaints System. However, the procedure mentioned that the issue is possible to be delivered to the level of top management and the respective Ministry Department. Moreover, based on interview with PSD/CDD, the complainer could be directly brought the issue to the RSPO.

Based on the interview made, the workers are aware related to the communication procedure and who to complain and made when they have an issues or complain regarding the company operation and management. Interview with external stakeholder (Contractors, *Orang Asli* Representative) obtained information if they understood about the grievance mechanism and Stakeholders already known the communication PIC, and no obstacles in dealing with the company.

6.3.2

The company was installed complain box in each unit management. A log book established for tracking of internal and/or external complaint. Based on the log book for communication and respond, appears no request nor complaint from

external stakeholders. As for internal, the workers has recorded they request on household issues, such as broken window, toilet upgrading, etc. and its has been follow up by the CH in the timely manner. . Interview with external stakeholder (Contractors, *Orang Asli* Representative) it was known if there is no complaint logged and the estate management had always be transparent in terms of getting feedback from local stakeholders. No issues related to environment as the authority of Kelantan state had regularly checked on FGVPM Operations

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

A procedure available, [FGV/ML-1A/L2-PR13(0)]. History and documents of the development through HCV and stakeholder interview, revealed no evidence that there was a loss of legal or customary rights which would have led to a necessary, consequent compensation or that any compensational claims would be open and/or evident. All land in certification scope are properly leased, surveyed and marked. No record of other user customer right have arised. Records are available to show that the land leases comply with legal requirements. 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 Aring Complex. No communities nor individual has any implications for the legal status of their land or have been disputes since FGV has legal land titles that leased by the Kelantan state government for 99 years. Documents verifications, field visits and interview with stakeholder obtained informations if there is no land acquisition from the last assessment

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). FGV Group recruits foreign workers from various countries as approved by the Malaysian Government and only recruitments agents that legally registered with the source country will be used for the recruitment of foreign workers. The number of company workers are:

- Aring A POM : 82 workers (all Malaysian)
- Aring 2 Estate: 1612 workers (16 Malaysian, 37 indian, 99 bangladesh and 10 Indonesia).
- Aring 5 Estate: 172 workers (22 Malaysian, 6 indian, 89 bangladesh and 31 Indonesia)
- Aring 10 Estate: 148 workers (20 Malaysian, 25 indian, 110 bangladesh and 17 Indonesia).

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 Minimum Wages Order (Amendment) 2018 [P.U. (A) 305/2018] gazetted on 28th November 2018 amended paragraph 3 of the Minimum Wages Order 2018 [P.U (A) 265/2018 and wage-define letter from HRM. There is circular letter number 14)14/1/80-13-8/JTK-KUK-UMUM date 26 November 2018 on the implementation of the minimum wage, that from 1 January 2019, the minimum wage will be implemented in accordance with the section of 23 of *Akta Majlis Perundangan Gaji Negara*, which defined RM1100 (per month).

Wages are paid monthly through cash to the employee's. Documents such as payroll are available for review during this verification. Based on interview with employe in mill, estate, representative workers from India, Bangladesh, Indonesia and Local workers known that company has paid the employees wage in accordance with applicable regulation. Payment of wages has been carry out in accordance with the mechanism mentioned in employment contracts and company regulations. Based on overtime record the calculation of overtime has been met the applicable regulation, procedure and Company regulations. Documents verifications the managements unit also can provide the work permits for foreign Contractor workers, contract between the contractor and his local and/or foreign workmen, and copy of payslip in compliance with relevant laws and regulations. Based on verifications of payslips for contractors workers its known if they has been paid in accordance with applicable regulation, payment of wages has been held in accordance with the mechanism mentioned in employment contracts and company regulations.

Loans and deductions are recorded in the payroll. Based on document review, the available deductions are for electricity and water if not provided by the Certificate Holder (provide by government). Health insurance are covered by Certificate Holder. Interviews with workers also clarified that there is no debt bondage or risk for it observed during this verification.

6.5.2

Employment payment and conditions explained in the document of collective agreement 1 Jan 2016 – 31 Dec 2018 (*during audit the collective agreement in the process of extension*) namely “*Perjanjian kerja bersama antara Felda Palm Industries Sdn Bhd dan kesatuan pekerja-pekerja Felda Semenanjung*”, which is written in Malaya. 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. Interview with the workers obtained information if the workers has a copy of collective agreement and explained the content of collective agreement.

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), The worker’s contract valid on 2+1 years’ basis, where either party can terminate the service. The JTK [Jabatan Tenaga Kerja] can terminate a service under 2 conditions, firstly if they fail the medical test and secondly any criminal misconduct during the employment period. During site visit to estate, interview with both local and foreign workers revealed no discrimination on overtime hours as well on wages received for overtime work done. This was also cross checked in their respective payslips and no discrepancies found. Interview held to foreign workers randomly and confirmed that the employment condition and payment has been communicated prior to contract signed (in the origin country), the company considered to maintain the records and documentation of employees interview process in the origin country

6.5.3, 6.5.4

The estate and mill provide facilities such as recreational places, religious building, community hall, sundry shop, food stall and water. Electricity in Aring 5 Estate provide by the certificate holder but in Mill, Aring 2 Estate and Aring 10 Estate provide by Government (*Tenaga Nasional / TNB*). The electricity deduction is based on the usage that the deduction scheme agreed by both parties in written form. The estate management unit every months give a subsidy for worker RM 06 for electricity.

During site visit to line-site, interview both local and foreign workers whom claimed the management provides decent living quarters with proper drainage system, weekly domestic waste collection, attend to household repairs and free water supply for domestic consumption. During the field visit to employee’s housing complex at it was observed the the housing complexes is up to the standard, Sighted 12 person in a hostel. Everybody has their own bed and locker.. Sighted also the bath room, 12 bathroom for 2 hostel. Proper disposal of domestic waste sighted at the hostel area, including the black bin. There is also *Surau* (a small prayer room for Muslims) and worship area in the hostel First aid kit provided at each hostel including fire extinguisher.

The nearest township is Bandar Chiku and Gua Musang and workers are allowed to purchase their needs during weekend rest. However, the sundry shop within the compound do provides the daily needs. Visit to the worker’ quarters, evidenced the FGV management provided basic cooking utilities such as cooking gas, stove and a kitchen. Interview with workers resulted with satisfactory feedback and the housekeeping of worker’s quarters well maintained. Aside, within the Aring Complex there are many small stalls selling foods that accessible to foreign workers. There are also small to medium size of sundry shops that workers can purchase their needs.

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

There are no changes in the policy identified and workers interviewed that they are aware on the policy where the estate and mill management not restricting the workers from joining the Union. Furthermore policy about freedom of association also mentioned In FGV Holdings Berhad Group Sustainability Policy (FGV/SED/POL/001 dated 29 May 2019, who

described:

- FGV Group reiterates its commitment to respect employees' and workers' right to freedom of movement, fair working hours, freedom of association and right to decent living condition.
- FGV Group respects the rights of all its employees and workers to join and form associations, and to bargain collectively.

Based on the interview with the workers, and management itself, the appointment of workers representative been selected among the workers as they appointed their own leader and management approved it. No labour union official been conflicted within the company.

6.6.2

The Union meeting seen incorporated with OSH meeting and the recent meeting minutes were verified. Sighted a minutes of meeting between Union of FGV under NUPW which is "*kesatuan Pekerja – pekerja FPISB Semenanjung*" that held in Kuala Lumpur for estate local workers and mill dated 29th June 2019. Sighted meetings had been held in FGV Aring A mill dated 29th June 2019 between FGV Union and NUPW. Meanwhile for estates, the workers union had a meeting in Kuala Lumpur on 13th December 2018 attended by representative of Aring 2, 5 and 10 as per attendance list and the meeting involve the FGV management , workers representative and NUPW

Interview general workers at field agreed that they are encourage by the estate and mill management to join Workers Union. However, some of the workers feels there is no issue to escalate as their rights and needs being taken care. Among the common issues discussed were on line site cleanness, road maintenance and reduction in overtime. Tele-conference call with Union Leader, whom has good command of the Union engagement and agreed the estate management always has positive supports towards the member's request. Sighted also the right to form union without any pressure from FGV as per commitment below

The Union meeting for workers had been done as per initiative FGV to listen to the workers voice even though there is no official union for foreign workers. The meeting is called "*mesyuarat perundingan bersama pekerja asing FGV dan wakil pengurus kanan Jabatan Tenaga Kerja Zon Utara*". The meeting will be done twice a year and as per requirement basis. Sighted the attendance list of personnel attending the meeting:

- Chairman from FGV
- Secretary
- Employer representative
- Foreign workers representative: India, Bangladeshi and Indonesia.

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 of "*Polisi Pekerjaan Kanak-kanak*", signed by President & CEO FGV on 1 June 2014. Consistent between document verification (employee' master list) and field observation, 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.

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

Non discrimination and equal opportunities policies are listed on "*Polisi Kesetaraan Peluang*" dated June 01 2014. This procedures clearly mentioned there is no discrimination against workers based on nationality, religion, disability, gender, political parties and age. Furthermore policy about Non discrimination and equal opportunities also mentioned In FGV Holding s Group Sustainability Policy (FGV/SED/POL/001 dated 29 May 2019, who described:

- All employees and workers shall receive equal treatment based on their relevant merits and competency regardless of gender, race, nationality, religion, age, physical condition, and marital status, reproductive rights of women, union membership/affiliation / employment status, or political affiliation.

- FGV Group is committed to ensure responsible recruitment of workers is in line with industry norms and/or through the process approved by the sourcing and receiving countries.
- FGV Group shall ensure access to remedy for all employees and workers without fear of reprimand or dismissal.
- FGV Group respects the rights of women as enshrined in Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

The senior workers interview during field visit and staff in the office, has no history of discrimination and aware on the availability of social policy. Interviewed with mill workers [operation male workers and female staff at office], found no evidence of any form of workplace discrimination based on race, caste, national origin, religion etc. The estate workers both local and foreigners seen comfortable with the way of the estate operates the business. Sighted also the human right policy from FGV :

6.8.2

The workers interview, has no history of discrimination and aware on the availability of social policy. Verified the complaint and grievance book against the interview evidences with both local and foreign workers, revealed no issues relating to discrimination. Interview of new and old workers [foreigners and locals] equally feels the estate management being honest and not imposed any sort of discrimination nor being ignorance of their request and/or feedbacks. Based on the records and interview towards gender committee related to any issues arising from the management and dealing with other workers and its found none.

