

RSPO PRINCIPLE AND CRITERIA**Initial Assessment
Public Summary Report**

Felda Global Ventures Holdings Berhad
Head Office: Tingkat 21, Menara FELDA Platinum Park, No. 11, Persiaran KLCC 50088 Kuala Lumpur Malaysia
Felda Global Ventures Plantations (M) Sdn Bhd Lepar Hilir Palm Oil Mill 26300 Gambang, Kuantan, Pahang

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0225-16-000-00	Date	Member since: 27 December 2016
Company Name	Felda Global Ventures Plantations (Malaysia) Sdn Bhd		
Address	Head Office: Tingkat 21, Menara FELDA, Platinum Park, No. 11, Persiaran KLCC 50088 Kuala Lumpur, Malaysia Certification Unit: Lepar Hilir Palm Oil Mill, 26300 Gambang, Kuantan, Pahang.		
Subsidiary of (if applicable)	Felda Global Ventures Holdings Berhad		
Contact Name	Mr Norazam Abdul Hameed Mr Noradnan Masoud (mill manager)		
Website	www.feldaglobal.com	E-mail	norazam.ah@feldaglobal.com k.leparhilir@feldaglobal.com
Telephone	+603 2859 0000 +609-5460062	Facsimile	+603 2859 0016 +609-5460063

2. Certification Information			
Certificate Number	RSPO 666408	Original Certificate Issued Date	02/02/2018
		Expiry Date	01/02/2023
Scope of Certification	Palm Oil and Palm Kernel Production from Lepar Hilir Palm Oil Mill and Supply Base (FGVPM Lepar Hilir 05, FGVPM Lepar Hilir 06, FGVPM Lepar Hilir 08 Estate)		
Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
QMS 03083	ISO 9001:2015	SIRIM QAS International	11/8/2019
EMS 00769	ISO 14001:2004	SIRIM QAS International	14/9/2018
OSH 00691	ISO 18001:2007	SIRIM QAS International	23/2/2020
EU-ISCC-CERT-DE 119-601	ISCC	ASG	14/1/2018

3. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS	
		Longitude	Latitude
Lepar Hilir Palm Oil Mill	Kilang Sawit Lepar Hilir, 26300 Gambang Pahang	103° 00' 36" E	3° 38' 30"N
FGVPM Lepar Hilir 5 Estate	Ladang Felda Lepar Hilir 5, 26300 Gambang Pahang	103° 00' 41" E	3° 36' 03"N
FGVPM Lepar Hilir 6 Estate	Ladang Felda Lepar Hilir 6, 26300 Gambang Pahang	103° 00' 41" E	3° 35' 59"N
FGVPM Lepar Hilir 8 Estate	Ladang Felda Lepar Hilir 8, 26300 Gambang Pahang	103° 05' 03" E	3° 39' 05"N

4. Description of Supply Base							
Estate	Mature (ha)	Immature (ha)	Total Planted (ha)	HCV (ha)	Infras & Other (ha)	Total Hectarage	% of Planted
FGVPM Lepar Hilir 5 Estate	1,881.52	726.09	2,607.61	-	281.93	2,889.54	90.24
FGVPM Lepar Hilir 6 Estate	1,281.52	1,343.26	2,624.78	-	340.82	2,965.60	88.51
FGVPM Lepar Hilir 8 Estate	1,348.50	1,736.49	3,084.99	-	335.21	3,420.20	90.19
Total	4,511.54	3,805.84	8,317.38	-	957.96	9,275.34	89.67

5. Plantings & Cycle								
Estate	Age (Years)					Tonnage / Year		
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30	Estimated	Actual (Initial Assessment) (January – August 2017)	Forecast (ASA1) (Sept 2017 – August 2018)
FGVPM Lepar Hilir 5 Estate	726.09	358.75	-	-	1,522.77	Not applicable	13,878.07	32,750
FGVPM Lepar Hilir 6 Estate	1,343.26	630.66	86.25	260.17	304.44		13,230.85	30,438
FGVPM Lepar Hilir 8 Estate	1,736.49	1,167.77	-	34.49	146.24		11,219.87	19,877

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Total	3,805.84	2,157.18	86.25	294.66	1,973.45		38,328.79	83,065
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*Based on hectare statement @ "Laporan Maklumat Asas Peringkat" as at 21st September 2017

6. Certified Tonnage of FFB (Own Certified Scope)			
Estate	Tonnage / year		
	Estimated	Actual (Initial Assessment) (Sept 2016 – August 2017)	Forecast (ASA1) (Sept 2017 – August 2018)
FGVPM Lepar Hilir 5 Estate	Not applicable	13,878.07	32,750.00
FGVPM Lepar Hilir 6 Estate		13,230.85	30,438.00
FGVPM Lepar Hilir 8 Estate		11,219.87	19,877.00
Total		38,328.79	83,065.00

7. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable				
Independent FFB Supplier	Tonnage / year			
	Estimated	Actual (Jan-Aug 17)	Forecast (Sep 17- Aug 18)	
Eiman Enterprise Sdn Bhd	Not applicable	21.98	50,000	
United Trading		10.26		
Ekstrapalma Sdn Bhd		2,519.18		
Perusahaan Mekassar		49.46		
Tanjung Sejati Sepakat		399.08		
Eng Huat Latex		1,090.21		
Tai Chi Enterprise		21,971.59		
Kim Ma Oil Palm		654.63		
Utusan Paduan Sdn Bhd		675.02		
Bakti Mas Bina Sdn Bhd		2786.44		
Total		30,177.85		50,000

7. Certified Tonnage (Own Certified Scope)									
Mill	Estimated			Actual (Initial Assessment) (January – August 2017)			Forecast (ASA1) (Sept 2017 – August 2018)		
	FFB	CPO	PK	FFB	CPO	PK	FFB	CPO	PK
Lepar Hilir Palm Oil Mill	Not applicable			38,328.79	7,397.46	1,839.78	83,065.00	16,682.20	4,236.32
Total				38,328.79	7,397.46	1,839.78	83,065.00	16,682.20	4,236.32

*Forecast OER: 20.08%, KER: 5.1%

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: RSPO-ACC-19)
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
Nicholas Cheong: Nicholas.Cheong@bsigroup.com
www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (RSPO-ACC-19) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia. BSI is accredited for RSPO Supply Chain Certification Systems (SCCS) and Principles & Criteria for Sustainable Palm Oil Production (P&C, Single Site & Group) certification Worldwide.

Assessment Methodology, Programme, Site Visits

This Initial Certification Assessment was conducted from 19-21 September 2017. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates (FGVPM Lepar Hilir 5 & Lepar Hilir 6 Estate). A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. RSPO Principles & Criterias 2013 (MYNI-2014) and RSPO Supply Chain Certification Standard 2014 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made on 28 July 2017 through BSI and RSPO website as per following link:
[https://www.rspo.org/uploads/default/pnc/Public Notification for Initial Assessment FELDA Lepar Hilir Palm Oil Mill and Supply Base \(English\) v1.pdf](https://www.rspo.org/uploads/default/pnc/Public%20Notification%20for%20Initial%20Assessment%20FELDA%20Lepar%20Hilir%20Palm%20Oil%20Mill%20and%20Supply%20Base%20(English)%20v1.pdf)

The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. The mill was audited together with the estates (or smallholders) of its supply base. The estates sample were determined based on formula $N = 0.8\sqrt{y}$ where y is the number of estates while when applicable.

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Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSP0 requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

The assessment findings for the Initial Certification Assessment are detailed in Section 3.3.

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

The summary report was reviewed by 3rd Party Independent Peer Reviewer and BSI internal certification reviewer prior to certification decision.

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

1. Assessment Program					
Name (Mill / Supply Base)	Year 1 (Initial Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
Lepar Hilir Palm Oil Mill	√	√	√	√	√
FGVPM Lepar 5 Hilir Estate	√	√	√	√	√
FGVPM Lepar 6 Hilir Estate	√	√	√	√	√
FGVPM Lepar 8 Hilir Estate		√	√	√	√

[Click here to enter a date.](#)

Tentative Date of Next Visit: 12 September 2018– September 14, 2018

Total No. of Mandays: 9 mandays

BSI Assessment Team:**Mohamed Hidhir Zainal Abidin – Lead Auditor**

He holds Bachelor Degree in Chemical Engineering, graduated from National University of Malaysia on 2006. He has 7 years working experience in palm oil industry specifically on palm oil milling for 5 years. He also has the experiences as auditor for several standards including ISO 9001, ISO 140001, OHSAS 18001, MSPO and RSPO in his previous certification body. He completed the ISO 9001 Lead Auditor Course, ISO 14001 Lead Auditor Course and OHSAS 18001 Lead Auditor Course in 2012, Endorsed RSPO P&C Lead Auditor Course in 2013, MSPO Awareness Training in 2014 and Endorsed RSPO SCCS Lead Auditor Course in 2015. He had been involved in RSPO auditing since May 2012 in more than various companies in Malaysia. During this assessment, he assessed on the aspects of legal, mill best practices, safety and health, environmental and workers and stakeholders consultation.

Hafriazhar Mohd Mokhtar – Team Member

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

Hu Ning Shing - Team Member

She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya on 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She had been involved in RSPO auditing since November 2015 in more than various companies in Malaysia. During this assessment, she assessed on the aspects of social. She is fluent in Bahasa Malaysia and English languages.

Accompanying Persons: -

Section 3: Assessment Findings

3.1 Details of audit results

This assessment has been assessed using the following RSPO normative requirements. The assessment details are provided in Appendix A.

- Felda Global Ventures Time Bound Plan
- RSPO P&C MY-NIWG 2014 Checklist
- RSPO Supply Chain Certification Checklist November 2014

3.2 Progress against Time Bound Plan

Time Bound Plan		
Requirement	Remarks	Compliance
Summary of the Time Bound Plan		
Does the plan include all subsidiaries, estates and mills?	Yes, as per time bound plan. It is including estates without mill.	Yes
Is the time bound plan challenging? <ul style="list-style-type: none"> • Age of plantations. • Location. • POM development • Infrastructure. • Compliance with applicable law. 	Yes, Based on time bound plan on 2017, total mill that FGVP(M) have 72 mills and none has had certified as of the date of the on-site audit. In 2017 FGVP(M) plans to conduct RSPO certification process (Initial Assessment) at 16 mill for 2017. The progress of certification process will be observed on next assessment.	Yes
Have there been any changes since the last audit? Are they justified?	Not Applicable (N/A) since this is new certification audit main assessment)	N/A
If there have been changes, what circumstances have occurred?	N/A	N/A
Have there been any stakeholder comments?	No	Yes
Have there been any newly acquired subsidiaries?	No	Yes
Have there been any isolated lapses in implementation of the plan?	No	Yes

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Un-Certified Units or Holdings		
Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	Yes, at the current status only 16 complexes already have internal audit in year 2016. The internal audit program and records done by Certification & Due Diligence (CDD) Department was sighted. 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.	Yes

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<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> Primary forest. <ol style="list-style-type: none"> Any area identified as containing High Conservation Values(HCVs). Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>As per this year audit, there has been no replacement of primary forest area. However, there is one previous 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>	<p>Yes</p>																																			
<table border="1"> <thead> <tr> <th colspan="3" data-bbox="545 701 1270 728">HCV clearance Kalimantan reported by Chain Research Reaction</th> </tr> <tr> <th data-bbox="545 728 718 790">Issue</th> <th data-bbox="718 728 951 790">Action plan progress</th> <th data-bbox="951 728 1267 790">Date of completion</th> </tr> </thead> <tbody> <tr> <td data-bbox="545 790 718 909">HCV clearance at PT CNP and PT TAA</td> <td data-bbox="718 790 951 909">Engaged Independent consultant for ground investigation</td> <td data-bbox="951 790 1267 909">20th April – 4th May 2016</td> </tr> <tr> <td data-bbox="545 909 718 1005"></td> <td data-bbox="718 909 951 1005">Investigation finding presentation to FGV management</td> <td data-bbox="951 909 1267 1005">9th May 2016</td> </tr> <tr> <td data-bbox="545 1005 718 1102"></td> <td data-bbox="718 1005 951 1102">Brief presentation to RSPO on the Investigation findings</td> <td data-bbox="951 1005 1267 1102">10th May 2016</td> </tr> <tr> <td data-bbox="545 1102 718 1198"></td> <td data-bbox="718 1102 951 1198">Letter to stop all operation in HCV area</td> <td data-bbox="951 1102 1267 1198">10th May 2016</td> </tr> <tr> <td data-bbox="545 1198 718 1317"></td> <td data-bbox="718 1198 951 1317">1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td> <td data-bbox="951 1198 1267 1317">22nd May 2016</td> </tr> <tr> <td data-bbox="545 1317 718 1458"></td> <td data-bbox="718 1317 951 1458">Discussion on Conservation and remediation plan with RSPO technical Director</td> <td data-bbox="951 1317 1267 1458">23rd May 2016</td> </tr> <tr> <td data-bbox="545 1458 718 1576"></td> <td data-bbox="718 1458 951 1576">2nd Public statement on HCV clearance at PT CNP and PT TAA</td> <td data-bbox="951 1458 1267 1576">25th May 2016</td> </tr> <tr> <td data-bbox="545 1576 718 1673"></td> <td data-bbox="718 1576 951 1673">Sent a letter to RSPO on action plan for PT CNP and PT TAA</td> <td data-bbox="951 1576 1267 1673">27th May 2016</td> </tr> <tr> <td data-bbox="545 1673 718 1792"></td> <td data-bbox="718 1673 951 1792">3rd Public statement on HCV clearance at PT CNP and PT TAA on FGV website</td> <td data-bbox="951 1673 1267 1792">15th June 2016</td> </tr> <tr> <td data-bbox="545 1792 718 1910"></td> <td data-bbox="718 1792 951 1910">Develop the Conservation and Remediation plan and relevant SOP</td> <td data-bbox="951 1792 1267 1910">1st July 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 th April – 4 th May 2016		Investigation finding presentation to FGV management	9 th May 2016		Brief presentation to RSPO on the Investigation findings	10 th May 2016		Letter to stop all operation in HCV area	10 th May 2016		1st Public statement on HCV clearance at PT CNP and PT TAA on FGV website	22 nd May 2016		Discussion on Conservation and remediation plan with RSPO technical Director	23 rd May 2016		2 nd Public statement on HCV clearance at PT CNP and PT TAA	25 th 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 th June 2016		Develop the Conservation and Remediation plan and relevant SOP	1 st July 2016	
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	Appointment letter to engage independent external social mediator to handle negotiation with affected communities	1 st July 2016	
	Conducted social mediation and engagement with affected communities	18 th to 30 th 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 th July 2016	
	4 th Public statement on HCV clearance at PT CNP and PT TAA on FGV website	12 th August 2016	
	Sent the progress of action taken to RSPO using SRT V	19 th August 2016	
	Sent out the conservation and remediation plan to PT CNP and PT TAA for implementation	7 th October 2016	
	Meeting with RSPO Technical Director and RSPO Complaint Coordinator on PT CNP and PT TAA issue	14 th October 2016	
	Sent the progress of action taken to RSPO using SRT V	17 th October 2016	
	5 th Public Statement on HCV clearance at PT CNP and PT TAA	5 th November 2016	

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		Meeting with RSPO secretariat on Compensation Panel feedback and our complaints on HCV updates in WSJ complaint update	25 th November 2016	
		Received comment and recommendation from RSPO compensation Panel on PT CNP	1 st December 2016	

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	Meeting with the FGV Kalimantan at PT CNP office for further engagement with ELC / Aidenvironment and Aksenta	13 th December 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 th December 2016
	Meeting with ELC/AIDH and Aksenta on new proposal to include Aidenvironment proposal for our Landscape conservation plan	14 th December 2016
	Meeting with PERMADA (Persatuan Madura & Dayaks) on their request to develop the HCV area	15 th December 2016
	Site visit to PT CNP and PT TAA with Kalimantan team	15 th December 2016
	Finalizing the next action for conservation engagement with ELC/AIDH and Aidenvironment	16 th December 2016
	Kalimantan operation to seek an area with local Bupati to replace the cleared HCV area	In progress
REVIEW HCV ASSESSMENT	6 th Public Statement on HCV clearance at PT CNP and PT TAA on FGV website	10 th February 2017

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		PERSADA meeting with RSPO Jakarta	9 th March 2017	
Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	There is " potential " new planting after 1 Jan 2010. NPP audit has been carried out for all FGVPM Estate and is currently under review. Data as per below:			Yes
	Estate	Hectarage Involved In NPP	Status	
	FGVPM Chegar Perah 1	59.32	Still on going. Waiting	

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	FGVPM Bukit Sagu 8	61.54	Consultant (Aksenta) to present the final report for HCV, SIA, LUCA & HCS assessment
	FGVPM Tembangau 5	86.58	
	FGVPM Selendang 3	97.59	
	FGVPM Krau 2	170.78	Pending 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 1	130.72	
	Total	1,722.32	
	<p>Based on the on-site visit verification, the initial study report by Aksenta confirmed that the potential NPP for FGVPM Lepar Hilir 5 is not applicable since it's only involved replanting of existing oil palm planting. Details of replanting were reported in indicator 3.1.2 of this checklist.</p>		