6.8.3

Foreign workers from Bangladeshis and Indian had been interviewed and it was found that the company didn't practice any discrimination towards the workers and it is verified from the field visits also. Interview of new and old workers [foreigners and locals] equally feels the estate management do promote based on skills, capabilities, qualities, and medical fitness necessary for the job. Based on the cross checking with record and personal files of individual, samples of workers had been taken and the management had kept the credential record of each workers together with the contracts, agreement and qualification. Sighted the appraisal form – talent assessment form which stated :

- i) Appraise details
- ii) Appraiser / Line managers details
- iii) Reviewer details
- iv) Performance assessment
- v) Potential assessment
- vi) Plot your staff's talent classification
- vii) Ability assessment
- viii) Aspiration Assessment
- ix) Engagement assessment
- x) Self awareness assessment

Sighted No records of violation occurred in the estates and mill.

Status: Comply

6.9

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

6.9.1

The estate has a copy of manual titled "Manual on Implementation of the Gender Policy" and flow chart available that describes the flow of complaint and how the company will respond to the complaint. The appointed committee [committee chart available, adviser the estate / mill manager and Chairwoman] found satisfactory progress and functioning in maintaining harmonies work and living environment. The mill and estate was able to produce a policy related to Gender Policy stated that the company shall comply: "endeavor to prevent sexual harassment and all other forms of violence against women, workers and community" and "establish a specific complaints and grievance procedure and mechanism, acceptable by all parties, to address gender-based issues" by establishing the gender committee to implement and monitor the policy. Sighted the minutes meeting from Gender Committee Aring 5 estate dated 7th March 2019 which the meeting explaining :

- i) Compliance to RSPO
- ii) *Polisi kesetaraan peluang*

- iii) Child working policy
- iv) Human right policy
- v) sexual policy, seniority/rights of freedom of reproduction
- vi) description related to MSPO
- vii) Formation of Gender committee
- viii) The main Agenda of the Gender committee meeting, sexual harassment, female rights of pregnancy
- ix) Disclosure of sexual harassment policy

6.9.2

The is no changes in the existing policy [as stipulated in Social Policy] and interview with female mill and estate workers as well the gender committee chairman of both facilities revealed, the female workers understood their reproductive rights. Seen training records for Sustainability Policies briefed to all workers. The effectiveness of training was verified through interview with office female staff who attended the gender committee meeting. Sighted the agenda “ *memastikan wanita tidak diberikan melakukan kerja meracun atau berkaitan penggunaan bahan kimia semasa penyusuan bayi baru lahir sehingga minima 9 bulan* ”.

6.9.3

The manual on implementation of the gender policy that provides guidelines to the specific components which includes understanding and recognition of rights and background of an issue, details and specific complaints and grievance procedure to address issues within gender and guidelines on the roles and responsibilities of management in supporting the initiatives and activities of the gender committee. No records found on any form of harassment towards workers. There is letter of appointment to all committees that outlined the roles & responsibilities that includes of investigation and/or briefing the mechanism of lodging a complaint. Furthermore policy about reproductive rights for the workers of FGV also mentioned In FGV Holding s Group Sustainability Policy (FGV/SED/POL/001 dated 29 May 2019, who described:

- All employees and workers shall receive equal treatment based on their relevant merits and competency regardless of gender, race, nationality, religion, age and physical condition, and marital status, reproductive rights of women, union membership/affiliation / employment status, or political affiliation.
- FGV Group respects the rights of women as enshrined in Convention on the Elimination of All Forms of Discrimination against Women (CEDAW).

Sighted also the circular letter from the management towards the female workers that they need to inform the management if they are getting pregnant so that the management can shifted them to a different task.

Status: Comply

6.10

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

6.10.1

Mill management mentioned that FFB price has determined by MPOB. Mill management shows daily FFB price issued by MPOB. Daily update of FFB Prices from HQ obtained. 2 type of prices offer a) for Felda & b) for others. Past prices recorded into *Harga* BTS 2019.

6.10.3 and 6.10.4

Mill management mentioned that all contract agreement between FGV and third party supplier was provided by the FGV Head Quarter. Copy of agreement has also holds by the suppliers. Code of supplier will be given to be verified by Mill Management and could be checked through the system. Documents verifications there is no complaint on FFB received at the moment. The weighing bridge used for recording tones of FFB and tally with FFB Harga book. Furthermore, Mill management also mentioned that transaction payment with Felda has conducted directly by the Head Quarter Office, while for the FFB third party suppliers, payment voucher will be given directly. Based on documents verifications, it was stated that there never been issues associated to time of payment. They feel satisfy with the payment as transparency on FFB price provided by Aring Mill.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

6.11.1

There was no significant contribution neither monetary nor infrastructure by the mill for the local's sustainable development. This is possibly due to the location of the mill which surrounded by FGV and/or Felda managing plantations. Communication with local communities performed thru stakeholder meeting. Needs and priority been identified and communicated. Generally, the local communities request for assistants through means of meeting, such as education allowance, religious ceremony etc. Several job position priority open to local community. Majority of office staff from local community.

6.11.2

The company has no smallholders' scheme.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

6.12.1

There are FGV Group Guidelines and procedures for responsible recruitment of foreign workers dated 27 June 2019 with objectives to provide a set of guidelines for the responsible recruitment of foreign workers in tandem with the Group Sustainability Policy (GSP). The guidelines shall adopt the principles in the GSP including the principles of non-discrimination, respect of human rights and labor rights as well as health and safety.

FGV Group recruits foreign workers from various countries as approved by the Malaysian Government and only recruitments agents that legally registered with the source country will be used for the recruitment of foreign workers. If errant recruitment agents or those found to be involved in any form of forced or labor trafficking will be blacklisted.

Based on the interview with internal & external stakeholders evidenced of no force labor in which for the process of recruiting foreign workers, it fully manages by *Jabatan Tenaga Kerja* at HQ and being placed in Nilai at where the new workers brief "Induction Training" by the respective translators. The training inclusive of OHS, environment, company policies, rules, and work ethics

Based on the interview and document verification, there is no contract substitution occurred, 3 copies of contract need to be signed for the recruitment. 1 for the agent and 2 copies will be submitted to the workers and kept by management before it carried into country of working. The agent also need to ensure the workers are carrying the original copy that they signed in the workers country.

6.12.2; 6.12.3

Based on interviews with worker and document verifications obtained information if foreign workers has had a direct work agreement with the company. The worker's contract valid on 2+1 years' basis, where either party can terminate the service. The employment contract is in a language under stable, written in Bahasa, English, Hindi or Bangladesh and 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. Interview held to foreign workers randomly and confirmed that the employment condition and payment has been communicated prior to contract signed (in the origin country), the company considered to maintain the records and documentation of employees interview process in the origin country

Estate had given the workers right to keep their passport and also provide a safekeeping box at the office for the workers to keep their passport and at the same time they holding the keys. Based on the contract agreement, if either party wants to terminate the employment service before their contract expires, it was clearly stated inside the agreement. The mill and estate management allow their workers from leaving their housing facilities outside working hours. Foreign workers interviewed did not report of any incidences of trafficking or false information from recruiting agents in order to recruit them.. While some foreign workers are agreeable with the company retaining their passports for security purposes, From sample workers contracts and interviews, there was/was no evidence of contract substitution found.

Based on interview with several workers obtained information if there is Issue related additional recruitment fees paid by workers to agent for arrangement of recruitment process, however based on interview with managements as well as

document verification its known if :

1. the appointed recruitment agent in the source country shall bear all cost during the recruitment cost associated with the selection of worker, passport preparation, medical examinations and any other requirements of the government of the source country.
2. official cost associated with the requirements of foreign workers in the sourcing and receiving countries will be borne by FGV group
3. (official cost refer to all cost associated with requirements process that are imposed by the authorities in the source and receiving countries as well as recruitment agency fee and air fare)
4. no deduction of wage will be imposed on the foreign workers for cost associated with the recruitment process

Furthermore in the term of work agreements between worker and company mentioned if the employer agrees to cover all official costs related to employee recruitment and income such as travel costs, insurance, work visas, accommodation in transit and work permits. Related those issue its became non conformity on indicator 6.1.1.

Status: Comply

6.13

Growers and millers respect human rights

6.13.1

Policy related respect for human rights mentioned in FGV Group Sustainability Policy on 29 May 2019 that's described:

1. FGV Group strives to uphold and respect internationally recognized human rights as enshrined in the Universal Declaration of Human Rights (UDHR), United Nations Convention on the Elimination of All Forms of Discrimination against Women, United Nations Convention on the Rights of the Child, other applicable United Nations core human rights treaties, the International Labor Organization (ILO) Declaration on Fundamental Principles and Rights at Work as well as other relevant ILO conventions.
2. In fulfilling its responsibility to respect human rights, FGV Group is guided by the United Nations Guiding Principles on Business and Human Rights (UNGPs). FGV Group is committed to ensure that its operations are free from any form of exploitation and to eliminate any form of forced and bonded labor, human trafficking and slavery, and child labor in all its operations.

FGV are recognizing the rights of their employees, protects their children as per company policy. Sighted the latest policy on human right training had been done at the estate level dated 23rd July 2019 at morning roll call. Interview with field and mill workers in the sampled sites has resulted with positive feedbacks that labor policies well understood by them. The 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. The workers are concern regarding the policy available at the estate and mill. From all workers interviewed there were no issues raised pertaining to infringement of human rights.

6.13.2

Not applicable in peninsular Malaysia. The sampled estates and mill that employ foreign labor should not bring the family to Malaysia as part of government policy and requirement. There are Government school located in Aring 1 within estate premises and interview with school Teachers shows that the students are from the surrounding villages and some from the FGV Aring Estate.

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.

There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting

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.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
	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.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
Felda Aring Complex do not conduct any new planting or development since november 2005. Liability disclosure to RSPO for Felda Global Ventures have been conducted on March 22 nd 2016. According to information from RSPO Compensation Executive dated September 29, 2017 the estate under Aring A POM have been disclosed as zero non-compliant land clearance.	
	Status: Comply
7.4 Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
	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.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
	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.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
	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.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	
	Status: Comply
7.8 New plantation developments are designed to minimise net greenhouse gas emissions.	
There is no new planting since November 2005, first planting is 1987 and currently FGVP(M) Aring Complex has been entered the second cycle of planting. According to information from RSPO Compensation Executive, this POM complex have been disclosed as zero non-compliant land clearance.	

	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.		
<p>8.1.1 Estates and mill management has conducting internal audit annually which aims to maintain and improve sustainable oil palm production.</p> <p>Environmental</p> <ul style="list-style-type: none"> • Objectives and targets established at mill. Relevant management action plan observed on yearly basis. Sufficient programs in place and responsibility defined. Monitoring on management action plan performed and in good progress. • Waste management plan defined for overall estate's activities. GHG emission reduction plan established. <p>Worker Welfare</p> <ul style="list-style-type: none"> • Provide a safety box for passport keeping for foreign workers • Work agreement for foreign worker in mother language (i.e. for worker from Indonesia in Bahasa, Bangladesh and Bengali) <p>Best Management Practices</p> <p>The management unit has continuous improvement program and records, such as:</p> <ul style="list-style-type: none"> - There is no usage of paraquat or WHO 1A and IB - Barn owl boxes added on each estates - Beneficial plant on each estates - Zero burning campaign. <p>RSPO Internal Audit</p> <p>RSPO Internal audit conducted annually for example for Aring 6 which conducted on March 2019. The internal audit covering all aspect based on principle and criteria RSPO.</p>		
	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	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.
	The Organization take legal ownership and physically oil palm products and there is no outsources. The RSPO Supply Chain Standard are applicable to Aring A POM. All CPO and PK transport was using FGV Transport Sdn Bhd
	Status: Comply
5.1.2	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.
	Aring A POM – FGVPISB are not buy from any RSPO licensed traders. All FFB processed sourced form own estate that already certified RSPO.
	Status: Comply
5.1.3	Either the operator at site level or its parent company seeking certification shall be a member of the RSPO and shall register on the RSPO IT platform.
	FGVPISB Kilang Sawit Aring A is subsidiary of FGV HOLDINGS BERHAD member of RSPO: 1-0225-16-000-00, 27 December 2016. FGVPISB Aring has had RSPO IT Platform member with registration number: RSPO_PO1000003045
	Status: Comply
5.1.4	Processing aids do not need to be included within an organization’s scope of certification.
	Parent company or site has no processing aids.
	Status: Comply
5.2	Supply chain model
5.2.1	The site can only use the same supply chain model as its supplier or go to a less strict system. Declassification/downgrading can only be done in the following order: Identity Preserved -> Segregated -> Mass Balance.
	The organization apply Mass Balance Supply Chain Model due to mill receive FFB from non RSPO certified and non-certified. The FFB supplier for Aring A POM.
	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.
	The organization apply Mass Balance Supply Chain Model due to mill receive FFB from non RSPO certified and non-certified
	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.

Aring A Palm Oil Mill has Documented procedures (No. Document: FGVP-M-RSPO SCC, dated 11 June 2018). 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 are mill manager, mill staff, CDD, weighbridge operator etc.

In the procedure mentioned that the model used SCCS is Mass Balance, Aring A POM has had SOP for Mill RSPO Supply Chain Certification System. SOP describes the procedure to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources. FFB defined as the RSPO certified FFB are

1. estate registered in the RSPO certificate
2. another estate of FGV who has obtained RSPO certificate
3. other than the estate must submit / show a copy of the RSPO certificate so that it can be registered as an RSPO-certified FFB

RSPO FFB certified suppliers are from the estate:

- **FGVP(M) Aring 02**
- **FGVP(M) Aring 06**
- **FGVP(M) Aring 03**
- **FGVP(M) Aring 04**
- **FGVP(M) Aring 08**
- **FGVP(M) Aring 05**
- **FGVP(M) Aring 10**
- **FGVP(M) Aring 11**
- **FGVP(M) Aring 15**

other than the estate must submit / show a copy of the RSPO certificate so that it can be registered as an RSPO-certified FFB

Status: Comply

5.3.2

The site shall have a written procedure to conduct annual internal audit

The Procedure to conduct annual internal audit are describe at Standard Operating Procedure for Mill RSPO SCC (No. Document: FGVP-M-RSPO SCCS, dated 11 June 2018). Internal audit conducted by CDD (Certification Due Diligent) annually and management review by RSPO SCC Committee such as Internal audit conducted on 22 February 2019 and 04 September 2019

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

Aring A did not purchased RSPO certified oil palm products, but produced RSPO certified oil palm products.

Status: Comply

5.4.2

The site shall have a 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: FGVP-M-RSPO SCC, dated 11 June 2018) that mentioned if

- There is a risk of mass balance reports for refineries processing CPO / PK certified and non-certified at the same time
- When FFB Non Sustainable is less and delivery needs to be done system mass balance mill will down grade Sustainable CPO to Non Sustainable.
- Mill performance report system does not allow initial sales (Short sales), so the product stock must always be positive

Aring A POM did not purchased RSPO certified oil palm products, but produced RSPO certified oil palm products

Status: Comply

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.
	Aring A POM doesn't outsource activities to independent third parties. All CPO and PK transport was using FGV Transport Sdn Bhd After processed the FFB, facility only sell their certified product (CPO and PK) to the buyer directly and not seeking outsourcing activities.
	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
	Aring A POM doesn't outsource activities to independent third parties. All CPO and PK transport was using FGV Transport Sdn Bhd. After processed the FFB, facility only sell their certified product (CPO and PK) to the buyer directly and not seeking outsourcing activities.
	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.
	Aring A POM doesn't outsource activities to independent third parties. All CPO and PK transport was using FGV Transport Sdn Bhd After processed the FFB, facility only sell their certified product (CPO and PK) to the buyer directly and not seeking outsourcing activities.
	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
	Aring A POM doesn't outsource activities to independent third parties. All CPO and PK transport was using FGV Transport Sdn Bhd After processed the FFB, facility only sell their certified product (CPO and PK) to the buyer directly and not seeking outsourcing activities.
	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

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, CPO (RSPO/ISCC) sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciled with the FFB acceptance record, monthly sale production and annual recapitulation.

Documents verifications its known if there is of Certified Palm Kernel and Certified Palm Oil with the buyer as follows:

- **CSPO Buyer**
Name of Buyer : FGV Biotechnologies
Address : Lot 1863, Kuantan Port, Jalan Pelabuhan 2 2680 Pahang
- **CSPK Buyer :**
Name of Buyer : FGV Kernel Products Sdn Bhd
Address : KCP Semambu FGV Kernel Product Sdn Bhd, Lot 149 Kawasan Perindustrian Semambu 2530 Kuantan Pahang

Both of the buyer are subsidiaries of FGV Holding

Status: Comply

5.7 Registration of transactions

5.7.1

Supply chain actors who:

- are mills, traders, crushers and refineries; and
- take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable

Documents verifications its known if there is of Certified Palm Kernel and Certified Palm Oil with the buyer as follows:

- **CSPO Buyer**
Name of Buyer : FGV Biotechnologies Sdn Bhd
Membership : RSPO_PO1000001353
Address : Lot 1863, Kuantan Port, Jalan Pelabuhan 2 2680 Pahang
- **CSPK Buyer :**
Name of Buyer : FGV Kernel Products Sdn Bhd
Membership : RSPO_PO1000000995
Address : KCP Semambu FGV Kernel Product Sdn Bhd, Lot 149 Kawasan Perindustrian Semambu 2530 Kuantan Pahang

Both of the buyer are subsidiaries of FGV Holding

Status: Comply

5.7.2

The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform:

- 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.

Documentation for the Sustainable Crude Palm Oil (Sustainable CPO), consist of: daily record of the FFB acceptance, daily record of CPO production, which classified as the CSPO, CPO (RSPO/ISCC) sale record, stock record that has been reconciled with the FFB acceptance, monthly production and sale and annual recapitulation.

Documentation for the Sustainable Palm Kernel (Sustainable PK), consist of: FFB dispatch record, which further will be counted the daily production of the Sustainable PK, daily production record of the PK, which classified as the Sustainable PK, monthly recapitulation of the Sustainable PK's sale, stock record, which has been reconciled with the FFB acceptance record, monthly sale production and annual recapitulation.

There is a sample of Shipping announcement are:

- Shipping Announcement dated 17 May 2019 with Seller Contract Number RSPG7005G, buyer reference Number RSPG7005G with Volume of CSPK 635.27 MT program MB to FGV Kernel Products Sdn Bhd.
- Shipping Announcement dated 22 January 2019 with Seller Contract Number RSPO051719, buyer reference Number RSPO051719 with Volume of CSPO 383.58 MT program MB to FGV Biotechnologies Sdn Bhd.

Documents verifications its known if The certificate holder cannot show evidence that all transactions of RSPO certified products are following actions in the RSPO IT Platform. This is because the company cannot show evidence regarding remove stock against products sold as conventional or other schemes. **Based on that's explanation raised Non Conformity No 2019.04 with Major Category.**

5.7.2 Status: Non Conformity No 2019.04 with Major Category

5.8 Training

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

Based documents review and interview with the managements representative its known if the training plan on RSPO SCC requirements conducted annually once a year. The training program scheduled on February 2019 and that's has been conducted.

Status: Comply

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

Training to personnel of estates who involved in the SCCS implementation was conducted on 18 February 2019 related to RSPO SCC Model, the use of CSPO logo in FFB delivery document, mass balance records etc. The number of participants are 13 persons

Based on interviews with security guards, weighbridge officers and managers, it is known that key persons in SCCS activities have understood the procedures and can demonstrate how documented FFB, CPO, PK are certified and not certified.

Status: Comply

5.9 Record keeping

5.9.1

The organization shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements

Aring A Mill has maintain accurate, complete and up-to-date for the FFB receives, process and CPO & PK production from its supply bases.

Related that's matter the CH can show **volumes of certified and non-certified FFBs received as follows**

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Sep-18	11,908.14	7,817.81	19,725.95
Oct-18	13,534.66	8,631.53	22,166.19
Nov-18	12,524.74	10,753.26	23,278.00
Dec-18	11,639.38	8,915.14	20,554.52
Jan-19	10,075.18	10,193.09	20,268.27
Feb-19	9,475.03	8,244.76	17,719.79
Mar-19	11,559.55	7,111.94	18,671.49
Apr-19	14,211.06	11,684.94	25,896.00
May-19	15,380.08	8,970.70	24,350.78
Jun-19	15,273.25	6,716.43	21,989.68
Jul-19	17,767.63	7,654.26	25,421.89
Aug-19	16,455.67	6,488.51	22,944.18
Total	159,804.37	103,182.37	262,986.74

CPO production and Dispatch for Aring A Mill

Period	CPO production (MT)		Total	Cert CPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
Sept 2018 to August 2019	32,259.15	24,272.49	56,531.64	784.61		31,198.12	31,198.12

PK production and Dispatch for Aring A Mill

Period	PK production (MT)		Total	Cert PK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
Sept 2018 to August 2019	7,303.16	5683.5	12,986.66	4257.21			4257.21

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

On Standard Operating Procedure for Mill RSPO SCC (No. FGVPM-RSPO SCC dated 11 June 2018) mentioned if the documents will be filing and keeping for two years.