<p>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>	<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 FGVPM Sahabat 55. The issue still in progress. Data as per below:</p> <p>Member : Lembaga Kemajuan Tanah Persekutuan (FELDA) /Orang Dusun Desa Begahak</p> <p>Date Filed : 16 February 2015</p> <p>Complaint : Community of Desa Begahak</p> <p>Complaint : The company has breached the communities user rights to the land in breach of Principle 2.2</p> <p>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</p>	<p>Yes</p>
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	<p>time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p> <p>FELDA enclaved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>FELDA have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks:</p> <p>2 July 2015 – It was agreed that the matter would be referred to the FELDA/FGV Sustainable Steering Committee on 7th July 2015.</p> <p>22 June 2015 – FELDA had another meeting with Robin Balud and the representatives of the community and agreed to exchange documents on the land claim. A site visit was also undertaken with the community members.</p> <p>4 June 2015 – FELDA met with Robin Balud again and agreed to do a joint mapping of the land.</p> <p>10 April 2015 – FELDA met the complainant, Robin Balud, in Kota Kinabalu Sabah, to discuss the complaint.</p> <p>9 April 2015 – FELDA met the community (Desa Begahak) members and discussed the issues from the complaint and the land claim.</p>	<p>...making excellence a habit™</p>
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	<p>13 March 2015 – RSPO had a conference call meeting with the head of the Dusun Begahak community to understand the situation.</p> <p>16 March 2015 – RSPO had a conference call meeting with FELDA representatives to discuss the situation.</p> <p>17 March 2015 – The complaint was raised to the Complaint Panel for further discussion and action.</p> <p>4 June 2015 – FELDA met the complainant Robin Balud and discussed the main issues of the land claim and compensation.</p> <p>22 March 2016 – RSPO sent complaint notice to FELDA.</p> <p>1 April 2016 – State Land and Survey Department begin its mapping exercise.</p> <p>4 April 2016 – FELDA submits action plan to RSPO dated 27 March 2016.</p> <p>6 May 2016 – FELDA withdraws its RSPO Principle and Criterias certificates.</p> <p>26 July 2016 – Complainant send a formal letter to FELDA to settle the customary land dispute.</p> <p>19 August 2016 – Progress report submitted by Felda.</p> <p>20 September 2016 – Felda met with the community todiscuss on how they will progress on the complaint,once the joint mapping report is received from theSabah Land and Survey department</p>	
<p>Any Labor disputes are being resolved through a mutually agreed process,</p>	<p>There is 1 issue happen in FGVP M Palong Timur 04 (Now FGVP M Palong Timur 05) and the details is elaborated below:</p>	<p>Yes</p>

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<p>in accordance with RSPO criterion 6.3.</p>	<p>FGVPM PALONG TIMUR 04 (NOW FGVPM PALONG TIMUR 05): Claims on 19.06.2012 with value of summon RM61,968.60 and summon status is Court Appeal</p>	
<p>Did the company conduct an internal audit? If so, has a positive assurance statement been produced?</p>	<p>Yes, at the current status only 16 complexes already have internal audit in year 2016. The internal audit program and records done by Certification & Due Diligence (CDD) Department was sighted. The NC during the audit still in progress to close. All certification bodies that will do the audit for FGV need to verify those NC. Others complex will do as per their time bound plan. Overall findings is positive as per before.</p>	<p>Yes</p>
<p>Any Legal non- compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.</p>	<p>During partial audit, 1 issue with DOE in FPISB Selancar 2A POM is sighted. Summon no : SJ 534/2016; Dated 14th April 2016 in Mahkamah Seksyen Kuantan.</p> <p>Fixed for Trial on 1st to 3rd March 2017.</p> <p>All process still in progress and CB will verify this issue in next audit or during audit in this complex.</p>	<p>Yes</p>

3.3 Details of findings

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

During the Initial Assessment there were 4 (four) major and 4 (four) minor nonconformities raised. The Lepar Hilir Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment.

The implementation of the Corrective Actions for the Major Nonconformity has been verified for its effectiveness and closed accordingly.

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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-M1	<p>Requirements Indicator 4.7.1 A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p>	Major
	<p>Evidence of Nonconformity Lepar Hilir POM: i) Monthly workplace inspection was not included in the ESH Plan for 2017. ii) Site observation: Safety features/device for shovel/prime mover was found malfunction for unit located boiler and loading ramp. iii) Based on "Kermas Semak Keselamatan" dated 12/8/17, no vehicle/prime movers inspection incorporated in the checklist.</p>	
	<p>Statement of Nonconformity Health and safety plan was not effectively implemented</p>	
	<p>Corrections 1. To include monthly workplace inspections in the annual OSH Schedule of year 2017 2. To provide evidence of maintenance of shovel vehicles and need to verify by Regional SHO officer 3. To record monthly workplace inspection in Factory Safety Checklist</p>	
	<p>Corrective Actions 1. To discuss the OSH meeting regarding on the issue of workplace inspection as well as maintenance of vehicles such as shovels on a regular basis. 2. To prepare records of maintenance of shovel vehicles verified by Regional SHO Officers</p>	
	<p>Assessment Conclusion Major NC close out verification: 1. Record of monthly workplace inspection in annual OSH Schedule of year 2017 2. Record of evidence of maintenance of shovel vehicles verified by Regional SHO Officer 3. Record of the monthly workplace inspection in the Factory Safety Checklist (refer to 'Prosedur Kerja Selamat'- no document FPI-PK-029- Form of Safety Checklist at the Loading Ramp Station 4. Minutes of the OSH meeting which discusses on the issue of workplace inspection and maintenance of vehicles such as shovels on a regular basis. 5. Maintenance records of shovel vehicles verified by Regional SHO Officers Corrective action taken has been effectively implemented. Major NC was closed on 13/11/17. Continuous implementation will be further verified in the next assessment.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)

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1531747-201708-M2	<p>Requirements Indicator 6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p>	Major
	<p>Evidence of Nonconformity Document reviewed on the complaint book for housing in Lepar Hilir POM found that the implementation of the procedure was ineffective. Sampled of complaints that not resolved within the maximum limit of 2 months are as below: a. House No.: S3 and S4 complained on 19/3/2017 Issue: Kitchen’s door broken, Door frame in the kitchen been destroyed by termites, no electric at home b. House No.: F22 complained on 3/5/2017 Issue: Toilet’s door and frame was broken. c. House No.: F13 complained on 1/6/2017 Issue: Toilet bowl clogged.</p>	
	<p>Statement of Nonconformity Implementation of the “Menangani Aduan dan Rungutan” procedure with Doc. No. ML-1A/L2-Pr13(0) dated 1/6/2016 was not effective.</p>	
	<p>Corrections 1) To provide a record of complaints (whether by verbal, complaint book or complaint box) and settlement within the prescribed time period 2) To provide proof of completed complaints</p>	
	<p>Corrective Actions 1. The management need to appoints Officers to examine and take action against complaints 2. To discuss in monthly management meetings regarding complaints from stakeholder</p>	
	<p>Assessment Conclusion Major NC close out verification: 1. Complaint Record Book, Customer Satisfaction Form / 'Borang aduan Kerosakan Rumah Kilang' 2. Complaints have been resolved (SPK on home rehabilitation , bills / purchase receipts for home rehabilitation) 3. The appointment letter of the officer who responsible for the complaint 4. Minutes of meetings addressing complaints and settlement of complaints that have been conducted Corrective action taken has been effectively implemented. Major NC was closed on 13/11/17. Continuous implementation will be further verified in the next assessment.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-M3	<p>Requirements Indicator 6.3.2 Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p>	Major

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	<p>Evidence of Nonconformity Lepar Hilir 5 Estate: Seen the complaint book found that only date of first action taken was recorded. The column of action taken in the complaint book was only stated "settled or repaired" without proper explanation of action taken. No evidence to show that the workers' complaints were resolved. For eg: a. Water pipe was found leakage in House No. RP19/94 which lodged on 20/4/2017. b. Not functioning of lamp at House No. RP 52/92 which lodged on 9/9/2017.</p> <p>Lepar Hilir 6 Estate: The action taken and date of verified were recorded in the complaint log sheet. For eg: The pipe at House L3/92 was broken which lodged on 4/9/2017. Action has been taken and resolved on 5/9/2017. However, No evidence to show that the complaints of workers were resolved.</p> <p>Statement of Nonconformity Documentation of both the process by which a dispute was resolved and the outcome was not available.</p> <p>Corrections 1. To provide a record of complaints (whether by verbal, complaint book or complaint box) and settlement within the prescribed time period 2. To provide proof of completed complaints</p> <p>Corrective Actions 1. The Management need to appoints Officers to examine and take action against complaints 2. To discuss in a management meeting about complaints received periodically</p> <p>Assessment Conclusion Major NC close out verification: 1. Complaint Record Book for all complainants issues 2. Complaints have been resolved (SPK on home rehabilitation , bills / purchase receipts for home rehabilitation) 3. The appointment letter of the officer who responsible for the complaint 4. Minutes of meetings addressing complaints and settlement of complaints that have been conducted Corrective action taken has been effectively implemented. Major NC was closed on 13/11/17. Continuous implementation will be further verified in the next assessment</p>	
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Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-M4	<p>Requirements Indicator 2.1.1 1) Evidence of compliance with relevant legal requirements shall be available. 2) DOE Licence: JP/KKS/2017/2018/000899 (validity period 1/7/2017 - 30/6/2018) - Compliance Schedule para 38 (Self-Regulation) – To implement Compliance Audit towards license conditions, applicable environmental regulations, performance efficiency of process and environmental control equipment at least once a year by 3rd party. 3) Road Transport Act 1987 (Act 333)</p>	Major

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	<p>Evidence of Nonconformity Lepar Hilir POM: - No evidence of compliance against DOE Licence: JP/KKS/2017/2018/000899 (validity period 1/7/2017 - 30/6/2018) - Compliance Schedule Para 38 (Self-Regulation) - 1 shovel driver at ramp & 1 shovel driver at boiler was found driving shovel without valid driving license</p>	
	<p>Statement of Nonconformity No implementation of Compliance Audit towards license conditions, applicable environmental regulations, performance efficiency of process and environmental control equipment at least once a year by 3rd party.</p>	
	<p>Corrections</p> <ol style="list-style-type: none"> 1. To provide an appointment letter to a third party to conduct the audit for the compliance schedule 2. To obtain confirmation letter from third party. 3. Issuing an instruction letter on prohibition unlicensed drivers operating a vehicle within the mill 	
	<p>Corrective Actions</p> <ol style="list-style-type: none"> 1. Manager Appointing Officer to monitor vehicle license at the mill 2. To discuss in OSH meetings on compliance with laws and regulations as well as safety issues at the mill 3. To provide the list of driver vehicles such as shovel and others at factory 4. To provide a copy of valid driving license for vehicles such as shovels and other vehicles at the mill 5. To incorporate compliance schedule activities in the annual monitoring plan 	
	<p>Assessment Conclusion</p> <p>Major NC close out verification:</p> <ol style="list-style-type: none"> 1. Letter of appointment to a third party to conduct an audit of compliance schedule 2. Letter of confirmation date of the audit by a third party. 3. A instruction letter on prohibition unlicensed drivers operating a vehicle within the mill 4. Appointment Officer letter to monitor vehicle license at the mill 5. Records of Minutes of the OSH meeting which discusses compliance with laws and regulations and safety issues at the mill 6. List of drivers of vehicles such as shovels and others in the Mill 7. A record copies of valid driving licenses for vehicles such as shovels and other vehicles at the mill 8. Schedule of compliance in the annual monitoring plan <p>Corrective action taken has been effectively implemented. Major NC was closed on 13/11/17. Continuous implementation will be further verified in the next assessment</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-N1	<p>Requirements Indicator 4.7.3</p> <p>i) 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</p>	Minor

	<p>operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning</p> <p>ii) "Senarai Alat Perlindungan Diri Bagi Ladang FGVPM", PPE FGVPM, rev;1 2015</p>	
	<p>Evidence of Nonconformity FGVPM Lepar Hilir 5 & 6 Estate</p> <p>i) Observed at field, PR16K (FGVPM Lepar Hilir 6), no safety goggle used for spraying activity.</p> <p>ii) Observed at field, PM91C (FGVPM Lepar Hilir 5), no safety goggle used for spraying activity.</p>	
	<p>Statement of Nonconformity Appropriate protective equipment used by pesticide operator was not adequate</p>	
	<p>Corrections</p> <ol style="list-style-type: none"> To provide monitoring records by the management regarding the adoption of PPE for spraying activity verified by regional SHO To provide a record of information on the use of safety goggles during the spraying activity (photos, reports and signature attendance lists) To provide evidence of goggle usage during spraying activity (pictures) 	
	<p>Corrective Actions</p> <ol style="list-style-type: none"> Manager appoints Officers to monitor the use of PPE in the field To record the use of PPE in the field (refer 'Prosedur Kerja Selamat' no document FGVPM / L3 / PK-26 - Safety Checklist- Spraying activity - page 11 of 16) To record a minutes of the OSH meeting which discusses the use of safety goggles during the spraying activity. 	
	<p>Assessment Conclusion</p> <p>Corrective action plan is accepted. Effective implementation will be further verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-N2	<p>Requirements Indicator 6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>Evidence of Nonconformity In Lepar Hilir 5 Estate was found 3 cabins were constructed in the nursery area for the workers to stay which did not comply with the requirement in Workers' Minimum Standard of Housing and Amenities Act 1990. The management has informed that they have sufficient of houses that comply with the act to accommodate all the workers in the estate. However, the workers insisted to stay at the cabins due to the distance of work place was far from the housing area.</p>	Minor

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	<p>During site visit to the linesite at Lepar Hilir POM, it was found that the grass cutting's contractor was stored the utensils such as grass cutting machine, spraying pump, empty chemical containers and petrol in container without label outside his house. Besides, sanitation of the area could be further improve as waste water was stagnant due to blockage by rubbish. Besides, linesite inspection was not carried out at Lepar Hilir POM and Lepar Hilir 5 Estate as per the Workers' Minimum Standard of Housing and Amenities Act 1990 where only once a month or twice a month of inspections were conducted.</p>	
	<p>Statement of Nonconformity The conditions of housing area were not satisfied.</p>	
	<p>Corrections</p> <p>FGVPM Lepar Hilir 5</p> <ol style="list-style-type: none"> 1. The management should issue an instruction letter to the nursery employee to vacate the cabin immediately 2. To provide a picture before and after the cabin area is emptied <p>KS Lepar Hilir</p> <ol style="list-style-type: none"> 1. To provide an appointment letter to the officer in charge of inspecting the contractor's house 2. To provide a picture before and after cleaning the area 3. The management should issue a written instruction to the contractor for the storage of all equipment used to cut the grass by the contractor placed in the appropriate place <p>KS Lepar Hilir & FGVPM Lepar Hilir 5</p> <ol style="list-style-type: none"> 1. To provide a record of monitoring and checking of housing areas and dormitories on a weekly basis 	
	<p>Corrective Actions</p> <ol style="list-style-type: none"> 1) To conduct monthly meeting on discussing issues of housing of staff and workers in terms of safety and cleanliness of the area. 2) Managers appoint Officers who monitor the issue of housing of staff and employees in terms of safety and cleanliness of the area. 	
	<p>Assessment Conclusion</p> <p>Corrective action plan is accepted. Effective implementation will be further verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
1531747-201708-N3	<p>Requirements Indicator 4.6.10 Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p>	Minor
	<p>Evidence of Nonconformity During site visit to the workers' quarters found the following issue: a. 3R items such as plastic bottles, used tyres, broken doors, zinc roof and etc were found scattered around at the housing compound in the mill and visited to dumpsite at the estate found that recyclable items were not proper segregated.</p>	

	<p>b. Evidence of opening burning of rubbish was sighted at F1 and F26 during site visit to the housing area.</p>	
	<p>Statement of Nonconformity Disposal of waste material was not effectively demonstrated.</p>	
	<p>Corrections</p> <ol style="list-style-type: none"> 1. To prepare a picture before and after cleaning in the area 2. To provide weekly housing area inspection records on issues regarding domestic waste management and 3R items 3. To conduct training session on the prohibition of open burning , domestic waste management and 3R items in residential and dormitory areas to employees, officers, contractors and KKD representatives 	
	<p>Corrective Actions</p> <ol style="list-style-type: none"> 1. To conduct monthly meeting of which addressing with the issue of open burning issues, domestic waste management and 3R items 2. Managers appoint Officers who monitor the issue of open burning issues, domestic waste management and 3R items 3. To conduct briefings of prohibition on open burning, domestic waste and 3R items in housing areas to employees, officers, contractors and KKD representatives 	
	<p>Assessment Conclusion</p> <p>Corrective action plan is accepted. Effective implementation will be further verified in the next audit.</p>	

Non-Conformity		
NCR #	Description	Category (Major / Minor)
<p>1531747-201708-N4</p>	<p>Requirements Indicator 5.3.3 A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>Evidence of Nonconformity Lepar Hilir POM: - Existing preventive/mitigation measure (oil trap/sump) at water reservoir diesel water pump not effective to prevent land contamination Lepar Hilir 5 Estate: - Existing preventive/mitigation measure (oil trap/sump) at diesel store not effective to prevent land contamination Lepar Hilir 6 Estate: - Existing preventive/mitigation measure (oil trap/sump) at diesel skid tank not effective to prevent land contamination</p> <p>Statement of Nonconformity The management plan to avoid or reduce pollution implemented found not effective to avoid pollution.</p> <p>Corrections</p> <ol style="list-style-type: none"> 1. To provide photo of a trap oil / sump in the diesel store area, diesel tanks have been maintained. 2. To identify of existing preventive / mitigation documents to reduce environmental pollution (Refer to supporting documents 5.1.1_ Environmental impact aspects) 	<p>Minor</p>