Based on document verification, the management unit can show all recording data for two years ago. Such as: contract document, FFB Consignment, CPO and PK Ticket, etc.	
	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.	
Information related to projected certified products that may be produced by Aring A are listed in the ASA-2 certificate, actual production has been verified during the ASA-2 audit including product projection for the next 12 years (next licensing period).	
	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	
No. Facility did not using conversion rate.	
	Status: Comply
5.10.2	
Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.	
No. Facility did not using conversion rate.	
	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.	
No. Facility did not using logo or trademark during communication with stakeholder / customer.	
	Status: Comply
5.12	Complaints
5.12.1	
The organization shall have in place and maintain documented procedures for collecting and resolving stakeholder complaints.	
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.	
Meanwhile in the On Standard Operating Procedure for Mill RSPO SCC (No. FGVP-M-RSPO SCC dated 11 June 2018), described about the mechanism for grievance of complaints are:	
<ul style="list-style-type: none"> - If there is a grievance or complaints about RSPO SCC, the POM should referring to FGVP(M) has Procedures of Complaint and Grumbling Handling - Any amendments are subject to change by the RSPO system, which refers to the www.rspo.org 	

	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	
Managements review conducted annually one times a year after internal audit	
	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. 	
The last management review conducted on 5 September 2019 with the number of participants 6. The results of managements review are: <ul style="list-style-type: none"> - Results of internal audit - Internal audit 2019 - Customer & Stakeholders feedback - Follow-up actions from management reviews. - Process performance and product conformity - Recommendation 	
	Status: Comply
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. 	
all the input required has been duscussed in the management review. The output of managements review are <ul style="list-style-type: none"> - Data for mass balance calculation recorded daily, monthly and yearly basis - Customer feedback form was created and distributed - Result on audit will be revised for improvement. 	
	Status: Comply

3.2.2 (Module E) CPO Mills - Mass Balance Requirements

Clause	(Module E) CPO Mills - Mass Balance Requirements																													
E.1	Definition																													
E.1.1	<p>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>Aring A POM is plan to used RSPO supply chain of Mass Balance module because mill still received FFB from the outgrowers which has not been certified with RSPO.</p>																													
	Status: Comply																													
E.2	Explanation																													
E.2.1	<p>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> <p>Information related to projected certified products that may be produced by Aring A are listed in the ASA-1 certificate, actual production has been verified during the ASA-2 audit including product projection for the next 12 years (next licensing period), in the following table:</p> <table border="1"> <thead> <tr> <th></th> <th>Previous projection (28 November, 2018 to 27 November, 2019)</th> <th>Actual certified product September 2018 – August 2019 (tonnes/year)</th> <th>Next license projection (28 November, 2019 to 27 November, 2020)</th> </tr> </thead> <tbody> <tr> <td>FFB (tonnes)</td> <td>150,137</td> <td>159,804.37</td> <td>190,430</td> </tr> <tr> <td>CSPO (tonnes)</td> <td>33,030</td> <td>32259.15</td> <td>40,950</td> </tr> <tr> <td>CSPK (tonnes)</td> <td>7,507</td> <td>7,664.2</td> <td>9,500</td> </tr> </tbody> </table>				Previous projection (28 November, 2018 to 27 November, 2019)	Actual certified product September 2018 – August 2019 (tonnes/year)	Next license projection (28 November, 2019 to 27 November, 2020)	FFB (tonnes)	150,137	159,804.37	190,430	CSPO (tonnes)	33,030	32259.15	40,950	CSPK (tonnes)	7,507	7,664.2	9,500											
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	Status: Comply																													
E.2.2	<p>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>FGVPISB Kilang Sawit Aring A is subsidiary of FGV HOLDINGS BERHAD member of RSPO: 1-0225-16-000-00, 27 December 2016. FGVPISB Aring has had RSPO IT Platform member with registration number: RSPO_PO1000003045</p> <p>- CSPK Sold to each Buyer</p> <table border="1"> <thead> <tr> <th>Dated</th> <th>Volume (MT)</th> <th>Buyers</th> </tr> </thead> <tbody> <tr> <td>16/10/2018</td> <td>844.48</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>05/11/2018</td> <td>655.05</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>26/11/2018</td> <td>552.83</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>14/02/2019</td> <td>277.14</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>17/05/2019</td> <td>603.37</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>17/05/2019</td> <td>635.27</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>17/05/2019</td> <td>689.07</td> <td>FGV Kernel Products Sdn Bhd</td> </tr> <tr> <td>Total</td> <td>4257.21</td> <td></td> </tr> </tbody> </table>			Dated	Volume (MT)	Buyers	16/10/2018	844.48	FGV Kernel Products Sdn Bhd	05/11/2018	655.05	FGV Kernel Products Sdn Bhd	26/11/2018	552.83	FGV Kernel Products Sdn Bhd	14/02/2019	277.14	FGV Kernel Products Sdn Bhd	17/05/2019	603.37	FGV Kernel Products Sdn Bhd	17/05/2019	635.27	FGV Kernel Products Sdn Bhd	17/05/2019	689.07	FGV Kernel Products Sdn Bhd	Total	4257.21	
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Total	4257.21																													

- CSPO Sold to each Buyer		
Dated	Volume (MT)	Buyers
22/01/2019	401.03	FGV Biotechnologies Sdn Bhd
22/01/2019	383.58	FGV Biotechnologies Sdn Bhd
Total	784.61	
Status: Comply		
E.3	Documented procedures	
E.3.1		
<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>		
<p>Aring A Palm Oil Mill has Documented procedures (No. Document: FGVP-MSR SCC, dated 11 June 2018). 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 are mill manager, mill staff, CDD, weighbridge operator etc</p> <p>In the procedure mentioned that the model used SCCS is Mass Balance, Aring A POM has had SOP for Mill RSPO Supply Chain Certification System. SOP describes the procedure to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources. FFB defined as the RSPO certified FFB are</p> <ol style="list-style-type: none"> 4. estate registered in the RSPO certificate 5. another estate of FGV who has obtained RSPO certificate 6. other than the estate must submit / show a copy of the RSPO certificate so that it can be registered as an RSPO-certified FFB <p>RSPO FFB certified suppliers are from the estate:</p> <ul style="list-style-type: none"> - FGVP(M) Aring 02 - FGVP(M) Aring 06 - FGVP(M) Aring 03 - FGVP(M) Aring 04 - FGVP(M) Aring 08 - FGVP(M) Aring 05 - FGVP(M) Aring 10 - FGVP(M) Aring 11 - FGVP(M) Aring 15 <p>Other than that estate mentioned above, the estate must submit / show a copy of the RSPO certificate and it can be registered as an RSPO-certified FFB</p>		
Status: Comply		
E.3.2		
<p>The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p> <p>In the procedure mentioned that the model used SCCS is Mass Balance, Aring A POM has had SOP for Mill RSPO Supply Chain Certification System. SOP describes the procedure to guarantee the products produced by the mill can be traced to its source and certainly comes from certified sources. FFB defined as the RSPO certified FFB are</p> <ol style="list-style-type: none"> 1. estate registered in the RSPO certificate 2. another estate of FGV who has obtained RSPO certificate 		

3. other than the estate must submit / show a copy of the RSPO certificate so that it can be registered as an RSPO-certified FFB

Based on description from CDD and mill representative, mill also use computerize system to record the source of FFB. The system will be input with certified source (estate name) and non-certified source (independent supplier, outgrower and smallholder).

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.

Documents verification its known if the RSPO FFB certified are from the estate:

- FGVP(M) Aring 02
- FGVP(M) Aring 06
- FGVP(M) Aring 03
- FGVP(M) Aring 04
- FGVP(M) Aring 08
- FGVP(M) Aring 05
- FGVP(M) Aring 10
- FGVP(M) Aring 11
- FGVP(M) Aring 15

Related that's matter the CH can show **volumes of certified and non-certified FFBs received as follows**

Month	FFB (MT)		
	RSPO Certified	Non-Certified	Total
Sep-18	11,908.14	7,817.81	19,725.95
Oct-18	13,534.66	8,631.53	22,166.19
Nov-18	12,524.74	10,753.26	23,278.00
Dec-18	11,639.38	8,915.14	20,554.52
Jan-19	10,075.18	10,193.09	20,268.27
Feb-19	9,475.03	8,244.76	17,719.79
Mar-19	11,559.55	7,111.94	18,671.49
Apr-19	14,211.06	11,684.94	25,896.00
May-19	15,380.08	8,970.70	24,350.78
Jun-19	15,273.25	6,716.43	21,989.68
Jul-19	17,767.63	7,654.26	25,421.89
Aug-19	16,455.67	6,488.51	22,944.18
Total	159,804.37	103,182.37	262,986.74

Status: Comply

E.4.2

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

Aring A POM not certified yet and this standard will be verified after mill has been certified. FGVP(M) has had SOP for Mill RSPO Supply Chain Certification System which describe that mill has daily report which informs FFB input, mill only can sell the certified product from positive stock and shown in mass balance record, mill need to report to CB immediately if there is overproduction from projected production.

There is no production of certified products which exceeds the projected for the period of September 2018 – August 2019, the actual and projected details in the following table:

	Previous projection (28 November, 2018 to 27 November, 2019)	Actual certified product September 2018 – August 2019
FFB (tonnes)	150,137	159,804.37
CSPO (tonnes)	33,030	32259.15
CSPK (tonnes)	7,507	7,664.2

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.(ie product can be sold before it is in stock.)

Aring POM has been able to demonstrate the mechanism of separation of certified and non-certified products in the records model made starting from incoming FFB until processed FFB in the documents of **Production Monthly Report of Incoming & Processed FFB** which describe recording mechanism of the separation of certified and non-certified products, such as incoming FFB data, processed FFB data, CPO and Kernel production data, CPO and kernel extraction data, which were verified daily by Manager

The mill has records and balanced the received certified and noncertified material, as well the certified and noncertified product generated and delivered using the proper ratio in real time and three monthly basis, as describes in RSPO mass balance report

CPO production and Dispatch for Aring A Mill

Period	CPO production (MT)		Total	Cert CPO Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
Sept 2018 to August 2019	32,259.15	24,272.49	56,531.64	784.61	-	31,198.12	31,198.12

PK production and Dispatch for Aring A Mill

Period	PK production (MT)		Total	Cert PK Dispatch (MT)			Total
	Cert	Non Cert		RSPO	Other scheme	Non Cert	
Sept 2018 to August 2019	7,303.16	5683.5	12,986.66	4257.21	-	-	4257.21

Status: Comply

3.3. Conformity Checklist of Certificate and Trademark Use

1.	Evidence of permission or approval certificate and trademark from Certification Body which submitted by Client	X or√
ASA-2	The company does not use RSPO trademark	√
	Status: Comply	
2.	Implementation of certificate and trademark used by Client comply with size and type (shape) against Guideline of Trademark Use	X or√
ASA-2	The company does not use RSPO trademark	√
	Status: Comply	
3.	Implementation of Certificate and Trademark is not used on product	X or√
ASA-2	The company does not use RSPO trademark	√
	Status: Comply	
4.	Controlling of Certificate and Trademark, including withdrawing inappropriate trademark.	X or√
ASA-2	The company does not use RSPO trademark	√
	Status: Comply	

3.4. Summary of RSPO Partial Certification.

Compliance of the uncertified management units of RSPO Member 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.