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	3. To provide environmental impact management plan to reduce existing pollution / mitigation to reduce environmental pollution (Refer to supporting document 5.1.1)	
	<p>Corrective Actions</p> <p>1. To conduct monthly meetings which address on identifying existing preventive / reduction measures to reduce environmental pollution</p> <p>2. Managers appoint Officers who monitor on environmental issues</p>	
	<p>Assessment Conclusion</p> <p>Corrective action plan is accepted. Effective implementation will be further verified in the next audit.</p>	

Observation	
OBS #	Description
1	Nil

Positive Findings	
PF #	Description
1.	Positive comments and good relationship with the stakeholders
2.	Excellent site representative and HQ (CDD) commitment
3	Maintenance of bio-diversity/conservation areas (riparian buffer, un-plantable area etc)
4	Management directive towards mechanization for the estates
5	Allocation of budget/CAPEX towards continual improvement

Issues raised by Stakeholders	
<p>Stakeholder consultation involved internal and external stakeholders. External stakeholders were contacted by telephone to arrange meetings at a location convenient to them to discuss Lepar Hilir Palm Oil Mill Certification Unit's environmental and social performance, legal and any known dispute issues.</p> <p>Meetings were conducted with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and later was verified with the management team. These have been incorporated into the assessment findings.</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 group meetings at their housing. Separate visits were made to each of the local communities to meet with the village head and residents. Company officials were not present at any of the internal or external stakeholder interviews. A list of Stakeholders contacted is included as Appendix E.</p>	
IS #	Description
1	<p>Issues: Department of Environment, Officers – They informed that FGV Plantations (M) Sdn Bhd was fully committed to comply with the requirements and standard related to the environment.</p> <p>Management Responses: The management will continue to comply with all the regulations and requirements.</p> <p>Audit Team Findings:</p>

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	No further issue.
2	Issues: Labour Department, Officer – The officer informed that no complaint received from the employees related to wages, housing and welfare.
	Management Responses: The management will ensure to comply all the regulations and meet the Minimum Wage Order 2016.
	Audit Team Findings: No further issue.
3	Issues: Contractors (Grass Cutting) – The contractor informed that he has signed on the contract agreement and kept one copy. Payment was made after he has submitted the invoice to the company.
	Management Responses: The management will ensure payment was made promptly.
	Audit Team Findings: Document reviewed confirmed that the payment was made within the period agreed by both parties which is 30 days.
4	Issues: Gender Committee/ KKD Representatives – They were aware of the complaint procedure if there is any sexual harassment or violence case happened. Activities were organized on-going basis such as Yasin classes. They informed that no sexual harassment or violence case reported so far.
	Management Responses: The management will continue to monitor and ensure no case of sexual harassment or violence happened.
	Audit Team Findings: No further issue.
5	Issues: Workers’ Representatives (Indonesia, Malaysia, Bangladesh, India and Myanmar) – All of them were satisfied with the management. Their wages were achieved Minimum Wage Order 2016 and housing facilities were provided by the management. No discrimination was happened where they were treated equally. For eg: they are allowed to request to transfer work station if found not suitable on that particular offered work. They were well aware of the objectives of RSPO as well.
	Management Responses: The management will ensure Minimum Wage Order 2016 and other regulations were complied.
	Audit Team Findings: Document reviewed on the payslip found that they have achieved Minimum Wage Order 2016.
6	Issues: Teacher from Kindergarten – She informed that they have good relationship with the management. The management will assist whenever they requested. For eg: grass cutting at the kindergarten’s compound and maintenance of the building.
	Management Responses: The management will continue to provide support and assistance whenever needed.
	Audit Team Findings: No other issue.
7	Issues: Contractor (FFB transporter) – He has signed agreement with the management and the payment was made promptly. All of his workers are legal with valid permit. Copied of employment contracts and payslip were submitted to the management.
	Management Responses: The management will monitor and ensure the contractors have submitted the payslip on monthly basis and with valid permit.
	Audit Team Findings:

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	Document reviewed on the contract, payslip and permit found that all have complied with regulations and requirements.
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3.3.1 Status of Nonconformities Previously Identified and Observations

Not applicable



Observation	
OBS #	Description
	Nil

3.3.2 Summary of the Nonconformities and Status

CAR Ref.	CLASS	ISSUED	STATUS
1531747-201708-M1	Major	21/9/2017	Closed out on 13/11/2017
1531747-201708-M2	Major	21/9/2017	Closed out on 13/11/2017
1531747-201708-M3	Major	21/9/2017	Closed out on 13/11/2017
1531747-201708-M4	Major	21/9/2017	Closed out on 13/11/2017
1531747-201708-N1	Minor	21/9/2017	"Open"
1531747-201708-N2	Minor	21/9/2017	"Open"
1531747-201708-N3	Minor	21/9/2017	"Open"
1531747-201708-N4	Minor	21/9/2017	"Open"

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Assessment Conclusion and Recommendation:

<p>Based on the findings during the assessment Lepar Hilir Palm Oil Mill Certification Unit and supply base complies with the RSPO P&C 2013 (MY-NI 2014) and the RSPO Supply Chain Certification Standard (Nov 2014) for CPO Mill. It is recommended that the certification of Lepar Hilir Palm Oil Mill Certification Unit is approved and continued.</p>	
Acknowledgement of Assessment Findings	Report Prepared by
<p>Name: AKO GRAPOR FIN MENGAH</p>	<p>Name: Mohamed Hidir Zainal Abidin</p>
<p>Company name: Felda Global Ventures Plantations (M) Sdn Bhd</p>	<p>Company name: BSI Services Malaysia Sdn Bhd</p>
<p>Title: PENYURUS LADANG LEPAR HILIR</p>	<p>Title: Lead Auditor</p>
<p>Signature:  Pengurus Felda Global Ventures Plantations (M) Sdn. B. Ladang Felda Lepar Hilir 5 28300 Gambang, Pahang Darul Makmur Tel: 09-5495128 / Fax: 09-54990- Email: 1900274@fcl22.com </p>	<p>Signature:  </p>
<p>Date: 12 JANUARI 2018</p>	<p>Date: 18th January 2018</p>

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Commitment to Transparency		
Criterion 1.1:		
Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
1.1.1	<p>There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p>- Minor compliance -</p> <p>Adequate information covering on environmental, social and legal issues which are relevant to RSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the Regulatory Department such as DOE quarterly reports were attended and no noncompliance or complaints were noted. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making. Publicly available documents such as land title, OSH plan, HGV documents, negotiation procedure, complaint records, RSPO public summary reports, EIA, Management Plans & Continuous Improvement Plans and company policies are available. The response and action taken by the management also been recorded and maintained. Mill and estate assistant at each operating unit responsible on providing & updating the information to relevant stakeholder.</p>	Complied
1.1.2	<p>Records of requests for information and responses shall be maintained.</p> <p>-Major compliance</p> <p>The management has implemented Request and Respond record form, FAS-RSPO L4/K 1.1/ 1.1.1 & 1.1.2 to record any request of assistance and information from stakeholders. Sighted the recent request from Lepar Hilir 6 Estate to have Laterite soil from Lepar Hilir 5 Estate for road grading on 4/7/2018. The management has approved the request.</p> <p><i>Pemakluman Awal: Pelaksanaan Penguatkuasaan Melalui Pematuhan Kendiri (Guided Self-Regulation-GSR); Letter ref.: AS: C31/152/000/052(19); Dated: 5/8/2016 – Request for Environmental Mainstreaming Tools <i>Senarai Semak Premis</i> PYDT KKS/KG/BT by 5/9/2016 – replied on 2/9/2017</i></p>	Complied
Criterion 1.2:		
Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.2.1</p> <p>Publicly available documents shall include, but are not necessary limited to:</p> <ul style="list-style-type: none"> • Land titles/user rights (Criterion 2.2); • Occupational health and safety plans (Criterion 4.7); • Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8); • HCV documentation (Criteria 5.2 and 7.3); • Pollution prevention and reduction plans (Criterion 5.6); • Details of complaints and grievances (Criterion 6.3); • Negotiation procedures (Criterion 6.4); • Continual improvement plans (Criterion 8.1); • Public summary of certification assessment report; • Human Rights Policy (Criterion 6.13). <p>- Major compliance –</p>	<p>FGV has established "<i>Komunikasi, Penglibatan dan Rundingan</i>" procedure with Doc. No. ML-1A/L2-Pr12(0) dated 1/6/2016. Types of communication were listed in the procedure such as through management to employees and vice versa via morning muster, notice board, suggestion box, workers' representative and etc. Communication process with external stakeholders, medias and contractors was detailing in the procedure. List of documents that was made publicly available was included into the procedure. Documents such as meeting minutes, OSH plan, HCV report, policies, SEIA and etc were publicly available upon request. The procedure was briefed to the stakeholders during RSPO stakeholder meeting.</p> <ul style="list-style-type: none"> • Land tiles are only available upon justify reason • OHS, EIA and SIA plans for both mill and estate are readily available at main office and during external stakeholder meetings. • Procedure on Complaint & Grievances are made available as Public Document. • <p>Policies in regard to sustainability programs are available on notice boards and as and when required by stakeholders.</p> <p>Interviewed with the stakeholders confirmed that the management has explained the process to request for information or assistance as well as what are the documents that can be access by the stakeholders. The explanation was carried out during stakeholder meeting that conducted on 24/8/2017.</p> <p>Dasar Kualiti, Keselamatan Kesihatan Pekerjaan dan Alam Sekitar; Signed by Mat Noor Sapiee CEO FPISB; Rev. 9; Date: 1/2/2017; 1st issuance 10/8/1999</p> <p>Polisi Pengurusan Kualiti Felda Global Ventures Holdings Berhad; Signed by: Dato Zakaria Arshad President/Group CEO; Rev. 3; Date: 1/5/2016; Ref.: FGV/TQM/POS(M)/001</p>	<p>Complied</p>

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>1.3.1</p> <p>There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations. -Minor compliance</p>	<p>Felda Global Ventures Plantations (M) Sdn Bhd has implemented Code of Ethical Conduct Policy with Doc. No. ML-1A/L1-Po13(0) dated 1/6/2014. The company has to ensure all the employees as below:</p> <ul style="list-style-type: none"> <i>i. Menolak amalan rasuah, korupsi dan pecah amanah</i> <i>ii. Menghindarkan sebarang percanggahan kepentingan</i> <i>iii. Melaksanakan urusan perniagaan dengan telus, jujur dan adil</i> <i>iv. Melindungi kerahsiaan maklumat kumpulan selaras dengan etika penghebahan maklumat mengikut peraturan</i> <i>v. Meningkatkan tahap profesionalisma</i> <p>Besides, the company has developed FGV Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 1/9/2016) in English and Bahasa Malaysia. The policy has detailing the responsibility and compliance to the policy and FGV's commitment to sustainability. Briefing of the policy was conducted on 11/2/2017 for Lepar Hilir POM. Besides, the policies were also explained to all the invited stakeholders during the stakeholder meeting on 24/8/2017 and verified through interviewed with stakeholders.</p> <p>Messrs. Pricewaterhouse Coopers Chartered Accountant appointed to carry out financial audit to ensure the account is true and fair. Link to the latest annual report can be found here; http://dms.irchartnexus.com:81/ebook/ebook_basic.php?id=150</p>	<p>Complied</p>
<p>Principle 2: Compliance with applicable laws and regulations</p>		
<p>Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.1.1 Evidence of compliance with relevant legal requirements shall be available. - Major compliance -</p>	<p>Lepar Hillir Palm Oil Mill Certification Unit (LHPOM CU) had continued to comply with legal requirements as per indicator. Compliance to each applicable law and regulation is monitored by the operating units and Certification and Due Diligence (CDD) department. LHPOM CU had obtained and renewed license and permits as required by the law. Sample of licenses or permit viewed were :</p> <p><u>Lepar Hilir Palm Oil Mill</u></p> <p>i)"Jadual Pematuhan" license number 000899, ref# JP/KKS/2017/2018/000899 period validity: 1 July 2017 – 30 June 2018, processing capacity : 54 mt/hr, method of POME discharge is land application (BOD3 limit <500 mg/l)</p> <p>ii) DOSH annual UPV and SB inspection on 25/4/17</p> <ul style="list-style-type: none"> - Boiler: PH PMD 239 - Continuous Sterilizer (CS) header: PH PMT 5565, PH PMT 5566. - Electric Hoist: PMA 1070 - Steam separator: PH PMT 2017 - Back pressure receiver: PMT 45302 - Thermal Deaerator: PH PMT 891 <p>iii)MPOB license, 500205504000, processing capacity 259,200 mt: valid from 1/4/17 to 31/3/18.</p> <p>iv) Water abstraction license. Ref# SWUL/LPSA/29/2017, serial# 0029, water source: river</p> <p>v) Permit to Purchase, Store and Use of Sodium Hydroxide, Poison Ordinance 1952, register# CC0104/2017 valid until 31/12/17.</p> <p>vi) Energy commission license no.: 2016/02553; serial no.:19182 (validity period 1/1/2017 –31/12/2017) for installation capacity limit <3600kW)</p> <p>vii) Diesel permit ref: PHG/PD/K/13/96 @serial#C017096, for storage capacity of 25,000 liter valid until 21/2/2018</p> <p>viii)MPOB CoP (MPOB/CoP/MF/0032-1) – Code of Good Milling Practice for Palm Oil Mills (Date issue: 21/7/16 – 20/7/19)</p> <p>ix) Competent Person</p> <ul style="list-style-type: none"> - Steam Engineer (106/2005), 2nd Grade. Issue date 18/10/2005. - AESPR: serial# NW-NCC-AE-R-1115-C valid until 12/4/19 - AGTR: serial# NW-NCC-AGT-0076-C valid until 15 January 2019. - CePSWaM, serial# CePSWaM/01082 - CePPOME, file ref# AS(S)91/110/600/024 dated 15/3/17 - Electrical Chargeman. Category: A4, PJ-T-4-H-2005-1996 valid until 15/9/18 	<p>Major Non-Conformance</p>

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Criterion / Indicator	Assessment Findings	Compliance
	<p><u>FGVPM Lepar Hilir 5 Estate</u> i) MPOB license, 559601002000 validity period 1/4/17 – 31/3/18 (selling and transporting) ii)MPOB nursery license, 559601002000 validity period 1/2/17-31/1/18 iii)Waste usage license by Pahang State Government, serial# 0018 ref: SWUL/LPSA/18/2017 valid until 31/12/17. iv)Diesel permit for control item, serial# C016973, ref# PHG/PD/K/31/2012 (diesel: 200 liter, petrol: 200 liter)</p> <p><u>FGVPM Lepar Hilir 6 Estate</u> i) MPOB license, 559043002000 validity period 1/3/17 – 28/2/18 (selling and transporting) iii)Waste usage license by Pahang State Government, serial# 0018 ref: SWUL/LPSA/18/2017 valid until 31/12/17. iv)Diesel permit for control item, serial# C019095, ref# PHG/PD/K/19/2001 (Diesel 2000 liter)</p> <p>DOE Licence: JP/KKS/2017/2018/000899 (validity period 1/7/2017 - 30/6/2018) for 54 MT/hr and method of POME discharge is land irrigation with BOD final discharge limit <500mg/l – Compliance Schedule no. 38 (Self-Regulation) – To implement Compliance Audit towards license conditions, applicable environmental regulations, performance efficiency of process and environmental control equipment at least once a year by 3rd party. No evidence of compliance against DOE Licence: JP/KKS/2017/2018/000899 (validity period 1/7/2017 - 30/6/2018) - Compliance Schedule Para 38 (Self-Regulation)</p> <p>It was sighted during the visit that no compliance Audit towards license conditions, applicable environmental regulations, performance efficiency of process and environmental control equipment at least once a year by 3rd party.</p> <p>Furthermore, there’s one shovel driver at ramp & one shovel driver at boiler was found driving shovel without valid driving license.</p> <p>Hence, a major noncompliance has been raised.</p>	
2.1.2	<p>A documented system, which includes written information on legal requirements, shall be maintained. - Minor compliance -</p> <p>A documented system, which includes written information on legal requirements named "Register of legal and other requirements" [FPI/L2/QOHSE-2.0] dated 5/1/17 was made available during assessment. All applicable laws and regulations have been identified in the register e.g Factory Machinery Act 1967, OSHA 1994, Electric Supply Act 1990, Minimum Wages Order 2016 etc.</p> <p>The distribution of revisions is centralizing in HQ and email communication evidence for any changes / notification to all the operating units. The appointed QOHSEMR at mill and estate assistant manager are the responsible person to co-ordinate with HQ and other sources for any changes in the requirements as well to update the internal members on the revisions.</p>	Complied

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Criterion / Indicator	Assessment Findings	Compliance
2.1.3 A mechanism for ensuring compliance shall be implemented. - Minor compliance -	Evaluation of compliance was done on quarterly basis by each respective sites. Sampled of legal registers was verified and action plan has been established & implemented accordingly for any noncompliance found during the period of evaluation of compliance conducted. On top of self-evaluation monitoring by each respective sites, RSPO Internal Assessment carried out by the CDD to ensure overall conformance towards RSPO P&C requirements.	Complied
2.1.4 A system for tracking any changes in the law shall be implemented. - Minor compliance -	The identification of changes is the responsibility of corporate department [CDD] in HQ whom shall notify in written to the estate representatives of the changes. It then the respective operating unit's head to delegate the information among their team members. As for the issues concerning to environment and OHS, it is the responsibility of EHS unit [under the arm of regional office] to update and implement the changes. For the issues related to foreign workers, the Worker Management Unit will liase with respective sites. The HR team co-ordinates on wages concern issues with all operating units.	Complied
Criterion 2.2: The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.		

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Criterion / Indicator	Assessment Findings	Compliance
<p>2.2.1 Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available. - Major compliance -</p>	<p>Copies of the land titles of the mill and estates were maintained. The original copies are maintained by the Corporate Head office. The legal use of the land confirmed to be for cultivation of oil palm and agricultural use.</p> <p>1) Mill holds land title No.: HSD17996 (Lot#PT1310) covering 5.125 ha. and has a lease till 28 June 2064. (rubber or OP)</p> <p>2)FGVPM Lepar Hilir 5 hold 10 land titles with total of 3199.84 ha (area statement : 2,889.54 ha)</p> <p>- HS(D)3587: 524.50 ha, Mukim Lepar, District: Pekan - HS(D)3594: 530.20 ha, Mukim Lepar, District: Pekan - HS(D)3589: 508.80 ha, Mukim Lepar, District: Pekan</p> <p>and has lease period till 21 July 2098. (rubber or OP)</p> <p><u>FGVPM Lepar Hilir 6 Estate</u> i) HS(D):3597, Area: 687 ha, Mukim Lepar, District: Pekan ii) HS(D): 3601, Area: 357.8 ha, Mukim Lepar, District: Pekan iii) HS(D)3599, area: 370.7 ha, Mukim Lepar, District: Pekan</p> <p>Lease period is 99 years and ended on 21/7/2098 – 99 years. Land title and ownership is under FELDA (lessor) and sub-lease to FGVH (lessee) based on the Land Lease Agreement (LLA) dated 1 November 2011 and the agreement commenced on 1 January 2012 and lease term period is 99 years from the commencement date.</p> <p>In the LLA has mentioned on the legal use of land by FGVH for commercial agriculture, cultivation of any plant or fungi, Raising of animal for purpose of selling such animals or products derived from them, housekeeping, horticultural purposes, aquaculture, conduct processes related to agriculture activities undertaken (e. milling) or related by product of waste (e.g biomass)</p>	<p>Complied</p>
<p>2.2.2 Legal boundaries shall be clearly demarcated and visibly maintained. - Minor compliance -</p>	<p>Legal boundaries was demarcated and visibly maintained at all visited estates. During field visit at FGVPM Lepar Hilir 6, legal boundary (marker and boundary stone) adjacent with Lepar Forest Reserve near block 20, field PM88B (Pkt 02B) was seen on site.</p> <p>Physical boundary (trenches) demarcation was constructed along the FGVPM Lepar Hilir 5 estate’s boundary at field 91C, block 27 which adjacent with FGVPM Lepar Hilir 6. Boundary marker and stone was visibly maintained on site.</p>	<p>Complied</p>

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

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Criterion / Indicator	Assessment Findings	Compliance
2.3.2 Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include: a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making; b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken; c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land. - Minor compliance -	There is no land dispute in the Lepar Hilir Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the FGVPMBS.	Complied
2.3.3 All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. -Minor compliance	There is no land dispute in the Lepar Hilir Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the FGVPMBS.	Complied
2.3.4 Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel. -Major compliance	There is no land dispute in the Lepar Hilir Certification Unit at the time of audit. FGV Holding Berhad was leased the land from FELDA with tenancy agreement was made and it was confidential. The surrounding are owned by FELDA and the settlers. Interviewed with the stakeholders confirmed that no encroachment of land by the FGVPMBS.	Complied
Principle 3: Commitment to long-term economic and financial viability		
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.		
3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders. - Major compliance -	Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield @ crop review, CPO, OER, and KER, OPEX, CAPEX etc. Felda Palm Industries Sdn Bhd - Wilayah Kuantan) 5 years Business Plan 2017 – 2021 was seen during assessment. As for the estates, budget titled "Anggaran Perbelanjaan Budget 2018-2020" available for review.	Complied

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Criterion / Indicator	Assessment Findings	Compliance								
3.1.2 An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available. - Minor compliance -	<p>There was no replanting programme in the next 5 years at the FGVP Lepar Hilir 6 and 8 Estates. For FGVP Lepar Hilir 6 Estate, total of 500.14 Ha of replanting programme completed in 2016.</p> <p><u>FGVPM Lepar Hilir 5</u></p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Block</th> <th>Ha</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>2018</td> <td>PM91C (block 14,25, 26 and 27)</td> <td>314.67</td> <td>Tall palm</td> </tr> </tbody> </table>	Financial Year	Block	Ha	Remarks	2018	PM91C (block 14,25, 26 and 27)	314.67	Tall palm	Complied
Financial Year	Block	Ha	Remarks							
2018	PM91C (block 14,25, 26 and 27)	314.67	Tall palm							

Principle 4: Use of appropriate best practices by growers and millers

Criterion 4.1:

Operating procedures are appropriately documented, consistently implemented and monitored.

4.1.1 Standard Operating Procedures (SOPs) for estates and mills are documented - Major compliance -	<p>Standard Operating Procedures (SOPs) for FGVP Lepar Hilir POM and estates are documented. Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following:</p> <p>Mill:</p> <ul style="list-style-type: none"> - Quality Occupational Health Safety and Environmental Management Manual; FPI/L1/QOHSE-1.0; Rev. 2; Date: 30/8/2017 - Quality Occupational Health Safety and Environmental Management Procedure; Rev. 14; Date: 31/5/2017; Ref.: FPI/L2/QOHSE-1.0 - FPI/L2/QOHSE-25.0 - Mass Balance - SOP for Mill RSPOSCCS; Doc. No.: FGVP-Lepar RSPO SCCS; Issue 2.0; Rev. 1.0; Date: 1/3/2015; Title: SOP Perkilangan untuk pematuhan Sistem Pensijilan RSPO SCCS (Mass Balance) <p>Estate:</p> <ul style="list-style-type: none"> - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pengurusan Tapak Semaian Sawit (Oil Palm Nursery Management); Edisi II (Seksyen 1) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pembangunan Semula Sawit (Oil Palm Replanting); Edisi II (Seksyen 2) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Pra Matang (Premature Oil Palm); Edisi II (Seksyen 3) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 4) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 1) - MLSL (Ed. 2); Vol. 1; Sec. 1-5; Controlled # 0871; Effective date: 1/6/2012 - Manual Lestari (Sustainable Manual)1A; ML-1A/L3-GP1(0); Rev. 0; Eff. Date: 1/6/2016 (Garis Panduan - Pensampelan Air) (Water Sampling Guideline) 	Complied
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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.2</p> <p>A mechanism to check consistent implementation of procedures shall be in place.</p> <p>- Minor compliance -</p>	<p>The practices consistently monitored by mill and plantation advisors and recommendations for improvements are given to maintain the sustainable practices. Mill advisor, Operation Technical Officer, Regional General Manager visits the operating units to ensure implementations of procedures are consistent.</p> <p>Mill:</p> <ul style="list-style-type: none"> - Mill Advisor visit date: 24-25/5/2017; Mill Advisory Visit Report; Report ref.: Lepar Hilir/MRK/ARJ; Report # 46/2017 – sighted crop distribution: FGVP 34%; Felda 22%; FTPSB 14%; External 30%; forecasted FFB 2018 240,000 mt; 2019 245,000 mt, 2020 260,000 mt - Group Internal Audit; Report # PP16-FGVP-KTAN-FZH-0XX-R; Dated: 18/9/2016 - DOE visit: 18/4/2017 <p><u>Lepar Hilir 5</u></p> <ul style="list-style-type: none"> - Plantation Advisor visit date: 16-18/3/2016 (last visit – subsequently monitoring by Zon Head through Pegawai Kawalan Operasi) - Zone Operational Control Officer (PKO) visit date: 7/11/2016 - Agronomist visit date: 28/3/2017 - Group Internal Audit; Report # PP16-FGVP-KTAN-FZH-009-R; Dated: 28/9/2016 - HSE Tier 1 Audit; Date: 3/8/2017 <p><u>Lepar Hilir 6</u></p> <ul style="list-style-type: none"> - Regional Control Unit (RCU) visit date: 22-26/5/2017 - Agronomist visit date: 27/3/2017 - RSPO Internal Audit; Dated: 6/9/2017 	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.1.3</p> <p>Records of monitoring and any actions taken shall be maintained and available, as appropriate. - Minor compliance -</p>	<p>Mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling</p> <p>Among the mill environmental monitoring records available are sighted as following:</p> <ul style="list-style-type: none"> • Final discharge (land irrigation) sample analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for POME sample certificate of analysis no.: 2306/2017, lab sample no. 32/2017 dated 29/8/2017 for sample taken on 21/8/2017 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested. • Monsoon Drain discharge sample analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for drain water sample certificate of analysis no.: 1865/2017, lab sample no. MD01 & MD06 dated 12/7/2017 for sample taken on 4/7/2017. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested. • Boiler stack sampling records: Stack Air Monitoring Report for Boiler Stack 3 on 23/1/2017 by Nabbir Laboratory (KL) Sdn Bhd (Lab Report # 1701/814/02/K; dated: 31/1/2017). Analysis was conducted against both EQ (CA) Reg. 1978 & Reg. 2014 requirements where results shown compliance within limit of solid particulates emissions • Scheduled waste inventory & consignment – updated as of 3/9/2017 where the quantity and storage period for SW 305, SW 306 and SW 410 were within allowable limit. Latest Scheduled Waste disposal was done on 20/7/2017, consignment # 100148-R01 (SW 305), # 100148-R01 (SW 306) and # 100148-002 (SW 410) by Kualiti Alam Sdn. Bhd. <p>FGVPM Lepar Hilir 5 & 6 estate:</p> <p>River (Sungai Sema) water sampling analysis report done by Pusat Penyelidikan Pertanian Tun Razak, Felda Agricultural Services Sdn. Bhd. for inlet & outlet sample. Certificate of analysis no.: 494/2016, lab sample no. 1/485//2016W dated 17/11/2016 for sample taken on 7/11/2016 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested</p>	<p>Complied</p>

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Criterion / Indicator	Assessment Findings	Compliance
4.1.4 The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB). - Major compliance -	Purchasing of third-party sourced FFB implemented as per established Procedure: Purchasing of FFB; Doc. no.: FGV/FGVPM/II/QOHSE/15/012.1; Rev. 2; Date: 31/5/2017. Lepar Hilir POM maintains a daily record of all FFB received from 3 rd party source. Sample of FFB supplier contracts checked; Eng Huat Latex Concentration. The records show the origin, weight, transporters details and etc. of the FFB received. For 3 rd party sourced FFB, non-certified ID appeared in the weighbridge system for traceability	Complied
Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.		
4.2.1 There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible. - Minor compliance -	Good agricultural practice (GAP) for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking and fertilizer application as per the recommendation by the Agronomist from FELDA Agricultural Services Sdn. Bhd. These had been verified through the records for fertilizer application and Observation during field visit. Manual Ladang Sawit Lestari Section1: Edition II – Nursery Management, effective date 1/6/12 Section 2: Edition II – Replanting, effective date 1/6/12 Section 3: Edition II – Immature Oil Palm, effective 1/6/12 Section 4: Edition II – Matured Oil Palm, effective 1/6/12 Section 5: Edition II – Matured Oil Palm (Manuring), effective 1/6/12	Complied
4.2.2 Records of fertiliser inputs shall be maintained. - Minor compliance -	Fertilizers are applied as per agronomist recommendation. Refer to agronomist report by Felda Agricultural Services Sdn Bhd, Agronomic Division Department dated 28/3/17. <u>FGVPM Lepar Hilir 5</u> Actual application records for mature Area (April and June 2017): SOA (Nitrogen) : PM91C (238.39 ha) – recommended rate of 2 kg/palm (1091 bags x 50 kg/bag :54.55 mt MOP (Murate of Potash): PM91C (238.39 ha) – recommended rate of 3 kg/palm (635 bags x 50 kg/bag: 31.75 mt. SOA (Nitrogen) : PM91C (238.39 ha) – recommended rate of 1.5 kg/palm (819 bags x 50 kg/bag :40.95 mt) <u>FGVPM Lepar Hilir 6</u> Compound (NPK 9/9/12/4): PR15L (293.28 ha) – recommended rate of 2 kg per palm (1396 bags x 50 kg/bag : 69.8 mt Record shows application date, field number, dosage applied per palm, type of fertilizer and number of applicators reported under “Laporan Program Pembajaan 2017/2018”	Complied

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Criterion / Indicator	Assessment Findings	Compliance																																										
4.2.3 There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status. - Minor compliance -	Evidence of periodic tissue and soil sampling to monitor changes in nutrient status has been implemented every year and reported in the agronomist report. For example at FGVPM Lepar Hilir 6, agronomist report dated 28/3/17 has summarized the nutrient content as per below: <table border="1" data-bbox="660 551 1299 828"> <thead> <tr> <th>Sample</th> <th>Nutrient</th> <th>2016</th> <th>2017</th> <th>Variance</th> </tr> </thead> <tbody> <tr> <td rowspan="5">Leaf</td> <td>Total N</td> <td>2.73</td> <td>3.03</td> <td>10%</td> </tr> <tr> <td>P (%)</td> <td>0.17</td> <td>0.17</td> <td>-</td> </tr> <tr> <td>K (%)</td> <td>1.18</td> <td>1.1</td> <td>-7%</td> </tr> <tr> <td>Mg (%)</td> <td>0.28</td> <td>0.3</td> <td>7%</td> </tr> <tr> <td>B (ppm)</td> <td>16</td> <td>15.9</td> <td>-1%</td> </tr> </tbody> </table> <table border="1" data-bbox="660 875 1299 1025"> <thead> <tr> <th>Soil sample</th> <th>pH</th> <th>N%</th> <th>Av.P (ppm)</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>4.35</td> <td>0.12</td> <td>9.5</td> </tr> <tr> <td>2017</td> <td>4.00</td> <td>0.11</td> <td>10</td> </tr> <tr> <td>Var(%)</td> <td>-8</td> <td>-8</td> <td>5</td> </tr> </tbody> </table>	Sample	Nutrient	2016	2017	Variance	Leaf	Total N	2.73	3.03	10%	P (%)	0.17	0.17	-	K (%)	1.18	1.1	-7%	Mg (%)	0.28	0.3	7%	B (ppm)	16	15.9	-1%	Soil sample	pH	N%	Av.P (ppm)	2016	4.35	0.12	9.5	2017	4.00	0.11	10	Var(%)	-8	-8	5	Complied
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4.2.4 A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. - Minor compliance -	Nutrient recycling strategy was in place, and has include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting. <u>FGVPM Lepar Hilir 6</u> Recommendation rate: 25 – 30 t/ha additional nutrient uptakes. EFB application area: PM12H (565 mt/ha), PR14IH (600 mt/ha) POME – land irrigation applied to zone 4 & 5 (hecterage : 52 ha) matured & immature area FGVPM Lepar Hilir 5.	Complied																																										
Criterion 4.3: Practices minimise and control erosion and degradation of soils.																																												
4.3.1 Maps of any fragile soils shall be available. - Major compliance -	<u>FGVPM Lepar Hilir 6</u> Soil Series map dated 26 March 2008 prepared by FASSB summarized as per below: <table border="1" data-bbox="660 1570 1299 1765"> <thead> <tr> <th>No.</th> <th>Soil type</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rengam</td> <td>78.31</td> </tr> <tr> <td>2</td> <td>Beserah</td> <td>15.77</td> </tr> <tr> <td>3</td> <td>Bungor</td> <td>11.59</td> </tr> </tbody> </table> As for FGVPM Lepar Hilir 5, majority soil series categorized under Rengam and Bungor series based on soil map prepared by FASSB dated 26/3/08. There are no peat soils or soil categorised as problematic or fragile soil at all estates.	No.	Soil type	%	1	Rengam	78.31	2	Beserah	15.77	3	Bungor	11.59	Complied																														
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Criterion / Indicator		Assessment Findings	Compliance																								
4.3.2	A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). - Minor compliance -	<p>Management strategy for plantings is based on the established slope protection strategy – Policy Protection of Slope and River Buffer dated 1/6/14. Terrain classification summarized as per below:</p> <table border="1"> <thead> <tr> <th>Terrain</th> <th>Percentage</th> <th>Estate</th> </tr> </thead> <tbody> <tr> <td>Flat</td> <td>14%</td> <td rowspan="3">FGVPM Lepar Hilir 5</td> </tr> <tr> <td>Undulating</td> <td>48%</td> </tr> <tr> <td>Hilly</td> <td>37%</td> </tr> </tbody> </table> <p>For FGVPM Lepar Hilir 6; 70% (hilly), 20% (undulating) and 10% (flat).</p>	Terrain	Percentage	Estate	Flat	14%	FGVPM Lepar Hilir 5	Undulating	48%	Hilly	37%	Complied														
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4.3.3	A road maintenance programme shall be in place. - Minor compliance -	<p>Both visted sstates has implemented annual road maintenance programme. Example of programme checked at FGVPM Lepar Hilir 5 estates shows the map indicating road repairs and maintenance for the whole estate roads includes grading, compacting and stone application to strengthen the road surface.</p> <table border="1"> <thead> <tr> <th>Block</th> <th>Resurfacing (meter)</th> <th>Grading and Compacting (meter)</th> </tr> </thead> <tbody> <tr> <td>PM91C</td> <td>8,500</td> <td>42,000</td> </tr> <tr> <td>PM97F</td> <td>25,000</td> <td>58,000</td> </tr> <tr> <td>PM12H</td> <td>10,000</td> <td>38,000</td> </tr> <tr> <td>PR14I</td> <td>98,000</td> <td>35,000</td> </tr> <tr> <td>PR15J</td> <td>7,800</td> <td>13,000</td> </tr> <tr> <td>PR16K</td> <td>8,500</td> <td>13,000</td> </tr> <tr> <td>Jumlah</td> <td>157800</td> <td>199,000</td> </tr> </tbody> </table>	Block	Resurfacing (meter)	Grading and Compacting (meter)	PM91C	8,500	42,000	PM97F	25,000	58,000	PM12H	10,000	38,000	PR14I	98,000	35,000	PR15J	7,800	13,000	PR16K	8,500	13,000	Jumlah	157800	199,000	Complied
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4.3.4	Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place. - Minor compliance -	Based on soil series map for both estates, it was confirmed that there are no peat soils or soil categorised as problematic or fragile soil at all estates.	Complied																								
4.3.5	Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing. - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates. Thus, this indicator is not applicable	Not Applicable																								
4.3.6	A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils). - Minor compliance -	There are no peat soils or soil categorised as problematic or fragile soil at all estates. Thus, this indicator is not applicable	Not Applicable																								
<p>Criterion 4.4: Practices maintain the quality and availability of surface and ground water.</p>																											