Compliance of the uncertified management units of FGV 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 one (71) mills and Seventy Five (75) Complex in Malaysia and Indonesia and no one has achieved RSPO certified. FGV 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 April 2019

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 seventy one (71) 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><i>Company Group/Holding Statement:</i> Yes, there was an internal audit and has positive assurance statement.</p> <p><i>Auditor Verification:</i> 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). 	<p><i>Company Group/Holding Statement:</i></p> <p><i>Auditor Verification:</i></p>

	<ul style="list-style-type: none"> Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>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" data-bbox="852 499 1393 1890"> <thead> <tr> <th colspan="3">HCV clearance Kalimantan reported by Chain Research Reaction</th> </tr> <tr> <th>ISSUE</th> <th>ACTION PLAN PROGRESS</th> <th>DATE OF COMPLETION</th> </tr> </thead> <tbody> <tr> <td>HCV clearance at PT CNP and PT TAA</td> <td>Engaged independent consultant for ground investigation</td> <td>20 April - 4th May 2016</td> </tr> <tr> <td></td> <td>Investigation finding presentation to FGV management</td> <td>9th May 2016</td> </tr> <tr> <td></td> <td>Brief presentation to RSPO on the investigation findings</td> <td>10 May 2016</td> </tr> <tr> <td></td> <td>Letter to stop all operation in HCV area</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>22nd May</td> </tr> <tr> <td></td> <td>Discussion on Conservation and remediation plan with RSPO technical Director</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>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>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>15 June 2016</td> </tr> </tbody> </table>	HCV clearance Kalimantan reported by Chain Research Reaction			ISSUE	ACTION PLAN PROGRESS	DATE OF COMPLETION	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
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		Develop the Conservation and Remediation plan and relevant SOP	1 st July 2016
		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	5 Nov 2016

			Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	
			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/Aidenvironment 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 Aidenvironment 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 engagement with ELC/AIDH and Aidenvironment	16 Dec 2016																											
			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><i>Company Group/Holding Statement:</i> There is new planting after 1 Jan 2010.</p> <p><i>Auditor Verification:</i> NPP audit has been carried out for all FGVPM 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>FGVPM Chegar Perah 1</td> <td>59.32</td> <td rowspan="4">Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS assessment.</td> </tr> <tr> <td>FGVPM Bukit Sagu 8</td> <td>61.54</td> </tr> <tr> <td>FGVPM Tembangau 5</td> <td>86.58</td> </tr> <tr> <td>FGVPM Selendang 3</td> <td>97.59</td> </tr> <tr> <td>FGVPM Krau 2</td> <td>170.78</td> <td rowspan="7">Waiting consultant (Aksenta) to start NPP assessment in February 2017.</td> </tr> <tr> <td>FGVPM Krau 4</td> <td>80.28</td> </tr> <tr> <td>FGVPM Bukit Sagu 6</td> <td>72.87</td> </tr> <tr> <td>FGVPM Lepar Hilir 5</td> <td>253.62</td> </tr> <tr> <td>FGVPM Tembangau 6</td> <td>495.53</td> </tr> <tr> <td>FGVPM Aring 10</td> <td>518.52</td> </tr> <tr> <td>FGVPM Setiu 01</td> <td>130.72</td> </tr> </tbody> </table>			ESTATE	HECTARAGE INVOLVES IN NPP	Status	FGVPM Chegar Perah 1	59.32	Still on going. Waiting consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS assessment.	FGVPM Bukit Sagu 8	61.54	FGVPM Tembangau 5	86.58	FGVPM Selendang 3	97.59	FGVPM Krau 2	170.78	Waiting consultant (Aksenta) to start NPP assessment in February 2017.	FGVPM Krau 4	80.28	FGVPM Bukit Sagu 6	72.87	FGVPM Lepar Hilir 5	253.62	FGVPM Tembangau 6	495.53	FGVPM Aring 10	518.52	FGVPM Setiu 01	130.72
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		Total	1,722.32	
2.2.4	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p><i>Company Group/Holding Statement:</i></p> <p><i>Auditor Verification:</i></p> <p>There is issue on land conflict although it was captured on Felda Membership, but FGV also indirectly involved as part of the claim involve FGVP 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</p> <p>According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p> <p>FELDA enclave 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>We have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks</p> <p>2 July 2015 – It was agreed that the matter would be referred to the FELDA/FGV Sustainable Steering Committee on 7th July 2015.</p> <p>22 June 2015 – FELDA had another meeting with Robin Balud and the representatives of the community and</p>		

	<p>agreed to exchange documents on the land claim. A site visit was also undertaken with the community members.</p> <p>4 June 2015 – FELDA met with Robin Balud again and agreed to do a joint mapping of the land.</p> <p>10 April 2015 – FELDA met the complainant, Robin Balud, in Kota Kinabalu Sabah, to discuss the complaint.</p> <p>9 April 2015 – FELDA met the community (Desa Begahak) members and discussed the issues from the complaint and the land claim.</p> <p>13 March 2015 – RSPO had a conference call meeting with the head of the Dusun Begahak community to understand the situation.</p> <p>16 March 2015 – RSPO had a conference call meeting with FELDA representatives to discuss the situation.</p> <p>17 March 2015 – The complaint was raised to the Complaint Panel for further discussion and action.</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 Criteria 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><i>Company Group/Holding Statement:</i></p> <p><i>Auditor Verification:</i> There is 1 issue happen in FGVP M Palong Timur 04 (Now FGVP M Palong Timur 05) and the details is elaborated below: 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</p>
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><i>Company Group/Holding Statement:</i></p> <p><i>Auditor Verification:</i> 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, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at ASA-1 Assessment

NCR No.	: 2018.01	Issued by	: Moh Arif Yusni
Date Issued	: 21 September 2018	Time Limit	: ASA-2
NC Grade	: Minor	Date of Closing	: 25 September 2019
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.		
Evidence observed (filled by auditor):			
Based on observation in sampled estates, it was known that estate boundaries were separated by tranches and drainage system. Furthermore, based on related legal documents verification, it was known that:			
<ul style="list-style-type: none"> • There were about 18 and 30 boundary stones in Aring 6 Estate and Aring 15 Estate, respectively. However, based on census which carried out in the first semester 2018, it was identified that about 18 and 30 boundary stones were lost in Aring 6 Estate and Aring 15 Estate, respectively. • Information towards boundary stones such as list of boundary stones, location map (coordinate) and census program in Aring 3 Estate were not available. 			
Non-Conformance Description (filled by auditor):			
The company is not be able to shows that follow up towards boundaries monitoring has been carried and recorded out sufficiently.			
Root Cause Analysis (filled by organization audited):			
<ol style="list-style-type: none"> 1. No person in charge to monitoring estate boundary stone 2. Not provide action plans for identification of all boundary stones 			
Correction (filled by organization audited):			
<ol style="list-style-type: none"> 1. Appoints person in charge for conducting monitoring of estate boundary stones 2. Prepare an action plan for identification of all boundary stones 			
Corrective Action (filled by organization audited):			
<ol style="list-style-type: none"> 1. Record of appointment letter of person in charge for conducting monitoring of boundary stones 2. Action plan for identification of all boundary stones and boundary maps 			
Assessor Evaluation and Conclusion (filled by auditor):			
Verification 25 September 2019			
The CH can presented the corrective evidence as follows:			
<ul style="list-style-type: none"> - Appoints persons in charge to conducting monitoring of estate boundary stones, i.e. Letter No (12)MSPO/4.2.1 dated 04 February 2019 about "appointment persons in charge to monitor boundaries stone in area PKT PM01i fr year 2019/2020 - Validation of the actual number of the boundary stone in each estate, for example in Aring 6 there are 18 boundaries stone - Action plan and realization installation of boundaries stone in each estate , 			
Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.01 has considered closed			
Verified by	: Moh Arif Yusni		

NCR No.	: 2018.02	Issued by	: Steve Mualim
Date Issued	: 21 September 2018	Time Limit	: ASA-2
NC Grade	: Minor	Date of Closing	: 25 September 2019
Standard Ref. & Requirement	: 4.4.1 An implemented water management plan shall be in place		
Evidence observed (filled by auditor):			
<p>Water quality analysis on the inlet and outlet of Janggit River and Merkir River in Aring 3 Estate from 2017 were not available. This is not in accordance with procedure No. ML-1A/L2-PR6(0) about "<i>Persampelan air</i>" (Water Sampling) which mention that water quality testing with parameter BOD, COD, TSS and ammonical nitrogen (NH₃N) shall be conducted annually.</p>			
Non-Conformance Description (filled by auditor):			
<p>Estate management is not be able to shows that water quality monitoring has been conducted in accordance with water sampling procedure.</p>			
Root Cause Analysis (filled by organization audited):			
<p>Estate management has made River water sampling for drinking water quality only, Estate management is not clear for water sampling of drinking water and water sampling required by the procedure.</p>			
Correction (filled by organization audited):			
<ol style="list-style-type: none"> 1. Conduct sampling of river water quality for Sungai Janggit and Sungai Merkir 2. Conduct a briefing of River Water Sampling Procedure to staff. 			
Corrective Action (filled by organization audited):			
<ol style="list-style-type: none"> 1. Result of Water Quality Sampling of Sungai Janggit and Sungai Merkir 2. Record of River Water Sampling Procedure that has been brief to Estate management. 			
Assessor Evaluation and Conclusion (filled by auditor):			
<p>Sighted the evidence of water result analysis [Cert number 2610 and 2611/2018] from FGV Laboratory (Bukit Goh FPISB) to FGVPM Sdn Bhd Ladang Felda Aring 3 dated 27th September 2018 for :</p> <ol style="list-style-type: none"> i) Sungai Merkir Inlet and Sungai Merkir Outlet ii) Sungai Janggit Inlet and Sungai Janggit Outlet <p>Based on the evidence sent, the result of water sampling has been brief to estate management. hence the auditor concluded that NCR no 2018.02 has been considered closed.</p>			
Verified by	: Ebnun Holdoon		

NCR No.	: 2018.03	Issued by	: Steve Mualim
Date Issued	: 21 September 2018	Time Limit	: 20 December 2018
NC Grade	: Major	Date of Closing	: 23 October 2018
Standard Ref. & Requirement	: 4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and		

	national guidelines) shall be demonstrated.
Evidence observed (filled by auditor):	
Sighted in Aring A POM that EFB were stacked nearby the water courses. Meanwhile, document of " <i>Jadual Pematuhan</i> (#004596)" mentioned that EFB shall be stacked minimum 100 m away from water course, which aims to avoid contamination on surface and ground water caused by leachate.	
Non-Conformance Description (filled by auditor):	
Aring A POM is not able to demonstrate that stacking of EFB has considering water contamination effect.	
Root Cause Analysis (filled by organization audited):	
<ol style="list-style-type: none"> 1. Repairing of the incinerator that causes EFB stock dumping 2. There is no consistent EFB intake from the Estate. 	
Correction (filled by organization audited):	
<ol style="list-style-type: none"> 1. Prepare short-term and long-term action plans for EFB management. 2. Conduct a Coordination meeting Between mill & estate management regarding EFB recruitment issues 	
Corrective Action (filled by organization audited):	
<ol style="list-style-type: none"> 1. Records of EFB management plans (Short term and long Term) 2. Record minutes of coordination meetings that discuss EFB issues 3. Record of EFB are taken by the estate. 	
Assessor Evaluation and Conclusion (filled by auditor):	
Verification 23 October 2018	
Mill management shows several correction evidence as follows:	
<ul style="list-style-type: none"> • Approval for repairing the incinerator No 1 on 19 October 2018 • Retrieval report of EFB • Management action Plan EFB in Aring A POM which classified to short term plan and long time plan • Notification letter to contractor about empty bunch disposal 	
Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.03 has considered closed and will be verify on next assessment..	
Verified by	: Moh Arif Yusni

NCR No.	: 2018.04	Issued by	: Mohamad Amarullah
Date Issued	: 21 September 2018	Time Limit	: 20 December 2018
NC Grade	: Major	Date of Closing	: 17 September 2018
Standard Ref. & Requirement	4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).		