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.4.1</p> <p>An implemented water management plan shall be in place. - Minor compliance -</p>	<p><u>Mill:</u> Pelan Pengurusan Air Kilang Sawit Lepar Hilir updated as of 1/6/2017 sighted available. The plan consists of the management of quality and availability of water which inclusive of identifying source of water used, efficiency of water usage, identifying of renewable water source and impact to water catchment area and stakeholders as well as action plan of water shortage in employee’s housing area. Implementation has been evidence with availability of records on the monitoring of water usage, monitoring of rainfall and water shortage contingency plan. Rainfall recorded for the year 2017 was 2355.3 mm from Jan to Aug 2017.</p> <p><u>Estate:</u> The plan for documented in file P4 Bil.: 10/2010 C.4.4 <i>Kualiti & Kebolehdapatan Air</i>. The water management plan involved quality and availability established for both plantation field and housing/office area. The contingency plan for availability of water in housing/office area are as following:</p> <ul style="list-style-type: none"> • Reporting water supply shortage to nearest supplier (Water Supply Department-WSD) • Providing sufficient water storage tank • Asking WSD to deliver water tank for housing/office use <p>In Lepar Hilir 5, river (Sungai Sema) water sampling was done based on water sampling procedure – doc. no. ML-1A/L2-PR6(0) dated 1/6/2016. Analysis done by Pusat Penyelidikan Pertanian Tun Razak, Felda Agricultural Services Sdn. Bhd. for river inlet & outlet water sample. Certificate of analysis no.: 494/2016, lab batch no. 1/485/2016W dated 17/11/2016 for sample taken on 7/11/2016 sighted available.</p> <p>Previous river water monitoring for Lepar Hilir 5 was done on 24/2/2016 by FPISB-Makmal Analisa Bukit Goh analytical lab, issue date: 5/3/2016; cert. no.: 612/2016. Both sampling results shown the water quality was not affected by the estate activity. Rainfall recorded from Jan to Jun 2017 was 1180mm.</p> <p>In Lepar Hilir 6, river (Sungai Sema) water sampling was done based on water sampling procedure – doc. no. ML-1A/L2-PR6(0) dated 1/6/2016. Analysis done by Pusat Penyelidikan Pertanian Tun Razak, Felda Agricultural Services Sdn. Bhd. for river inlet & outlet water sample. Certificate of analysis no.: 495/2016, lab batch no. 1/486/2016W dated 17/11/2016 for sample taken on 7/11/2016 sighted available.</p>	<p>Complied</p>

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<p>4.4.2 Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated. - Major compliance -</p>	<p>Prosedur Pengenalapastian Kawasan Cerun Dan Rizab Sungai; FGV/ML-1A/L2-Pr8; Rev. 0; Issue 1; Eff. Date: 1/6/2016. Based on Polisi Perlindungan Tanah Curam dan Rezab Sungai dated 1/6/2014. Established river buffer zones as per Irrigation Areas Act 1953 (Act 386) (rev. 1989) guideline:</p> <ul style="list-style-type: none"> i) River width > 40m; river buffer = 50m ii) River width 20 - 40m; river buffer = 40m iii) River width 10 -20m; river buffer = 20m iv) River width 5 - 10m; river buffer = 10m v) River width < 5m; river buffer = 5m <p>Buffer zones had been maintained on both sides of rivers/streams in the estates as verified during on-site field inspection. Signboards were erected at strategic location of buffer zones while trees were painted with blue and white stripe along river buffer. There was no evidence of spraying around palms marked as boundary for the buffer zones.</p> <p>There was also no construction of bunds/ weirs/dams across the main rivers or waterways passing through the estates. Sample buffer zone established in Lepar Hilir 5 Estate Field PM91C Block 29 as well as for river across Lepar Hilir 6 Estate in field PM99D.</p>	<p>Complied</p>
<p>4.4.3 Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6). - Minor compliance -</p>	<p>Analysis of palm oil mill effluent (POME) samples was done periodically. Sighted the records of final discharge (land irrigation) sample analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for POME sample certificate of analysis no.: 2306/2017, lab sample no. 32/2017 dated 29/8/2017 for sample taken on 21/8/2017 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested.</p>	<p>Complied</p>
<p>4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored. - Minor compliance -</p>	<p>LHPOM monitored its water consumption on monthly basis for the source of water supply for its mill process usage. Average water usage todate for the period of August 2017 was 1.22m³/mt FFB processed.</p>	<p>Complied</p>
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.</p>		
<p>4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored. - Major compliance -</p>	<p>Implementation of Integrated Pest Management (IPM) plans was continuously monitored and documented under IPM programme for 2017. Among the programme(s) sighted:</p> <ul style="list-style-type: none"> i)Planting of beneficial plant (target 1 plot : 10 ha) – Ratio of BP, 6:2:2 – actual todate 250 plot per every 10 Ha ii)Barn Owl Box census – Occupancy rate recorded at 58% in February 2017, lowest recorded at 42 % in May 2017 	<p>Complied</p>

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4.5.2	Training of those involved in IPM implementation shall be demonstrated. - Minor compliance -	Training of those involved in IPM implementation was demonstrated. Latest training was conducted on 14/6/17. Training was given to the management team, staff and workers for the new implementation of P&D programme and mitigation for; - <i>Pengurusan Kawalan Ulat Pemakan Daun (UPD)</i> - <i>Pengurusan Kawalan Rosak Pangkal Batang (RPB) disebabkan Ganoderma boninense</i> - <i>Pengurusan Kawalan Kumbang Badak</i> - <i>Pengurusan Kawalan Tikus</i>	Complied												
Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment															
4.6.1	Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available. - Major compliance -	Justification of pesticides applied is available in the agriculture manual ; "Manual Ladang Sawit Lestari" (MLSL) edition 2 dated 1/6/12. Refer to MLSL Section 4 (2.0): Weeding (Panduan Racun Mengikut Jenis Rumpai) . The use of pesticide is specific to the target pest, weed and disease. Justification takes consideration to minimize effect on non-target species	Complied												
4.6.2	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided. - Major compliance -	Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) was provided during assessment. Summary of Ai/Ha at FGVPMLepar Hilir 6 as per below: <table border="1" data-bbox="662 1153 1300 1422"> <thead> <tr> <th>Trade name</th> <th>Active ingredient</th> <th>Ai/Ha</th> </tr> </thead> <tbody> <tr> <td>Supresate</td> <td>Glyphosate Isopropylamine</td> <td>1.054</td> </tr> <tr> <td>Garlon</td> <td>Triclopyr butoxy ethyl ester</td> <td>0.349</td> </tr> <tr> <td>Genee 15</td> <td>Glufisinate ammonium</td> <td>0.340</td> </tr> </tbody> </table>	Trade name	Active ingredient	Ai/Ha	Supresate	Glyphosate Isopropylamine	1.054	Garlon	Triclopyr butoxy ethyl ester	0.349	Genee 15	Glufisinate ammonium	0.340	Complied
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4.6.3	Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. - Major compliance -	The management encourage establishing biological control as per IPM plan. The implementation in the field is consistent with the MLSL.	Complied												
4.6.4	Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances. - Minor compliance -	Paraquat was eliminated. Alternatives such as Glyphosate were used with the elimination of Paraquat. Based on the latest chemical register only class II, III & IV chemical used at visited estates.	Complied												

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<p>4.6.5 Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7). - Major compliance -</p>	<p>Pesticide operators given training on the safe handling and application of the pesticides. Sample of SDS check on site;</p> <table border="1" data-bbox="660 477 1299 775"> <thead> <tr> <th>Chemical/trade name</th> <th>Active ingredient</th> <th>Chemical Class</th> </tr> </thead> <tbody> <tr> <td>Supresate</td> <td>Glyphosate Isopropylamine</td> <td>III</td> </tr> <tr> <td>Garlon</td> <td>Triclopyr butoxy ethyl ester</td> <td>III</td> </tr> <tr> <td>Genee 15</td> <td>Glufosinate ammonium</td> <td>III</td> </tr> </tbody> </table> <p>All precautions attached to the products (SDS, notice board etc) were properly observed, applied, and understood by workers based on the interview with staff and workers at visited estates.</p>	Chemical/trade name	Active ingredient	Chemical Class	Supresate	Glyphosate Isopropylamine	III	Garlon	Triclopyr butoxy ethyl ester	III	Genee 15	Glufosinate ammonium	III	<p>Complied</p>
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<p>4.6.6 Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed of and not used for other purposes (see Criterion 5.3). - Major compliance -</p>	<p>The operating units comply with Regulation 9 of the Pesticides Act 1974 requiring balance of remaining solution to be kept under lock and key. During visit it was noted that all the remaining pesticides are kept in the store and securely locked and comply with regulation.</p>	<p>Complied</p>												
<p>4.6.7 Application of pesticides shall be by proven methods that minimise risk and impacts. - Minor compliance -</p>	<p>The quantity of agrochemicals required for various field conditions are documented and justified in ; "Manual Ladang Sawit Lestari" (MLSL) edition 2 dated 1/6/12. The implementation in the field is consistent with the said manual. For weeding activities, knapsack spray pump and low volume CDA spray are used for selective and circle spraying.</p>	<p>Complied</p>												
<p>4.6.8 Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application. - Major compliance -</p>	<p>No aerial spray at FGVPM Lepar Hilir 5 and 6 estate</p>	<p>Complied</p>												
<p>4.6.9 Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8). - Minor compliance -</p>	<p>No smallholders associated to the estate. Employees demonstrate knowledge and skills on pesticide handling. MSDS/SDS was displayed in local Bahasa Malaysia language at the agrochemical store for each chemical stored as well as the use of safety pictorial poster for the easy understanding of the agrochemical handlers.</p>	<p>Complied</p>												

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<p>4.6.10</p> <p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3). - Minor compliance -</p>	<p>There is a document on identification of waste product in FGV/ML-1A/L2-Pr23 dated on 01/06/2016. Sighted there is linkages available for the source of pollution and to identify category of waste [schedule or non-schedule waste]. Domestic waste being collect on weekly basis. The office has records maintain for the collection. The types of domestic waste categories into organic waste [general house waste], 3R waste [paper, iron and plastic] and domestic furniture's.</p> <p>During site visit to the dump site, seen the current pit identified as Pit 03, there are sufficient signages restricting from open burnings, types of waste and details of respective pits.</p> <p>During site visit to the workers' quarters found the following issue:</p> <ul style="list-style-type: none"> a. 3R items such as plastic bottles, used tyres, broken doors, zinc roof and etc were found scattered around at the housing compound in the mill and visited to dumpsite at the estates found that recyclable items were not proper segregated. b. Evidence of opening burning of rubbish was sighted at F1 and F26 during site visit to the housing area. <p>Thus, a minor non-conformance was raised.</p>	<p>Minor nonconformance</p>
<p>4.6.11</p> <p>Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated. - Major compliance -</p>	<p><u>FGVPM Lepar Hilir 5 Estate</u></p> <p>Latest medical surveillance was carried out on 25-26/5/17 for 20 workers from chemical sprayer and mixing operator by registered OHD, HQ/08/DOC/00/7. Report dated 30/6/17 was made available for review. All workers are fit to work.</p> <p><u>FGVPM Lepar Hilir 6 Estate</u></p> <p>Latest medical surveillance was carried out on 27/8/16 for 26 workers from chemical sprayer and mixing operator by registered OHD, HQ/08/DOC/00/7. For 2017, the next MS will be carried out on 6/10/17 and the report will be further verified in the next audit.</p>	<p>Complied</p>
<p>4.6.12</p> <p>No work with pesticides shall be undertaken by pregnant or breast-feeding women. - Major compliance -</p>	<p>Based on manning list, no female workers work with pesticides (mixing operator/ sprayer) at both visited estates.</p>	<p>Complied</p>
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented. The health and safety plan shall cover the following:</p>		

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<p>4.7.1</p> <p>A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p>- Major compliance -</p>	<p>Safety policy is combined under Quality, Occupational Safety & Health and Environment, signed by FPISB CEO, FGVPM subsidiary dated 1/2/17(rev;9) and FGVPM EHS policy, signed by Group President/CEO dated 15/10/16 displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office.</p> <p>Sample of Lepar Hilir POM OSH programme for implemented for 2017 :</p> <p>i) Medical surveillance – The latest medical surveillance was carried out on 20/5/17 by OHD, HQ/08/DOC/00/614(0) under by Klinik Syed Badaruddin Sdn Bhd. Total of 28 workers from workshop, laboratory and boiler were sent for checking. No detrimental of health based the USECHH 2 and 4 reports.</p> <p>ii) Audiometric testing – The last annual audiometric testing was done on 20/9/16. For 2017, the programme has been planned on October 2017 which will be carried out by Klinik Syed Badaruddin Sdn Bhd. This will be further verified in the next assessment.</p> <p>iii)ESH training programme</p> <ul style="list-style-type: none"> - Chemical Handling and Analysis Training: 11/9/17 - Chemical/Oil Spillage Drill : 4/5/17 - Fire Drill : 19/4/17 , refer to drill report: FPI-L4/QOSHE - 14.1 Pind 1 - Confined Space Training: 1/4/17 - Canopy Hood/LEV training: 5/1/17 - Fire Prevention and Fire Extinguisher Demonstration Training: 30/8/17 <p>iv)Personal Chemical Exposure Monitoring (PCEM) and Local Exhaust Ventilation (LEV) Monitoring</p> <p>Local work order (LWO) dated 11/9/17 was approved by mill manager. Competent assessor, JKKP HIE 127/17/-2(269) under Klinik Syed Badaruddin Sdn Bhd will carried the monitoring in October 2017. This will be further verified in the next assessment.</p> <p>Health and safety plan was not effectively implemented.. Monthly workplace inspection was not included in the ESH Plan for 2017. Based on site observation, safety features/device for shovel/prime mover was found malfunction for unit located boiler and loading ramp. Further check on "Kermas Semak Keselamatan" dated 12/8/17, no vehicle/prime movers inspection incorporated in the checklist. Thus, a major NC was issued.</p>	<p>Major Non-Compliance</p>

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Criterion / Indicator	Assessment Findings	Compliance									
<p>4.7.2</p> <p>All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p> <p>- Major compliance -</p>	<p>FGVPM Lepar Hilir POM ans Estates had identified and reviewed significant hazards and risks and determined appropriate risk control measures. The hazard identification, risk assessment and risk control (HIRARC) records, as well as CHRA reports were verified during the assessment. Refer to revisited CHRA report for Lepar Hilir POM, (JKKP HIE 127/171-2(85) dated 5th September 2017. CHRA assessor’s recommendation as per below:</p> <table border="1" data-bbox="660 651 1299 857"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Workshop</td> <td>Baseline monitoring for iron oxide (welding fume)</td> <td>6 monthly</td> </tr> <tr> <td>Laboratory</td> <td>LEV monitoring and medical surveillance</td> <td>12 month interval</td> </tr> </tbody> </table> <p>Latest HIRARC under FPI/L4/QOSHE-1.6 Pind 1 dated 20/2/17 has include all operation starting from fruit reception, laboratory and despatch, Maintenance (Electrical and Mechanical), Production (CS, Press, K/plant, Oil Room), Boiler and Engine Room, Confined Space, Water Treatment Plant and Effluent Treatment Plant.</p> <p>Verified revised HIRARC for the recent incident involving workshop operator while moving and lifting MS steel. Revised HIRARC dated 20/2/17 was sighted.</p> <p>For FGVPM Lepar Hilir 5 Estate, CHRA report dated 3 August 2013 by JKKP HIE 127/171-2(85).</p> <p>HIRARC dated 11/4/17 – P&D census, boundary stone marking</p> <p>CHRA: JKKP HIE 127/171/2(8)-2017/011 dated 10/5/17.</p>	Work unit	Recommendation	Frequency	Workshop	Baseline monitoring for iron oxide (welding fume)	6 monthly	Laboratory	LEV monitoring and medical surveillance	12 month interval	<p>Complied</p>
Work unit	Recommendation	Frequency									
Workshop	Baseline monitoring for iron oxide (welding fume)	6 monthly									
Laboratory	LEV monitoring and medical surveillance	12 month interval									

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Criterion / Indicator	Assessment Findings	Compliance										
<p>4.7.3</p> <p>All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.</p> <p>- Minor compliance -</p>	<p>Awareness and training programme had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding MSDS, safe working practices and the correct use of PPE. PPE standard and compliance based on CHRA recommendation and PPE matrix PPE/FGVPM dated 2015 rev:1</p> <table border="1" data-bbox="663 622 1294 1055"> <thead> <tr> <th>Work Unit</th> <th>PPE type</th> </tr> </thead> <tbody> <tr> <td>Laboratory</td> <td>Respirator: 3M 6003 Rubber/nitrile glove Goggle: Anti-fog</td> </tr> <tr> <td>Workshop</td> <td>Welding shield Respirator N95</td> </tr> <tr> <td>Boiler</td> <td>Face shield Respirator N95 Leather glove</td> </tr> <tr> <td>Sprayer/Weeder</td> <td>Respirator: 3M 3311K-55 Rubber/nitrile glove Wellington boots Apron</td> </tr> </tbody> </table> <p>However, based on field visit at both estates, inconsistent implementation of PPE was observed where no safety goggle was used by the sprayers. Thus, a minor NC was issued.</p>	Work Unit	PPE type	Laboratory	Respirator: 3M 6003 Rubber/nitrile glove Goggle: Anti-fog	Workshop	Welding shield Respirator N95	Boiler	Face shield Respirator N95 Leather glove	Sprayer/Weeder	Respirator: 3M 3311K-55 Rubber/nitrile glove Wellington boots Apron	<p>Minor Non-Compliance</p>
Work Unit	PPE type											
Laboratory	Respirator: 3M 6003 Rubber/nitrile glove Goggle: Anti-fog											
Workshop	Welding shield Respirator N95											
Boiler	Face shield Respirator N95 Leather glove											
Sprayer/Weeder	Respirator: 3M 3311K-55 Rubber/nitrile glove Wellington boots Apron											
<p>4.7.4</p> <p>The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p> <p>- Major compliance -</p>	<p>Assistant manager at each operating units are appointed as Safety and Health Committee Secretary. OSH Committees meeting conducted quarterly and meeting minutes includes issues raised and action taken form work place inspection report etc. Workplace inspection carried out on monthly basis. Refer to latest workplace inspection record for 12 August 2017.</p> <p>The latest meeting was conducted on the 15/9/17 at Lepar Hilir POM. All members has attended the meeting with discussion on the accident review, safety improvement plan, issues from workers has been discussed and action to be taken.</p> <p><u>FGVPM Lepar Hilir 5 Estate</u> SHC meeting : 8/6/17 (2nd), 15/3/17 (1st) Appointed SHC secretary – Estate Assistant. Letter dated 1/3/17. Workplace inspection – 30/5/17 (safety checklist)</p> <p><u>FGVPM Lepar Hilir 6 Estate</u> SHC meeting : 15/5/17 (2nd), 14/3/17 (1st) Appointed SHC secretary – Estate Assistant. Letter dated 1/3/17. Workplace inspection – 30/5/17 (safety checklist)</p>	<p>Complied</p>										

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.7.5</p> <p>Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed. - Minor compliance -</p>	<p>Emergency procedures established and combined with QOSHE procedure, FPI/L2/QOSHE-14 issue:2 dated 28/11/16. Emergency response plan established for fire evacuation, accident and chemical spillage. Scenario of emergency situation, emergency contact number detailed out under attachment 14.1 to 14.6. Assigned operatives trained in First Aid were present at visited work sites (engine room, workshop and boiler) and harvesting/spraying/manuring block. The sampled first aid equipment has been replenished and checked on monthly basis. All items were as per 4th schedule of Factory Machinery Act, Safety Health and Welfare Regulations 1970. No expired item found in the first aid box.</p> <p>Trained first aider – Electrical charge man (Occupational Emergency First Aid and CPR and Awareness Program dated 1/8/17 and valid until 1/8/19).</p> <p>Records on all accidents kept and summary sent to Head Office. Quarterly review on accident cases carried out during OSH quarterly meeting. Verified incident investigation meeting dated 13/2/17 together with the JKPP 6 notification to DOSH pertaining to the said incident. All operating units keeping all the JKPP 6 & 8 forms</p>	<p>Complied</p>

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<p>4.7.6</p> <p>All workers shall be provided with medical care, and covered by accident insurance. - Minor compliance -</p>	<p>All 87 workers provided with medical care, and covered by accident insurance under Social Security Act @ SOCCO and verified through payslip and proof of payment.</p> <p><u>FGVPM Lepar Hilir 5 Estate</u> i)AT109983: Policy# W5022984, valid until 29/11/18 under Etiqa Takaful Berhad. ii)AS618603: Policy# W5020129, valid until 30/3/18 under Etiqa Takaful Berhad. iii) AS2969290: Policy# W5018731, valid until 16/10/17 under Etiqa Takaful Berhad.</p> <p>SOSCO (Borang 8A) for August 2017, refer to company code F7401087A</p> <p>Sampled of insurance policy for contract workers as below:</p> <ul style="list-style-type: none"> a. Allianz General Insurance Company (Malaysia) Berhad with Policy No.: 17WKN700108 valid until 7/2/2018. b. Allianz General Insurance Company (Malaysia) Berhad with Policy No.: 17WKN700117 valid until 10/3/2018. c. Allianz General Insurance Company (Malaysia) Berhad with Policy No.: 17PKN5007962 valid until 13/6/2018. <p><u>FGVPM Lepar Hilir 6 Estate</u> i)BE0267480 – policy valid until 20/7/18 under AXA Affin General Insurance Bhd ii)AF5456931 – policy# LWX/93229648/26/04/MRW valid until 20/7/18 under AXA Affin General Insurance Bhd iii)AT616946 – policy#W5022802 valid until 26/10/18 under Etiqa Takaful Berhad.</p> <p>Sampled of insurance policy for contract workers as below:</p> <ul style="list-style-type: none"> a. Allianz General Insurance Company (Malaysia) Berhad with Policy No.: 17PKN5011653-00 valid until 27/8/2018. b. Allianz General Insurance Company (Malaysia) Berhad with Policy No.: 16WKN7000545 valid until 17/11/2017. 	<p>Complied</p>												
<p>4.7.7</p> <p>Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics - Minor compliance -</p>	<p>Records on Lost Time Accident (LTA) metrics recorded under annual. Sample of accident statistic as shown below:</p> <table border="1" data-bbox="660 1720 1299 1944"> <thead> <tr> <th>Year</th> <th>FGVPM Lepar Hilir POM</th> <th>FGVPM Lepar Hilir 5</th> <th>FGVPM Lepar Hilir 6</th> </tr> </thead> <tbody> <tr> <td>2016</td> <td>0</td> <td>0 case</td> <td>1 case (5 LTA)</td> </tr> <tr> <td>2017 to date</td> <td>1 case (10 LTA)</td> <td>0 case</td> <td>0 case</td> </tr> </tbody> </table>	Year	FGVPM Lepar Hilir POM	FGVPM Lepar Hilir 5	FGVPM Lepar Hilir 6	2016	0	0 case	1 case (5 LTA)	2017 to date	1 case (10 LTA)	0 case	0 case	<p>Complied</p>
Year	FGVPM Lepar Hilir POM	FGVPM Lepar Hilir 5	FGVPM Lepar Hilir 6											
2016	0	0 case	1 case (5 LTA)											
2017 to date	1 case (10 LTA)	0 case	0 case											
<p>Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.</p>														

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Criterion / Indicator	Assessment Findings	Compliance
<p>4.8.1</p> <p>A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p>- Major compliance -</p>	<p>A formal training program has been established as following: <i>Penilaian Keperluan Latihan Pekerja</i>; FAS-RSPO L1/K4.8/4.8.1 included:</p> <ul style="list-style-type: none"> - <i>Penerangan polisi keselamatan</i> - <i>Penerangan manual keselamatan</i> - <i>Bahaya bahan kimia</i> - <i>Penggunaan PPE</i> - First aid - ERP & fire-fighting - Chemical handling <p>In mill, a <i>Program HSE 2017 Kilang Sawit Lepar Hilir</i> was sighted available together with <i>Jadual Latihan Untuk Petugas/Kontraktor</i> which included the programs for ERP Drill, Electrical Safety, SOP and Emergency evacuation.</p> <p>In Lepar Hilir 5 & 6 Estate, the following training records were sighted:</p> <ul style="list-style-type: none"> - <i>Taklimat dan latihan pemakaian PPE</i> – daily during morning briefing/roll call - <i>Taklimat CHRA</i>; dated: 16/3/2017 - <i>Latihan penggunaan First Aid Kit</i>; dated: 25/5/2017 - <i>Taklimat/latihan keselamatan pengendalian racun perosak</i>; dated: 11/7/2017 - <i>Latihan pengendalian dan pemanduan jentera</i>; dated: 10/8/2017 - <i>Taklimat/latihan penuaian BTS</i>; dated: 13/1/2017 	<p>Complied</p>
<p>4.8.2</p> <p>Records of training for each employee shall be maintained.</p> <p>- Minor compliance -</p>	<p>Other than records sighted above, individual employee records were well maintained. Specific RSPO related training attended by all level of employee at both estate and mill sighted including the <i>Latihan RSPO 2017 (Kumpulan Pembantu RSPO – FPISB, FGVPMSB & FASSB)</i> date: 10-11 April 2017; <i>Felda Residence Tekam Tun Razak Agricultural Research Centre</i> and <i>Latihan RSPO Kilang Sawit</i>; Dated: 18/6/2017</p>	<p>Complied</p>

Principle 5: Environmental responsibility and conservation of natural resources and biodiversity

Criterion 5.1:

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

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Criterion / Indicator	Assessment Findings	Compliance
<p>5.1.1</p> <p>An environmental impact assessment (EIA) shall be documented. - Major compliance -</p>	<p>Based on <i>Polisi Perlindungan dan Penjagaan Alam Sekitar</i>, Dated 1/6/2014. Procedure of EIA covered normal, abnormal and emergency situation with determination significance through Probability/Frequency and Severity matrix. Impacts with score more than 12 are considered significant which related to legal requirement and positive impacts.</p> <p>Mill:</p> <ul style="list-style-type: none"> - <i>Prosedur Penilaian Impak Alam Sekitar</i>, FGV/ML-1A/L2-Pr9; Rev. 0; Issue 1; Eff. Date: 1/11/2016 - <i>Pengenalpastian aspek alam sekitar, penilaian impak dan penentuan kawalan</i>; FGV/ML-1A/L2-Pr1; Rev. 0; Issue 1; Eff. Date: 1/6/2016 - <i>Borang daftar aspek dan impek ketara alam sekitar</i>, FPI/L4/QoHSE-1.8; Rev. 0; Date: 10/6/2016 - <i>Borang pengenalan aspek alam sekitar dan penilaian impek</i>, FPI/L4/QoHSE-1.7; Rev. 0; Date: 10/6/2016 <p>Lepar Hilir 5 Estate:</p> <ul style="list-style-type: none"> - <i>Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran</i>; Doc. Type: RSPO 2017 (Kriteria 5.1/5.3/5.6); Project: Ladang Felde Lepar Hilir 5, Doc. # 1/2017; Date: 11/5/2017. - <i>Pengenalpastian aspek alam sekitar, penilaian impak dan penentuan kawalan</i>; FGV/ML-1A/L2-Pr1; Rev. 0; Issue 1; Eff. Date: 1/6/2016 <p>Lepar Hilir 6 Estate:</p> <ul style="list-style-type: none"> - <i>Laporan Aspek Impak Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran</i>; Doc. Type: RSPO 2017 (Kriteria 5.1/5.3/5.6); Project: Ladang Felde Lepar Hilir 5, Doc. # 1/2017; Date: 14/3/2017. - <i>Pengenalpastian aspek alam sekitar, penilaian impak dan penentuan kawalan</i>; FGV/ML-1A/L2-Pr1; Rev. 0; Issue 1; Eff. Date: 21/3/2017 	<p>Complied</p>
<p>5.1.2</p> <p>Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons. - Minor compliance -</p>	<p>Management action plan were established for identified significant environmental impacts which including the potential land and water contamination from the use of chemical and handling of the empty chemical container, chemical storage as well as diesel storage. Continuous implementation of management action plan sighted for control of significant impact including proper handling of scheduled waste, practices of 3R program. For each operating units, an assistant manager was appointed as the responsible person for management plan assisted by staff within the environmental aspect impact review committee.</p>	<p>Complied</p>

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<p>5.1.3</p> <p>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.</p> <p>- Minor compliance -</p>	<p>Mill: Monitoring plan was established based on DOE license compliance schedule which include scheduled waste storage and disposal record, POME final discharge BOD and boiler stack sampling</p> <p>Among the mill environmental monitoring records available are sighted as following:</p> <ul style="list-style-type: none"> • Final discharge (land irrigation) sample analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for POME sample certificate of analysis no.: 2306/2017, lab sample no. 32/2017 dated 29/8/2017 for sample taken on 21/8/2017 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested. • Monsoon Drain discharge sample analysis report done by Makmal Analisa Bukit Goh, Felda Plantation Industries Sdn. Bhd. for drain water sample certificate of analysis no.: 1865/2017, lab sample no. MD01 & MD06 dated 12/7/2017 for sample taken on 4/7/2017. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested. • Boiler stack sampling records: Stack Air Monitoring Report for Boiler Stack 3 on 23/1/2017 by Nabbir Laboratory (KL) Sdn Bhd (Lab Report # 1701/814/02/K; dated: 31/1/2017). Analysis was conducted against both EQ (CA) Reg. 1978 & Reg. 2014 requirements where results shown compliance within limit of solid particulates emissions <p>FGVPM Lepar Hilir 5 & 6 estates:</p> <ul style="list-style-type: none"> • River (Sungai Sema) water sampling analysis report done by Pusat Penyelidikan Pertanian Tun Razak, Felda Agricultural Services Sdn. Bhd. for inlet & outlet sample. Certificate of analysis no.: 494/2016, lab sample no. 1/485//2016W dated 17/11/2016 for sample taken on 7/11/2016 sighted available. Analysis was done against Acceptable Conditions for Discharge of Industrial or Mixed Effluent of Standards A and B. Parameters analysed were pH, BOD, COD, TS, SS, AN, O&G and TN. Report shown results for all parameters including BOD was in compliance against the standard tested 	<p>Complied</p>

Criterion 5.2:

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

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<p>5.2.1</p> <p>Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p>- Major compliance -</p>	<p>HCV assessment was conducted based on <i>Prosedur Pengenalpastian Kawasan Pemeliharaan Tinggi</i> (HCV); FGV/ML-1A/L2-Pr17; Rev. 0; Issue 1; Eff. Date: 1/6/2016 as following:</p> <p>Lepar Hilir 5 Estate: <i>Laporan Biodiversiti Ladang FGVPMLepar Hilir 05; by Yaslam Mohammad Salleh, IB Executive, CDD Department, FGVH; 21/9/2016.</i></p> <p>Lepar Hilir 6 Estate: <i>Laporan Biodiversiti Ladang FGVPMLepar Hilir 06; by Fahmi Othman, CDD Department, FGVH; 14/12/2016 –</i></p> <p>Based on both HCV studies, <i>terdapat kawasan tidak bertanam</i> (unplantable area) <i>seluas 121.39 ha, 72.87 ha under EIA (Fasa II) 2017 & 48.52 ha kawasan jurang dan berbatu</i> (ravine & rocky).</p>	<p>Complied</p>
<p>5.2.2</p> <p>Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p>- Major compliance -</p>	<p>Management action plan has been established as per following:</p> <ul style="list-style-type: none"> - <i>Rekod Pemantauan Hidupan Liar & Kawasan Sensitif – updated until 20/8/2017</i> - <i>Lampiran Pelan Tindakan (Action Plan) bagi Kawasn HCV di FGV Ladang Lepar Hilir 5 & 6</i> <p>Monitoring records shown there’s no any presence of HCV as well as RTE within FGV Lepar Hilir complex.</p>	<p>Complied</p>
<p>5.2.3</p> <p>There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.</p> <p>- Minor compliance -</p>	<p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities such as the State Wildlife department, Forestry department and etc. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.</p> <p>Sighted latest HCV & RTE educational training program conducted in Lepar Hilir 5 done on 27/9/2016. Training delivered by International Business (IB) Executive of CDD Department, FGVH attended by all staff within Lepar Hilir 5.</p> <p>Sighted latest HCV & RTE educational training program conducted in Lepar Hilir 6 done on 14/9/2017. Training included Akta Hidupan Liar 716 & Akta Pemuliharaan,</p>	<p>Complied</p>