<p>Evidence observed (filled by auditor): Based on field observation to PPE Store, it was known that PPE were not in place, whereas there is not pesticide application activity. Estate management informed that the respective workers were appointed to conduct manual upkeep in Field PM04M Block 12 Aring 15 Estate. However, based on Interview with Pesticide Applicators in the particular Block, it was stated that the PPE such as Respirator, Apron, Goggle, Safety Helmet and Rubber Gloves were bring and placed in dormitory.</p> <p>Safety working procedure for PPE usage No. FGV/PM/L3/PK-25 dated April 1st 2014 Point 4.2.6 which mentioned that all PEE shall be stored on special place, provided by estate management.</p> <p>Non-Conformance Description (filled by auditor): Estate management is not be able to shows that management of PPE placement has in accordance with the safety working procedure.</p>	
<p>Root Cause Analysis (filled by organization audited):</p> <ol style="list-style-type: none"> 1. There is no enforcement and inspection from the Estate Keselamatan dan Kesehatan Perkerjaan (KKP) committee regarding the storage of PPE in the store after work hours. 2. Lack of understanding of spraying workers on Safe work procedures (Spraying) 3. PPE storage for each worker is not available in the PPE store. 	
<p>Correction (filled by organization audited):</p> <ol style="list-style-type: none"> 1. Implement enforcement and inspections from the estate KKP Committee on the storage of PPE in the store after work hours 2. Implementing training programs to employees and workers regarding safe working procedures. 3. Provide PPE storage for each spraying worker 	
<p>Corrective Action (filled by organization audited):</p> <ol style="list-style-type: none"> 1. Record of work area inspection by the estate KKP Committee at the workers PPE store and dormitory. 2. Records of training to staff and workers regarding safe working procedures. 3. Image of PPE storage place 	
<p>Assessor Evaluation and Conclusion (filled by auditor): Verification 17 October 2018 Estate management shows several correction evidence as follows:</p> <ul style="list-style-type: none"> • Letter of Aring 15 Manager No. (35)628/1-1-01 date September 20th 2018 about instruction of pesticide applicators to only stored its PPE and working devices on the Store which already provided by estate management. • Roll call and training on PPE and devices storage which conducted by RSPO Officer on September 20th 2018, attended by pesticide applicators from Aring 15 Estate. Picture of training, PPE storage and scoring evaluation were available. • Daily record of PPE storage monitoring after works. • Weekly record of dormitory which aims to check whether the workers do not brings his PPE and/or working devices to dormitory. <p>Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.04 has considered closed.</p>	
Verified by	: Mohamad Amarullah

NCR No.	: 2018.05	Issued by	: Mohamad Amarullah
Date Issued	: 21 September 2018	Time Limit	: 20 December 2018
NC Grade	: Major	Date of Closing	: 17 September 2018

Standard Ref. & Requirement	<p>4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p>
<p>Evidence observed (filled by auditor): It was sighted several fact as follows:</p> <ul style="list-style-type: none"> Based on interview with Harvesters, Fertilizer Operators and Pesticide Operators in Aring 3 Estate, as well as review on PPE delivery records 2017 and 2018, it was known that PPE Boot were only provided once a year. When the boot is broken, the worker will buy the boot by himself, for example as sighted to Fertilizer Applicators. Based on observation to manuring activities in Field PM09M Block 25 Aring 6 Estate, it was found that Fertilizer Transport Workers (on vehicle named TOUGHFAR) were not equipped with safety helmet and safety shoes, while Fertilizer Applicators were not equipped with Masker. 	
<p>Non-Conformance Description (filled by auditor): Mill and Estate management are not be able to shows that all PPE were adequately provided to cover all potentially hazardous operations.</p>	
<p>Root Cause Analysis (filled by organization audited):</p> <p>Aring 03 Lack of enforcement and monitoring to employees who buy their own shoes.</p> <p>Aring 06 Lack of enforcement and monitoring of the use of PPE to manuring workers.</p>	
<p>Correction (filled by organization audited):</p> <p>Aring 03, Aring 06</p> <ol style="list-style-type: none"> Issue a warning letter to the staff and workers who do not follow safe working procedure Implement monitoring of use of PPE at work area Prepare PPE inspection schedules at work area 	
<p>Corrective Action (filled by organization audited):</p> <p>Aring 03, Aring 06</p> <ol style="list-style-type: none"> A copy of the warning letter to the staff and workers involved Records of monitoring of use of PPE at work area. Records PPE inspection schedule at work area. 	
<p>Assessor Evaluation and Conclusion (filled by auditor): Verification 17 October 2018 Estate management shows several correction evidence as follows:</p> <ul style="list-style-type: none"> Warning letter Stage-1 No. (1)321/BP 0533813 dated September 20th 2018 about not wearing a proper PPE on working period to the respective workers in Aring 3 and Aring 6 Estate (fertilizer transportation activities). Roll call and training on PPE delivery and exchange by Assistant in Aring 3 and Aring 6 Estate on September 20th 2018. The workers were reminded about readiness and completeness of PPE. Roll call was attended by 257 workers. Document of working inspection and PPE monitoring dated September 20th 2018. The picture shows all workers has wear a complete PPE as required by MSDS and HIRADC. Record of PPE delivery to all workers whose need PPE replacement. Among PPE that had replaced are goggle, mask, vest, gloves and helmet. 	

Based on description towards root cause analysis, corrective action and correction evidence, it could be concluded that NCR No. 2018.05 has considered **closed**.

Verified by : **Mohamad Amarullah**

NCR No.	: 2018.06	Issued by	: Steve Mualim
Date Issued	: 21 September 2018	Time Limit	: ASA-2
NC Grade	: Minor	Date of Closing	: 25 September 2019
Standard Ref. & Requirement	: 5.1.3 This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.		
Evidence observed (filled by auditor): Procedure No. FGV/ML-1A/L2-PrI on June 1 st 2016 dated June 1 st 2016 about <i>Pengenalpastian aspek alam sekitar, penilaian impak, dan penentuan kawalan</i> is not covers timeframe of periods for environment management/monitoring plan management review.			
Non-Conformance Description (filled by auditor): Timeframe for environmental management/monitoring plan review minimum for two yearly basis are not available.			
Root Cause Analysis (filled by organization audited): There is no new revision on the procedure regarding timeframe for environmental management/ monitoring plan.			
Correction (filled by organization audited): Revise the procedure regarding timeframe for environmental management/ monitoring plan			
Corrective Action (filled by organization audited): Copy of New revised procedure of <i>Pengenalpastian aspek alam sekitar, penilaian impak, dan penentuan kawalan</i>			
Assessor Evaluation and Conclusion (filled by auditor): Estate management had shown the copy of new revised standard operating procedure on Quality management, hazard identification, risk analysis, determination control and environmental aspect impact dated 8 th July 2019. Based on the procedure SOP [FGV/FGVPM/SOP9(IMS)/001] clause 6.3.5, frequency of implementing identification of aspect and impact assessment, the estate had already determined for a year regarding timeframe for periods of environment monitoring review . Hence, based on the evidence given the auditor concluded that NCR 2018.06 had been considered closed.			
Verified by	: Ebnu Holdoon		

3.5.2 Identification of Findings, Corrective Actions and Observations at ASA-2

NCR No.	2019.01	Issued by	Ebnu Holdoon
Date Issued	27 September 2019	Time Limit	26 December 2019
NC Grade	Major	Date of Closing	25 November 2019
Standard Ref. & Requirement	5.2.2 Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through an action plan.		
Evidence observed (filled by auditor): Based on field observation to FGV Aring 5 and Aring 10 estate as well as interview with management and worker representatives, it was known that there was presence of elephant (Endangered: IUCN 3.1) in operational areas. Furthermore, Aring 5 and Aring 10 Estate had monitor the presence of elephant in estate operational areas periodically. However, analysis, and action plan as refers to RSPO Human Elephant Conflict BMP Guide v.1 2005 is not available			
Non-Conformance Description (filled by auditor): Analysis, and action plan as refers to RSPO Human Elephant Conflict BMP Guide v.1 2005 is not available			
Root Cause Analysis (filled by organization audited): <ol style="list-style-type: none"> Estate management take action based on their past experience. There is no awareness to estate management on RSPO Human Elephant Conflict BMP v.1 2005. 			
Correction (filled by organization audited): <ol style="list-style-type: none"> Communicate with Person in charge at headquarters regarding Human Elephant Conflict FGVPM Operation and SCCD to conduct Awareness to Estate Management Analysis and Action plan from FGVPM Operation to be communicate to Estate level. 			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> Record of communication between estate management with FGVPM Operation Record of awareness given to Estate management Copy of Analysis and Action plan from FGVPM Operation to Aring 5 & Aring 10. 			
Assessor Evaluation and Conclusion (filled by auditor): Verification on 25 November 2019 The Certification Holder presented corrective evidence as follows:			
<ol style="list-style-type: none"> FGV Aring 5 and Aring 10 had made the monitoring record at few blocks as follows : <ol style="list-style-type: none"> PM 13C PM 99 B PM 14D PM90 A PR 18F Block 2 and 3 The record of communication between Aring 5 estate with FGVPM which include : <ol style="list-style-type: none"> FGVPM letter dated 8th January 2019 FGVPM Letter dated 18th March 2019 FGVPM Letter 7th October 2019 The management program of the electric fence inside the area for 2019-2020. The action plan available from 25th September 2019 which includes clause no. 5, elephant attack in plantations area, action plan needed with the timeline from January to December 2019 including the monitoring record. Update NCR Sighted. The training on Human Elephant Conflict had been conducted on 10th December 2019 Centralized at FGV Ladang Aring 10 attended by 28 staff and workers. Based on the report submitted to the auditor, sighted the objective of the training which giving awareness to the workers related to conflict on elephant and human based on RSPO BMP 2015. Sighted also the content related to the steps to be taken when the issues related to elephant arising 			

Hence, based on explanation above, it could be concluded that evidence of correction is **accepted** and will be verify during next assessment.