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5.2.4 Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. - Minor compliance -	The following monitoring records were sighted: Lepar Hilir 5: <ul style="list-style-type: none"> - Record of monitoring of wildlife sightings and sensitive areas status updated until 20/8/2017 Lepar Hilir 6: <ul style="list-style-type: none"> - <i>Mengenalpasti batu sempadan untuk setiap kawasan seperti tertera didalam geran tanah</i> (Locating boundary stone for each area specified in land title) - Continuous follow-up with Land Management Unit (LMU) for info related to boundary - Review of map to ensure validity - No trespassing towards forest boundary - Establishment and maintenance of buffer zone - signages 	Complied
5.2.5 Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights. - Minor compliance -	Based on the HCV studies, in Lepar Hilir 6 Estate, <i>Terdapat kawasan tidak bertanam seluas 121.39 ha, 72.87 ha under EIA (Fasa II) 2017 & 48.52 ha kawasan jurang dan berbatu.</i> However HCV set-asides was within FGV and verification with local communities confirmed that there has been no instance of HCV set-aside that conflicts with the rights of local communities at the estates visited. Thus negotiated agreement of such nature is not applicable.	Complied
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
5.3.1 All waste products and sources of pollution shall be identified and documented. - Major compliance -	Waste products and sources of pollution shall be identified and documented in Manual RSPO i.e. <i>Mengenalpasti dan Menguruskan Bahan Buangan</i> ; Doc. no.: MR 5.3/2009; Issue 1 <i>Polisi Kitar Semula</i> ; 1/6/2014. <i>Prosedur Pengurusan Sisa Pepejal</i> ; FGV/ML-1A/L2-Pr9; Rev. 0; Issue 1; Eff. Date: 1/6/2016 <i>Prosedur Perlaksanaan Kitar Semula</i> ; FGV/ML-1A/L2-Pr4; Rev. 0; Issue 1; Eff. Date: 1/6/2016 <i>Prosedur Pelupusan Sisa Domestik</i> ; FGV/ML-1A/L2-Pr23; Rev. 0; Issue 1; Eff. Date: 1/6/2016 For Mill among type of waste identified including Mesocarp Fibre, EFB, Shell, POME, SW and domestic waste. For Estate, wastes identified are Pruned Palm Fronds, Chipped Palm Trunks, Empty Chemical Container (Triple Rinsed & Punctured), Empty Fertilizer Bag, Used Tyre & domestic	Complied
5.3.2 All chemicals and their containers shall be disposed of responsibly. - Major compliance -	Tripled rinsed & punctured empty chemical container not categorized as Scheduled Waste – Pelaksanaan Projek Perintis Kitar Semula Bekas Racun Perosak (EPU-DANCED); Letter Ref.: AS91/120/038/014; Dated: 7/11/2002 – as per Risk Reduction on Pesticides Use and Disposal of Pesticide Containers Working Group, based on Food and Agriculture Organization of The United Nations International Code of Conduct on the Distribution and Use of Pesticides – Guidelines on Management Options for Empty Pesticide Containers	

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5.3.3	<p>A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.</p> <p>- Minor compliance -</p> <p>During the site visit, the following was sighted:</p> <p>Lepar Hilir POM: - Existing preventive/mitigation measure (oil trap/sump) at water reservoir diesel water pump not effective to prevent land contamination</p> <p>Lepar Hilir 5 Estate: - Existing preventive/mitigation measure (oil trap/sump) at diesel store not effective to prevent land contamination</p> <p>Lepar Hilir 6 Estate: - Existing preventive/mitigation measure (oil trap/sump) at diesel skid tank not effective to prevent land contamination</p> <p>Based on the findings, the management plan to avoid or reduce pollution implemented found not effective to avoid pollution. Hence a minor noncompliance has been raised.</p>	Minor Non-compliance
<p>Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimised.</p>		
5.4.1	<p>A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.</p> <p>- Minor compliance -</p> <p>Monitored plan for improving efficiency of the use of fossil fuels and to optimization of renewable energy in place sighted as following:</p> <p>Mill: <i>Kegunaan Bahan Bakar Shell/CPO</i> Genset 1: Aug 2017 = 23kwh Genset 2: Aug 2017 = 6kwh Turbine: Aug 2017 = 4,310kwh</p> <p>Lepar Hilir 5 Estate: Monitoring of Diesel Use Per Ton of FFB 2017 range 1.07 liter/m³ to 4.95 liter/m³ <i>Rekod Pemantauan Penggunaan Diesel Bagi Kendaraan Ladang Tahun 2017</i></p> <p>Lepar Hilir 6 Estate: Monitoring of Diesel Use Per Ton of FFB 2017 range 1.86 liter/m³ to 4.33 liter/m³ monthly</p>	Complied
<p>Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.</p>		
5.5.1	<p>There shall be no land preparation by burning, other than in specific situations as identified in the 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p>- Major compliance -</p> <p>The audit team visit to estate field confirmed that no land preparation by burning was practiced within FGV Lepar Hilir estates. This was in-line with the following:</p> <p><i>Polisi Larangan Pembakaran Terbuka</i>; Signed by President & CEO FGV; Dated: 1/6/2014</p> <p>Letter of <i>Larangan Melakukan Pembakaran Terbuka</i>; Ref.: (01)FGVPM/274/LH05/RSPO(P5); Dated: 17/2/2016</p> <p>FGVPM – <i>Spesifikasi Kerja (Tanam Semula Sawit-Sawit) – Menebang Mekanikal Mencincang dan Mengumpul Tanpa Bakar</i>; FO-P0302 (TS-SS)</p>	Complied

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5.5.2 Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions. - Minor compliance -	<p>Latest replanting conducted in Lepar Hilir 5 for Field PM91C / PR16K, Block 31, 32 & 33 by contractor Hiew Brothers Contract Works; Contract # 5300001003; letter ref.: (12)FGVPM/274/LH05; dated 8/8/2016 with main scope of work including mechanical felling, chipping & collection (without burning).</p> <p>Latest replanting conducted in Lepar Hilir 6 for Field PM90B / PR16H, Block 10, 11, 12, 13 & 14 by contractor Hiew Brothers Contract Works; Contract # 5300000998; letter ref.: FGVPM/391/2013 FH 586/2013; dated 10/10/2013 with main scope of work including mechanical felling, chipping & collection (without burning).</p>	Complied
<p>Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p>		
5.6.1 An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4). - Major compliance -	<p>The operating units had reviewed the environmental impact assessment on potential pollution to water, gaseous emissions to air and contamination on land.</p> <p>At Mill, monitoring of mill gas emissions is being done online using the Continuous Emissions Monitoring System (CEMS) and supported by the Ringelman Smoke Chart. POME treatment, monitoring and land application is monitored, maintained and adhered to DOE regulations i.e BOD below 100mg/l</p> <p>Boiler stack sampling records: Stack Air Monitoring Report for Boiler Stack 3 on 23/1/2017 by Nabbir Laboratory (KL) Sdn Bhd (Lab Report # 1701/814/02/K; dated: 31/1/2017). Analysis was conducted against both EQ (CA) Reg. 1978 & Reg. 2014 requirements where results shown compliance within limit of solid particulates emissions</p>	Complied
5.6.2 Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented. - Major compliance	<p>Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel/fuel and fertilizer. Their usage have been recorded and documented at each of the operating units. The plan to reduce or minimise the GHG emission is in progress. This will be followed up during the next surveillance assessment.</p>	Complied
5.6.3 A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools. - Minor compliance -	<p>Monitoring of the GHG quantity was done through PalmGHG calculator, where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including IPCC. The GHG calculations were done separately between the mill and estates</p> <p>CDD GHG Calculation In-Charge sent to RSPO on 18/9/2017 & accepted on 19/9/2017.</p>	Complied
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and millers.</p>		
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.</p>		

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6.1.1 A social impact assessment (SIA) including records of meetings shall be documented. - Major compliance -	Social Impact Assessment was carried out on 8/11/2016 by Certification & Due Diligence (CDD), Sustainability & Environment Department from Head Office through interviewed with the relevant internal stakeholder. Besides, questionnaire, stakeholder meetings with external stakeholders and JCC meeting with settlers were conducted on 24/8/2017 and 7/6/2017. Seen the attendance list of stakeholders involved and meeting minutes in the SIA process.	Complied
6.1.2 There shall be evidence that the assessment has been done with the participation of affected parties. - Major compliance -	The SIA process was involved the participation of relevant stakeholders such as internal workers, settlers, government authorities. Seen the attendance list and meeting minutes for the SIA process. Interviewed with the stakeholder verified that they have been invited for the development of SIA.	Complied
6.1.3 Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation. - Major compliance -	Lepar Hilir POM and estates have developed a management plan where the plan has included the mitigation of negative impacts and also promotion of positive impacts as per the procedure " <i>Penilaian Impak Sosial</i> " with Doc. No. ML-1A/L2-Pr21(0) dated 1/6/2016. Besides, specific timeline for the management to rectify the issue and person to be responsible were included into the plan. For eg: <ul style="list-style-type: none"> a. Impact: Provide free PPE to all the workers. Action to be taken: Office will prepared and provided full set of PPE to all workers. Person In charge: En. Zaidi b. Impact: Contractors have yet to submit a copy of payslip of workers to office. Action to be taken: Issue letter to the contractors to remind them to submit the copy of payslip. Person in charge: En. Zaidi 	Complied
6.1.4 The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties. - Minor compliance -	Since this is Initial Assessment, no review of plan will be carried out. The plan was developed on 5/9/2017 for the mill and 4/9/2017 for both estates.	Complied
6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme). - Minor compliance -	No scheme smallholders involved in the certification unit.	Not applicable
Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.		

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6.2.1 Consultation and communication procedures shall be documented. - Major compliance -	<p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Communication Policy with Doc. No. ML-1A/L1-Po3(0) dated 1/6/2014 to communicate with internal and external parties related to quality, environmental issues, safety and health and etc. Besides, FGV has established "Komunikasi, Penglibatan dan Rundingan" procedure with Doc. No. ML-1A/L2-Pr12(0) dated 1/6/2016.</p> <p>KKD meeting was conducted on 23/8/2017 in mill and it was the first meeting in 2017. Policies and RSPO related matters were briefed during the meeting. Seen the meeting minutes.</p> <p>KKD meeting was conducted on 21/7/2017 for Lepar Hilir 5 Estate with participation of total 19 members. The planned activities were carried out accordingly such as Yasin classes and sport day.</p>	Complied
6.2.2 A management official responsible for these issues shall be nominated. - Minor compliance -	<p>Assistant Manager of the mill and estates have been appointed as person responsible for communication and social issue. Seen the appointment letter dated 2/1/2017 (LHPOM), 2/1/2017 (LH5E) and 20/2/2017 (LH6E) which issued by the respective Managers.</p>	Complied
6.2.3 A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained. - Minor compliance -	<p>Stakeholder list was developed where smallholders, neighboring schools, contractor and etc has included into the list. For local authorities, the list was prepared at Wilayah Office.</p> <p>Stakeholder meeting was conducted on 24/8/2017 for the whole Lepar Hilir Complex. Seen the attendance list and issues raised during the meeting were replied on the spot of meeting by the management. Questionnaires were distributed to the stakeholders and no issues raised.</p> <p>Besides, JCC meeting was conducted that with the participation of settlers. The last meeting was conducted on 7/6/2017 and sighted the meeting minutes. The issues discussed during the meeting were related to OER and crop quality.</p>	Complied

Criterion 6.3:
 There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all effected parties.

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<p>6.3.1</p> <p>The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistleblowers, where requested.</p> <p>- Major compliance -</p>	<p>FGV Plantations (M) Sdn Bhd has established "<i>Menangani Aduan dan Rungutan</i>" procedure with Doc. No. ML-1A/L2-Pr13(0) dated 1/6/2016. Scope of the procedure covered all the complaints related to Project issues, damage or broken of housing, settlers issue under FELDA, social welfare of workers and etc. The time taken to initiate the investigation shall be carried out within 7 days from the date of complaint lodged. The maximum time taken to resolve any issue was 2 months. However, document reviewed on the complaint book for housing in Lepar Hilir POM found that the implementation of the procedure was ineffective. Sampled of complaints that not resolved within the maximum limit of 2 months are as below:</p> <ul style="list-style-type: none"> a. House No.: S3 and S4 complained on 19/3/2017 Issue: Kitchen's door broken, Door frame in the kitchen been destroyed by termites, no electric at home b. House No.: F22 complained on 3/5/2017 Issue: Toilet's door and frame was broken. c. House No.: F13 complained on 1/6/2017 Issue: Toilet bowl clogged. <p>Thus, a major non-conformance was raised.</p>	<p>Major Non-Compliance</p>
<p>6.3.2</p> <p>Documentation of both the process by which a dispute was resolved and the outcome shall be available.</p> <p>- Major compliance -</p>	<p>Complaint book for housing issue was implemented in mill. Job Offer and Stock Issuance Chit were sighted for the completed repair works. For eg: Complaint lodged on 14/2/2017 related to broken toilet door. The complainant has taken the new door from the store and replaced by himself. Seen the Stock Issuance Chit dated 7/6/2017 which acknowledged by the complainant.</p> <p>FGVPM Lepar Hilir 5 Estate: Seen the complaint book found that only date of first action taken was recorded. The column of action taken in the complaint book was only stated "settled or repaired" without proper explanation of action taken. No evidence to show that the workers' complaints were resolved. For eg:</p> <ul style="list-style-type: none"> a. Water pipe was found leakage in House No. RP19/94 which lodged on 20/4/2017. b. Not functioning of lamp at House No. RP 52/92 which lodged on 9/9/2017. <p>FGVPM Lepar Hilir 6 Estate: The action taken and date of verified were recorded in the complaint log sheet. For eg: The pipe at House L3/92 was broken which lodged on 4/9/2017. Action has been taken and resolved on 5/9/2017. However, No evidence to show that the complaints of workers were resolved.</p> <p>Thus, a major non-conformance was raised.</p>	<p>Major Non-Compliance</p>

Criterion 6.4:
Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

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Criterion / Indicator	Assessment Findings	Compliance
6.4.1	A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. - Major compliance -	Complied
6.4.2	A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. - Minor compliance -	Complied
6.4.3	The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available. - Major compliance -	Complied
Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.		

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<p>6.5.1</p>	<p>Documentation of pay and conditions shall be available. - Major compliance -</p>	<p>FGV Plantations (M) Sdn Bhd has developed a guideline on the payment rate of work for workers in plantations [<i>"Panduan Kadar Upah Kerja Pekerja Pentadbiran dan Operasi Ladang (KUK Bil 5) dated 1/1/2017"</i>] by Operation Department of FGVPM.</p> <p>The mill and estates consist of local workers, foreign workers and contract workers. The management has included basic pay, net pay, gross pay, deduction of salary, days of attended to work and etc on the pay slip. Payslip for August 2016, November 2016, February 2017, March 2017 and August 2017 based on the crop summary for direct employment workers was sampled as below:</p> <ul style="list-style-type: none"> a. Employee No.: 1202861 (LHPOM) b. Employee No.: 1202278 (LHPOM) c. Employee No.: 1203265 (LHPOM) d. Employee No.: 1210426 (LHPOM) e. Employee No.: 1208958 (LHPOM) f. Employee No.: 1207549 (LHPOM) g. Employee No.: FW02740012 (LH5E) h. Employee No.: FW02740128 (LH5E) i. Employee No.: FW02740431 (LH5E) j. Employee No.: FW02740669 (LH5E) k. Employee No.: FW02740846 (LH5E) l. Employee No.: LW02740018 (LH5E) m. Passport No.: AR722890 (Contractor's Worker in LH5E) (April – August 2017) n. Passport No.: AS775025 ((Contractor's Worker in LH5E) (April – August 2017) o. Passport No.: AR686546 (Contractor's Worker in LH5E) (April – August 2017) p. Employee No.: FW02750035 (LH6E) q. Employee No.: FW02750469 (LH6E) r. Employee No.: FW02750500 (LH6E) s. Employee No.: FW02751050 (LH6E) t. Employee No.: LW02750069 (LH6E) u. Passport No.: AR 722890 (Contractor's Worker in LH6E) (June - August 2017) v. Passport No.: AT 759388 (Contractor's Worker in LH6E) (June - August 2017) w. Passport No.: AS 700999 (Contractor's Worker in LH6E) (June - August 2017) x. I/C No.: 840928-06-5859 (Contractor's Worker in LH6E) (June - August 2017) <p>Document verified on the <i>Borang Tuntutan Bayaran Kerja dan Kerja Lebih Masa</i> for August 2016 (highest crop), February 2017 (lowest crop) and August 2017 (high crop) found that no exceeded limit of overtime sighted for the workers in the mill.</p> <p>Seen the payslip found that deduction of salary was implemented. The deduction of salary are such as Felkop fee, Takaful Insurance, Welfare FPI, Electricity, Water and etc. Consent letter signed by the workers on the stated items and approval letter from <i>Jabatan Buruh Semenanjung Malaysia</i> dated 25/10/1996 with Ref. No. (16)dIm.BSM.7/2/35/68 Bhg. I to make deduction on salary. Seen the permit to deduct salary for the purchase of</p>	<p>Complied</p>
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Criterion / Indicator	Assessment Findings	Compliance
	motorcycle, electric appliances and furniture with Serial No. PP 3/34/1385 which effective on 1/2/2009 by <i>Jabatan Tenaga Kerja Semenanjung Malaysia</i> .	