Verified by : Ebnu Holdoon

NCR No.	: 2019.02	Issued by	: Ebnu Holdoon
Date Issued	: 27 September 2019	Time Limit	: ASA 3
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Evidence observed (filled by auditor): During the audit at FGV Aring A mill and FGV Aring 5 , the mill and estate had shown documentation related to waste management plan to avoid and reduce pollution. Based on the plan, it was clearly stated the source of waste, activity plan for the waste management, program and person in charge for year 2019. However during field verification, it was found that :			
i) The mill management has not properly implement the waste management plan for waste item related to : a) Handling and management of empty fruit bunch that been placed in improper area. b) Empty drums at scheduled waste store c) Oil filter and rags			
ii) The estate management (Aring 5) had not treated the waste oil container as scheduled waste item			
Non-Conformance Description (filled by auditor): The CH has not properly implement the waste management plan for waste			
Root Cause Analysis (filled by organization audited):			
Correction (filled by organization audited):			
Corrective Action (filled by organization audited):			
Assessor Evaluation and Conclusion (filled by auditor):			
Verified by	:		

NCR No.	: 2019.03	Issued by	: Ebnu Holdoon
Date Issued	: 27 September 2019	Time Limit	: 26 December 2019
NC Grade	: Major	Date of Closing	: 25 November 2019
Standard Ref. & Requirement	: 6.1.1 A social impact assessment (SIA) including records of meetings shall be documented.		
Evidence observed (filled by auditor): Social Impact Assessment was held on by Plantation Sustainability department from HQ. The assessment done by field interviews (group interviews and one-on-one interviews, consultation with the unit management, site observation and documentation review. The assessment was aimed on livelihoods, social wellbeing of the wider community and physical impacts of human populations on social changes.			

<p>Sighted the negative impacts connected to a management plan that all falls within short term [resolve within a year], mid-term [resolve within 6-12 months] and long term [implementation within 2 years. However, seen the assessment not effectively assessed on wider scope to include issues such as potential social impact and management plan to :</p> <ol style="list-style-type: none"> Issue additional recruitment fees paid by workers to agent for arrangement of recruitment process Operation of mining activity (Aring 5) <p>Non-Conformance Description (filled by auditor): SIA assessment was not effectively covers a wider scoope such as potential social impact and management plan</p>	
<p>Root Cause Analysis (filled by organization audited):</p> <ol style="list-style-type: none"> During Social Impact assessment conducted, Assessor are using specific questionnaires that has been provided by Sustainability Compliance & Certification Department (SCCD), The questionnaires did not cover issue on additional recruitment fees paid by workers to agent for recruitment process. Social Impact Assessment conducted by third party which is from Sustainability Compliance & Certification Department (SCCD), during Social Impact Assessment on 18 July 2019, Social Impact assessor not being informed about mining activity at Aring 5 estate. Thus did not cover in Social Impact Assessment. 	
<p>Correction (filled by organization audited):</p> <ol style="list-style-type: none"> Improve questionnaires regarding issue on additional recruitment fees paid by workers to agent by recruitment process Conduct social impact assessment 	
<p>Corrective Action (filled by organization audited):</p> <ol style="list-style-type: none"> Record of social impact assessment (SIA) from SCCD that cover Issue on additional recruitment fees paid by workers to agent for recruitment process and Operation of mining activity impact to workers. Copy of questionnaires that cover additional issue on recruitment. 	
<p>Assessor Evaluation and Conclusion (filled by auditor): Verification on 25 November 2019 The company can presented corrective evidence as follows:</p> <ul style="list-style-type: none"> Guidance question for social impact assessment Report on social impact assessment of FGVP 02, 05 and 10 . The report mentioned that sampling taken were derived from representatives of local workers, Indonesian workers, Bangladeshi workers and surrounding villages. Furthermore, the report also describes management plan for social impact management to overcome negtive issues and it's PIC. This identification has describes management plan for short term, mid term and long-term, as well as it monitoring. <p>Hence, based on explanation above, it could be concluded that evidence of correction is accepted and will be verify during next assessment</p>	
Verified by	: Moh Arif Yusni

sNCR No.	: 2019.04	Issued by	: Moh Arif Yusni
Date Issued	: 27 September 2019	Time Limit	: 26 December 2019
NC Grade	: Major	Date of Closing	: 26 December 2019
Standard Ref. & Requirement	<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. 		

	<ul style="list-style-type: none"> • Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually. • 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>Evidence observed (filled by auditor): The certificate holder cannot show evidence that all transactions of RSPO certified products are following actions in the RSPO IT Platform. This is because the company cannot show evidence regarding remove stock against products sold as conventional or other schemes</p>	
<p>Non-Conformance Description (filled by auditor): The certificate holder cannot show evidence that all transactions of RSPO certified products are following actions in the RSPO IT Platform</p>	
<p>Root Cause Analysis (filled by organization audited):</p> <ol style="list-style-type: none"> 1. Current Standard Operation Procedure (SOP_ did not state the requirement for RSPO Certified volumes sold under other scheme or as conventional or any status to be removed from RSPO IT Platform. 	
<p>Correction (filled by organization audited):</p> <ol style="list-style-type: none"> 1. Update Standard Operating Procedure (SOP) to include the requirement for RSPO Certified volumes sold under other scheme or as conventional or any status to be removed from RSPO IT Platform. 2. Conduct training to mill RSPO SCC committee regarding implementation new SOP. 	
<p>Corrective Action (filled by organization audited):</p> <ol style="list-style-type: none"> 1. Copy of Updated Standard Operating Procedure (SOP) 2. Record of training Given to mill RSPO SCC Committee 	
<p>Assessor Evaluation and Conclusion (filled by auditor):</p> <p>Verify 25 November 2019 The company presented corrective evidence as follow:</p> <ul style="list-style-type: none"> - Revision Procedure of SCCS dated 21 November 2019 how described the mechanism of removal stock - Training program SCCS for 2020 <p>Based on corrective evidence that presented, the nonconformity on this indicator has not been closed. The CH need to presented evidence regarding remove stock against products sold as conventional or other schemes</p> <p>Verify 26 December 2019 The unit of certification presented corrective evidence in the form remove product of CSPO that sold as conventional in palm trace covering 24,000 MT on 13 December 2019.</p> <p>Based on correction evidence that addressed, it could be concluded that evidence of correction is accepted</p>	
<p>Verified by</p>	<p>: Moh Arif Yusni</p>

3.5.3 Opportunity for Improvement

No	Ref. Std.	Description
1	4.7.2	Consideration to review the current HIRADC study by considering potential hazard from mining activity.
2	4.7.5	Consideration to improve the consistency of emergency response equipment readiness such as fire hose reel, fire extinguisher, emergency preparedness, POME monitoring etc.

3.5.4 Noteworthy Positive Components

No	Ref Std	Descriptions
1		Good commitment from management to implement the sustainability in FGVP (M).
2		Well coordination between management unit and supporting staff.
3		Satisfactory documents filling system

3.6 Summary of Arising Issues from Public and Auditor Verification

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Contractors of FFB Transport ARING 5 and Aring 10</p> <p>local contractors had been interviewed during the audit. He had been in contract with FGV Estate Aring 5 and Aring 10 for more than 5 years. Based on the interview, the payment method, contracting and workers welfare had been a priority concern of FGV Plantations estate management. The method of payment will be done by online banking and payment been made on monthly basis based on the contract available and invoice issuance. Sighted no complain has been logged in towards the estate Management and the contractor are satisfied with FGV Plantations in handling the contract. The contract had been done yearly and made in headquarters of FGV in Kuala Lumpur and renewal review will be done thoroughly and diligently. FGV management also giving information to the workers during signing the contract that the workers should obey the all company policies, safety policy, the anti bribery policy and being briefly together with the workers representative and FGV Suppliers. The Contractors also kept the contract agreement copy with them. Every single policy and legal requirement are clearly stated in the contract and should be obeyed by the contractor. Based on the interview, sighted no complain towards the management of FGVPM.</p>	<p>The company will continue to keep a good relation between the contractors and FGV management and also further engagement will be enhanced from time to time.</p>
<p>Workers Union Representative FGV Aring Mill and Aring 2, 5, 10 Estates</p> <p>The workers representative had been interviewed during the audit in FGV estate and Mill. 1 foreman, fitter and laboratory assistant had been interviewed in the mill. Meanwhile workers representative from FGV Aring 2, 5 and 10 [Bangladeshis and Indian] had been interviewed in the estate. Based on the interview, the workers shows satisfaction towards the way FGV management treated them as a part of FGV operations. Sighted also the management meeting with the managers related to foreign workers welfare that will be done quarterly and as per requirement basis. The NUPW [local workers association] representative had expressed satisfaction working in FGV. He had been 10 years working in FGV and the company had treated him well as safety and workers welfare as the main priority for them. Sighted the meeting centralized for FGV</p>	<p>FGV management will continue to give cooperation towards workers union and will ensure the priority on safety requirement of the company as per SOP.</p>

<p align="center">Public Issues (Institution/ NGO/Community)</p>	<p align="center">Auditor Verification</p>
<p>NUPW association that being held in Kuala Lumpur and each estate and mill will send their own representative.</p>	
<p>Community Head Orang Asli Bateq Aring 5</p> <p>Interview had been done with the local community [orang asli Bateq] of the nearby village next to the estate of FGVPM Aring 5. Based on the interview , local community of nearby village expressed their satisfaction towards FGV management in terms of communication and cooperation between both of them. Based on the interview, no complaint logged and the estate management had always be transparent in terms of getting feedback from local stakeholders. No issues related to environment as the authority of Kelantan state had regularly checked on FGVPM Operations. Sighted also the school (PROKHAS) provided by the local government and the children from Suku Asli Bateq learn there from standard 1 to standard 3. Electricity provided by the government and clean water usage available inside the village.</p>	<p>FGV Management will keep a good relation with Local Community from the nearby estates and will continue the good cooperation with them.</p>
<p>Gender Committee of Aring Estate.</p> <p>Based on the interview, the gender committee is having a good relation with the FGV Estate management and the manager had discussed accordingly if any related issues arising with the management. The management always support the gender committee meeting and taken care the request made by the gender. All related information regarding gender policies, memo and information on women had been communicated accordingly as per documented. Sighted the minutes meeting discussing related issues and latest policies from FGV headquarters that being communicated accordingly.</p>	<p>No issues raised. The gender committee are satisfied with FGV management on how the company treated them.</p>
<p>Teachers from Aring 1 school</p> <p>The headmaster and teacher from FGV Aring School had attended the stakeholder consultation in FGV Aring 5 estate. They expressed the satisfaction towards FGV Management in cooperating with the schools and whichever needed by the teachers even though with the financial constraint happen recently. The FGV management had been helpful with the student and school management especially during the sports day and exam period and also contribute to the occasion that is limited to estate management of FGVPM Aring .</p>	<p>FGV management will keep the good relation with local stakeholders especially the teachers and will advise them accordingly.</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
<p>Response RSPO Complaints Panel on 28 November 2018 to the Wall Street Journal (WSJ) article on 26 July 2015 and subsequent media reports quoting WSJ, alleging human rights abuses on our plantations (https://on.wsj.com/336W59I)</p> <ol style="list-style-type: none"> 1. FGV had by written agreements outsourced its foreign workers to FGV Contractors in violation of Malaysian Laws and this may be considered as acts done in furtherance of trafficking persons. This is violation of RSPO P & C 2.1 and 6.12 that must be addressed by FGV as a matter of priority 2. FGV recruitment and employment processes need further improvements as indicators forced labor are present cumulatively, points to a breach of RSPO P & C 6.12 including issues relating to contract substitution, freedom to contract and resign, passport retention and workers freedom of movement and workers working and living conditions 3. FGV's inability to control and supervise its contractors including contractors workers exacerbates the above mentioned breaches, perpetuating practices of unethical recruitments which goes against principle 6 in general 	<p>Its has been described in criteria 6.5 and 6.12</p> <p>Wages are paid monthly through cash to the employee's. Documents such as payroll are available for review during this verification. Based on interview with employe in mill, estate, representative workers from India, Bangladesh, Indonesia and Local workers known that company has paid the employees wage in accordance with applicable regulation. Payment of wages has been carry out in accordance with the mechanism mentioned in employment contracts and company regulations. Based on overtime record The calculation of overtime has been met the applicable regulation, procedure and Company regulations</p> <p>Loans and deductions are recorded in the payroll. Based on document review, the available deductions are for electricity and water if not provided by the Certificate Holder (provide by government).. Health insurance are covered by Certificate Holder. Interviews with workers also clarified that there is no debt bondage or risk for it observed during this verification.</p> <p>FGV Group recruits foreign workers from various countries as approved by the Malaysian Government and only recruitments agents that legally registered with the source country will be used for the recruitment of foreign workers. If errant recruitment agents or those found to be involved in any form of forced or labor trafficking will be blacklisted</p> <p>Based on the interview with internal & external stakeholders evidenced of no force labor in which for the process of recruiting foreign workers, it fully manages by <i>Jabatan Tenaga Kerja</i> at HQ and being placed in Nilai at where the new workers brief "Induction Training" by the respective translators. The training inclusive of OHS, environment, company policies, rules, and work ethics</p> <p>Based on the interview and document verification, there is no contract substitution occurred, 3 copies of contract need to be signed for the recruitment. 1 for the agent and 2 copies will be submitted to the workers and kept by management before it carried into country of working. The agent also need to ensure</p>

Public Issues (Institution/ NGO/Community)	Auditor Verification
	<p>the workers are carrying the original copy that they signed in the workers country.</p> <p>Estate had given the workers right to keep their passport and also provide a safekeeping box at the office for the workers to keep their passport and at the same time they holding the keys. Based on the contract agreement, if either party wants to terminate the employment service before their contract expires, it was clearly stated inside the agreement. The mill and estate management allow their workers from leaving their housing facilities outside working hours. Foreign workers interviewed did not report of any incidences of trafficking or false information from recruiting agents in order to recruit them.. While some foreign workers are agreeable with the company retaining their passports for security purposes, From sample workers contracts and interviews, there was/was no evidence of contract substitution found.</p> <p>Based on interview with several workers obtained information if there is Issue related additional recruitment fees paid by workers to agent for arrangement of recruitment process, however based on interview with managements as well as document verification its known if :</p> <ol style="list-style-type: none"> 1. the appointed recruitment agent in the source country shall bear all cost during the recruitment cost associated with the selection of worker, passport preparation, medical examinations and any other requirements of the government of the source country. 2. official cost associated with the requirements of foreign workers in the sourcing and receiving countries will be borne by FGV group 3. (official cost refer to all cost associated with requirements process that are imposed by the authorities in the source and receiving countries as well as recruitment agency fee and air fare) 4. no deduction of wage will be imposed on the foreign workers for cost associated with the recruitment process <p>Furthermore in the term of work agreements between worker and company mentioned if the employer agrees to cover all official costs related to employee recruitment and income such as travel costs, insurance, work visas, accommodation in transit and work permits. Related those issue its became non conformity on indicator 6.1.1.</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 style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>FGVPISB Kilang Sawit Aring A Management Representative</p>  <p><u>Ameer Izyanif Hamzah</u> Wednesday, 26 December 2019</p> </td> <td style="width: 50%; text-align: center; vertical-align: top;"> <p>Mutuagung Lestari Lead Auditor</p>  <p><u>Moh Arif Yusni</u> Wednesday, 26 December 2019</p> </td> </tr> </table>	<p>FGVPISB Kilang Sawit Aring A Management Representative</p>  <p><u>Ameer Izyanif Hamzah</u> Wednesday, 26 December 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Moh Arif Yusni</u> Wednesday, 26 December 2019</p>
<p>FGVPISB Kilang Sawit Aring A Management Representative</p>  <p><u>Ameer Izyanif Hamzah</u> Wednesday, 26 December 2019</p>	<p>Mutuagung Lestari Lead Auditor</p>  <p><u>Moh Arif Yusni</u> Wednesday, 26 December 2019</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	Majlis Kebajikan dan Pembangunan Masyarakat Kebangsaan Malaysia	Malaysia	makpem@gmail.com	Questionnaire	18 September 2019		√
2	Pesticide Action Network Asia & Pacific	Malaysia	panap@panap.net	Questionnaire	18 September 2019		√
3	Environmental Protection Society	Malaysia	epsm@epsm.org.my	Questionnaire	18 September 2019		√
4	Contractors of FFB Transport Aring 5	Kelantan, Malaysia		Interview	24 September 2019	√	
5	Contractors of FFB Transport Aring 10	Kelantan, Malaysia		Interview	24 September 2019	√	
6	Workers Union Representative FGV Aring Mill	Kelantan, Malaysia		Interview	24 September 2019	√	
7	Workers Union Representative FGV Aring 2 Estates	Kelantan, Malaysia		Interview	24 September 2019	√	
8	Workers Representative FGV Aring 5 Estates	Kelantan, Malaysia		Interview	24 September 2019	√	
9	Workers Representative FGV Aring 10 Estates	Kelantan, Malaysia		Interview	24 September 2019	√	
10	Community Head Orang Asli Bateq Aring 5	Kelantan, Malaysia		Interview	24 September 2019	√	
11	Gender Committee of Aring Estate.	Kelantan, Malaysia		Interview	24 September 2019	√	
12	Teachers from Aring 1 school	Kelantan, Malaysia		Interview	24 September 2019	√	
13	Kilang Kelapa Sawit Aring A (14 workers)		-	Interview	23 September 2019	√	
4	Aring 2 Estate (16 Workers including local workers, Indonesia, India and Bangladesh)	Aring 2		Interview	24 September 2019	√	
6	Aring 5 Estate (14 Workers including local workers, Indonesia, India and Bangladesh)	Aring 5		Interview	25 September 2019	√	
7	Aring 10 Estate (17 Workers including local workers, Indonesia, India and Bangladesh)	Aring 10		Interview	26 September 2019	√	

Appendix 2. Assessment Program

DATE		22 – 27 September 2019	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Ahad / Sunday, 22 September 2019			
08.00 - 11.00	08.00 - 11.00	Jakarta – Kuala Lumpur	• MAY
11.00 – 16.00	11.00 – 16.00	Travelling from KL to Aring A	• All Auditor
Isnin / Monday, 23 September 2019			
08.00 – 09.00	08.00 – 09.00	Opening Meeting in KKS Aring A <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification) 	All Auditor
09.00 – 12.00	09.00 – 12.00	Document Audit and Field visit to <u>KKS Aring A</u> <ul style="list-style-type: none"> - Supply Chain verification (FFB Receiving, Weighbridge) - FFB Sorting, Processing Activity, Despatch CPO); Occupational Health & Safety Aspect (Inspection to Chemical Storage, Hazardous Waste Storage, Fire Control Simulation, POME Pond & Land Application of POME) 	• MAY • EHD / YCH
12.00 – 14.00	12.00 – 14.00	Break and Lunch	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Document review & Follow-up and Clarification of Field Observation\ 	All Auditor
Selasa/Tuesday, 24 September 2019			
08.00 - 12.00	08.00 - 12.00	Document Audit and Field Visit to FGVP Aring 2 <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 - Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area); Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) - Worker's Facilities Aspect (Housing, Day-care, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Stakeholder consultation to affected communities surrounding the plantations, Worker Union, Gender Committee and Local Contractor 	All Auditor

DATE		22 – 27 September 2019	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Document review & Follow-up and Clarification of Field Observation 	All Auditor
Rabu/Wednesday, 25 September 2019			
08.00 - 12.00	08.00 - 12.00	Document Audit and Field Visit to FGVP M Aring 5 <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 - Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area); Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) - Worker's Facilities Aspect (Housing, Day-care, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Stakeholder consultation to affected communities surrounding the plantations, Worker Union, Gender Committee and Local Contractor 	All Auditor
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Document review & Follow-up and Clarification of Field Observation 	All Auditor
Khamis / Thursday, 26 September 2019			
08.00 - 12.00	08.00 - 12.00	Document Audit and Field Visit to FGVP M Aring 10 <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 - Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area); Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) - Worker's Facilities Aspect (Housing, Day-care, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, 	All Auditor

DATE		22 – 27 September 2019	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		Hazardous Waste Storage, Fire Control Facilities, Waste Management) - Stakeholder consultation to affected communities surrounding the plantations, Worker Union, Gender Committee and Local Contractor	
12.00 – 14.00	12.00 – 14.00	BREAK	
14.00 – 17.00	14.00 – 17.00	<ul style="list-style-type: none"> • Continue Field Observation and field observation clarification • Document review & Follow-up and Clarification of Field Observation 	All Auditor
Jumaat / Friday, 27 September 2019			
08.00 – 09.00	08.00 – 09.00	<ul style="list-style-type: none"> • Internal discussion by auditor team preparing for Closing Meeting 	All Auditor
09.00 – 11.00	09.00 – 11.00	<ul style="list-style-type: none"> • Closing Meeting <ul style="list-style-type: none"> - Presentation of audit findings (Noteworthy Positive Component, Non Conformities, OFI, Timeline of CAR's, Conclusion)/ - Comments, Responses and Questions 	
11.00 – 18.00	11.00 – 18.00	<ul style="list-style-type: none"> • Travelling from Site to KL 	
20.00 -	20.00 -	<ul style="list-style-type: none"> • Travelling from KL to Jakarta 	MAY