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.5.2</p> <p>Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.</p> <p>- Major compliance -</p>	<p>A Collective Agreement was made between FGV Plantations (M) Sdn Bhd and Workers' Association for FGV Plantations (Malaysia) Sdn Bhd (<i>Semenanjung</i>) which effective from 1/1/2016 – 31/12/2018. The collective agreement has detailed out all the wages, annual leave, welfare and amenities, discipline and etc.</p> <p>Employment contracts/ Offer letters are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc was refer to "<i>Perjanjian Bersama Antara Felde Palm Industries Sdn Bhd dengan Kesatuan Pekerja-Pekerja Felde Palm Industries Sdn Bhd Semenanjung</i>" which valid from 1/1/2016 – 31/12/2018 for mill workers. The offer letter/ contract was signed by the workers and sampled as below:</p> <ul style="list-style-type: none"> a. Employee No.: 1210426 (LHPOM) b. Employee No.: 1202862 (LHPOM) c. Employee No.: 1202861 (LHPOM) d. Employee No.: FW02740128 (LH5E) e. Employee No.: FW02741112 (LH5E) f. Employee No.: FW02741116 (LH5E) g. Employee No.: FW02741141 (LH5E) h. Passport No.: AR722890 (Contractor's Worker in LH5E) i. Passport No.: AS775025 ((Contractor's Worker in LH5E) j. Passport No.: AR686546 (Contractor's Worker in LH5E) k. Employee No.: FW02751050 (LH6E) l. Employee No.: FW02751061 (LH6E) m. Employee No.: FW02751084 (LH6E) n. Employee No.: LW02750096 (LH6E) o. Passport No.: AR 722890 (Contractor's Worker in LH6E) (June - August 2017) p. Passport No.: AT 759388 (Contractor's Worker in LH6E) (June - August 2017) q. Passport No.: AS 700999 (Contractor's Worker in LH6E) (June - August 2017) r. I/C No.: 840928-06-5859 (Contractor's Worker in LH6E) (June - August 2017) <p>Extension contracts for workers who worked more than 2 years (Indonesian) and 3 years (other nationalities) were available and sampled as below:</p> <ul style="list-style-type: none"> a. Employee No.: FW02740012 (LH5E) b. Employee No.: FW02741009 (LH5E) c. Employee No.: FW02741019 (LH5E) d. Employee No.: FW02740431 (LH5E) e. Employee No.: FW02750035 (LH6E) f. Employee No.: FW02750996 (LH6E) g. Employee No.: FW02750589 (LH6E) 	<p>Complied</p>

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<p>6.5.3</p> <p>Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.</p> <p>- Minor compliance –</p>	<p>The management has provided free housing for whole Felda Lepar Hilir Complex for all the employees. Water and electricity was supplied by government and subsidized by the management for RM 4 (water) and RM 6 (electricity) for each worker. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees.</p> <p>In FGVP Lepar Hilir 5 Estate was found 3 cabins were constructed in the nursery area for the workers to stay which did not comply with the requirement in Workers’ Minimum Standard of Housing and Amenities Act 1990. The management has informed that they have sufficient of houses that comply with the act to accommodate all the workers in the estate. However, the workers insisted to stay at the cabins due to the distance of work place was far from the housing area.</p> <p>During site visit to the linesite at Lepar Hilir POM, it was found that the grass cutting's contractor was stored the utensils such as grass cutting machine, spraying pump, empty chemical containers and petrol in container without label outside his house. Besides, sanitation of the area could be further improve as waste water was stagnant due to blockage by rubbish.</p> <p>Besides, linesite inspection was not carried out at Lepar Hilir POM and Lepar Hilir 5 Estate as per the Workers’ Minimum Standard of Housing and Amenities Act 1990 where only once a month or twice a month of inspections were conducted.</p> <p>Thus, a minor non-conformance was raised</p>	<p>Minor Non-Conformance</p>
<p>6.5.4</p> <p>Growers and millers shall make demonstrable efforts to monitor and improve workers’ access to adequate, sufficient and affordable food.</p> <p>- Minor compliance –</p>	<p>Sundry shops were found inside the estates’ compound. The workers are able to access to adequate, sufficient and affordable foods and goods. Besides, during off day, they will travelled to the nearest town to purchase for grocery.</p>	<p>Complied</p>
<p>Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.</p>		
<p>6.6.1</p> <p>A published statement in local languages recognising freedom of association shall be available.</p> <p>- Major compliance -</p>	<p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Freedom to Voice and Freedom of Association Policy with Doc. No. ML-1A/L1-Po11(0) dated 1/6/2014. The policy has been briefed to workers during induction training and publicly displayed at notice board.</p>	<p>Complied</p>

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6.6.2 Minutes of meetings with main trade unions or workers representatives shall be documented. - Minor compliance -	<p>The last Felda Palm Industries Sdn Bhd Union Association meeting was conducted on 1/6/2016 for mill. The meeting was carried out 3 years once by confirming with the representative from Union. No issue was reported during the meeting. If there is any issue during this 3 years period, an ad-hoc meeting will be carried out. Besides, there was a meeting conducted that involved for all FGVPM's mills on 14/3/2017 and 9/6/2017 involved the Lepar Hilir branch. Seen all the meeting minutes and no issue was raised.</p> <p>Workers' Welfare Meeting was conducted once a year in Lepar Hilir 5 Estate and the last meeting was conducted on 10/3/2017 with representatives from different countries such as Bangladesh, Malaysia, Indonesia and Myanmar. Meeting minutes was sighted and no issue was raised during the meeting. Interviewed with the workers' representatives confirmed that no issue related to wages, work condition, welfare and etc so far. They were satisfied with the management.</p>	Complied
Criterion 6.7: Children are not employed or exploited.		
6.7.1 There shall be documentary evidence that minimum age requirements are met. - Major compliance -	<p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Child Labour Policy with Doc. No. ML-1A/L1-Po5(0) dated 1/6/2014 where the company will not recruit any individual who less than 18 years old to work in plantations. Besides, "<i>Mengelak Penggajian Buruh Kanak-kanak</i>" procedure with Doc. No. ML-1A/L2-Pr18(0) dated 1/6/2016 was developed to ensure no child labour was recruited. Document reviewed on the list of workers confirmed that no employee under 18 years old was employed. During site visit to the field confirmed that no child labour was recruited in the plantations.</p>	Complied
Criterion 6.8: Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.		
6.8.1 A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented. - Major compliance -	<p>Felda Global Ventures Plantations (M) Sdn Bhd has established Equal Opportunity Policy with Doc. No. ML-1A/L1-Po2(0) dated 1/6/2014. The company was committed to ensure all the employees were treated equally. The policy has been briefed to workers during induction training and publicly displayed at notice board.</p>	Complied
6.8.2 Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against. - Major compliance -	<p>Through document reviewed on the list of employees found that the composition of workers are local, foreign workers and contract workers, male and female workers. Interviewed with the sampled female and male workers from different nationalities confirmed that no discrimination was happened. They are allowed to transfer work station by getting approval from management if they felt unfit on the station assigned. Overtime was offered fairly to the workers without any prejudice or bias.</p>	Complied

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6.8.3 It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available. - Minor compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Recruitment of Foreign Workers Policy with Doc. No. ML-1A/L1-Po8(0) dated 1/6/2014 where the company will comply with the Minimum Wage Order and will not discriminate on the selection of workers. Besides, the company has generated procedure on " <i>Kemasukan Pekerja Asing Ke Ladang</i> " with Doc. No. ML-1A/L5-AP10(0) and " <i>Penempatan Pekerja Asing</i> " with Doc. No. ML-1A/L5-AP11(0) dated 1/6/2016. Process of recruitment was based on medical fitness, qualities, capabilities and etc. In addition, a procedure titled " <i>Manual Pengurusan Tenaga Kerja Ladang Felda Global Ventures Holding</i> " with Doc. No. FGV/JTK/POL/001 dated 1/3/2017 was developed to explain the process of recruitment of foreign workers based on the medical fitness, physical capabilities and etc.	Complied
Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.		
6.9.1 Policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce. - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. Briefing of the policy was conducted on 11/2/2017 at the mill. Besides, the policy was publicly displayed at the office area and housing area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies.	Complied
6.9.2 A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce. - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. The women employees were given rights to breast-feeding to their babies. Briefing of the policy was conducted on 11/2/2017 at the mill. Besides, the policy was publicly displayed at the office area and housing area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies.	Complied

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Criterion / Indicator	Assessment Findings	Compliance	
6.9.3	<p>A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce.</p> <p>- Minor compliance -</p>	<p>FGV Plantations (M) Sdn Bhd has developed procedure on "Menangani Aduan Melalui Jawatankuasa Wanita" with Doc. No. ML-1A/L2-Pr14(0) dated 1/6/2016. Flowchart to handle any sexual harassment or violence case reported was established. Gender Committee was established to monitor and handle any issue related to sexual harassment, violence and reproductive rights.</p> <p>The last meeting was conducted on 23/8/2017 which involved for Bukit Sagu POM and Lepar Hilir POM. Definition of sexual harassment and purpose of the establishment of committee was clearly explained in the meeting. Procedure of handling sexual harassment and violence cases was explained as well. So far, no any sexual harassment of violence case reported through interviewed with the female employees. KKD activities program was sighted with the activities were conducted as per plan. For eg: Contribution to elite student was carried out on 20/2/2017 and etc.</p> <p>Gender Committee was established and meeting was conducted at Zone level. The last meeting was conducted on 22/8/2017 with participation of representatives from Zone Office, FGV Bukit Sagu 4,6,7,8 and FGV Lepar Hilir 5,6,8. Process of complaint procedure was explained during the meeting. So far, no any reported case of sexual harassment or violence was sighted</p>	Complied
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>			
6.10.1	<p>Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.</p> <p>- Minor compliance -</p>	<p>The current price and past price for September 2017 was displayed at the weighbridge's counter.</p>	Complied
6.10.2	<p>Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation).</p> <p>- Major compliance -</p>	<p>Lepar Hilir POM was receiving FFB from internal supply bases and outsider crops. Interviewed with the independent smallholders confirmed that they were explained on pricing mechanism.</p>	Complied
6.10.3	<p>Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent.</p> <p>- Minor compliance -</p>	<p>Contract of agreement for the contractors were verified and sampled as below:</p> <ul style="list-style-type: none"> a. Work Order No.: LH-216/16 for grass cutting at housing compound which valid until 31/12/2017. b. Offer Letter: FGVPM/136/2015 FGV/368/2015 for transporting FFB to mill which valid until 30/4/2018. 	Complied
6.10.4	<p>Agreed payments shall be made in a timely manner.</p> <p>- Minor compliance -</p>	<p>In the Surat Perintah Kerja (SPK), it stated the payment will be due in 30 days. The contractor will issued invoice to the company and the company will cross-checked with the work complete form and will issued Good Receipt to the contractors. Payment vouchers will then issue to the contractor once the payment is done. Sampled the payment records for grass cutting contractor found that the payment was made within 3 days from the date of invoice submitted to the company. Interviewed with sampled contractors confirmed that payment was made promptly.</p>	Complied

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Criterion / Indicator		Assessment Findings	Compliance
Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.			
6.11.1	Contributions to local development that are based on the results of consultation with local communities shall be demonstrated. - Minor compliance –	The management has carried out KDD activities such as contribution to the elite student who scored well in the exam. Besides, the KDD committee has organized activities such as gotong-royong, cooking together and visited the staff during the funeral of her father. Sighted the soft copy of photo evidences. Neighboring school also has requested the management for providing transport of van for their activities. Interviewed with the kindergarten’s teacher confirmed that the management has provided assistance whenever request. Besides, the management has carried out upkeep and maintenance of building and surrounding of the kindergarten such as grass cutting and repair work.	Complied
6.11.2	Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity. - Minor compliance –	No scheme smallholders involved in the certification unit.	Not applicable
Criterion 6.12: No forms of forced or trafficked labour are used.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>6.12.1</p> <p>There shall be evidence that no forms of forced or trafficked labour are used. - Major compliance -</p>	<p>The company has recruited all the employees with legal identification for local and valid passport and work permit for foreign workers and contract workers. Contract of employment was signed by the workers prior to work. Sampled of foreign workers with valid work permit as below:</p> <ul style="list-style-type: none"> a. Permit No.: PD 6580860 valid until 4/11/2017 (LH5E) b. Permit No.: PD 8242721 valid until 21/6/2018 (LH5E) c. Permit No.: PD 7600986 valid until 28/4/2018 (LH5E) d. Permit No.: PD 8533836 valid until 17/8/2018 (LH5E) e. Permit No.: PD 7292358 valid until 7/2/2018 (Contractor's Worker in LH5E) f. Permit No.: PD 8533762 valid until 10/3/2018 (Contractor's Worker in LH5E) g. Permit No.: PD 8130703 valid until 13/6/2018 (Contractor's Worker in LH5E) h. Permit No.: PD 6497573 valid until 25/10/2017 (LH6E) i. Permit No.: PD 7808321 valid until 27/4/2018 (LH6E) j. Permit No.: PD 6983279 valid until 3/1/2018 (LH6E) k. Permit No.: PD 7989433 valid until 9/5/2018 (LH6E) l. Permit No.: PD 7989379 valid until 9/5/2018 (LH6E) m. Permit No.: PD 7292358 valid until 7/2/2018 (Contractor's Worker in LH6E) n. Permit No.: PD 8703443 valid until 27/8/2018 (Contractor's Worker in LH6E) o. Permit No.: PD 6776634 valid until 17/11/2017 (Contractor's Worker in LH6E) <p>Passport of the workers were kept by the management by signed the consent letter by the workers (Application for keeping passport letter). The workers surrendered the passport voluntarily for safe keeping verified through interviewed with the sampled workers. They are allowed to get back passport anytime. For eg: when they travelled to other states to visit their family or back to home country for holiday.</p>	<p>Complied</p>
<p>6.12.2</p> <p>Where applicable, it shall be demonstrated that no contract substitution has occurred. - Minor compliance -</p>	<p>Interviewed with the foreign workers confirmed that no contract substitution has occurred. Besides, FGV has also developed a policy where they are committed with no practice of substitution of contract.</p>	<p>Complied</p>

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Criterion / Indicator		Assessment Findings	Compliance
6.12.3	Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented. - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Recruitment of Foreign Workers Policy with Doc. No. ML-1A/L1-Po8(0) dated 1/6/2014 where the company will not discriminate on the selection of workers and no substitution of contract. Besides, orientation program on the language, safety, labour law and cultural practices were included into the policy. The company also will provide decent living condition and insurance to all the workers. Interviewed with the workers confirmed that they will be allocated at Nilai One Stop Centre for induction training prior send to individual estates. Besides, AIA medical card was provided to all the workers.	Complied
Criterion 6.13: Growers and millers respect human rights.			
6.13.1	A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1). - Major compliance -	Felda Global Ventures Plantations (M) Sdn Bhd has developed Human Rights Policy with Doc. No. ML-1A/L1-Po12(0) dated 1/6/2014. FGV is committed and support human rights. Briefing of the policy was conducted on 11/2/2017 at the mill. Besides, the policy was publicly displayed at the office area and housing area.	Complied
6.13.2	As long as children of foreign workers in Sabah and Sarawak are ineligible to attend government school, the plantation companies should engage in a process to secure these children access to education as a moral obligation.	Not applicable for the certification unit.	Not applicable
Principle 7: Responsible development of new plantings Lepar Hilir Palm Oil Mill and supply base did not carry out any new plantings after November 2005. Therefore, the requirement of Principle 7 is not applicable during the initial assessment. It was verified through the land statement, land title and planting history.			
Principle 8: Commitment to continual improvement in key areas of activity			
Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.			

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Criterion / Indicator	Assessment Findings	Compliance
<p>8.1.1</p> <p>The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> • Reduction in use of pesticides(Criterion 4.6); • Environmental impacts (Criteria 4.3, 5.1 and 5.2); • Waste reduction (Criterion 5.3); • Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8); • Social impacts (Criterion 6.1); <ul style="list-style-type: none"> • Optimising the yield of the supply base. <p>- Major compliance -</p>	<p>The action plan for continual improvement has been implemented, based on a consideration of the main social and environmental impacts and opportunities of the estates and mill. Plan and programme for continual improvement documented under <i>Prosedur Penambahbaikan Berterusan; FGV/ML-1A/L2-Pr7; Rev. 0; Issue 1; Eff. Date: 1/6/2016</i></p> <p>For example; at FGVP Lejar Hilir 5 estate</p> <p>i) <i>Pengurangan penggunaan racun perosak tertentu</i></p> <ul style="list-style-type: none"> - Paraquat reduction – 2015: 2793 liter; 2016: 2580 liter; 2017 (to date): 0 liter - Barn owl box installation 2015: 14 boxes; 2016: 11 boxes; 2017 (to date): 11 boxes - Beneficial crop planting 2015: 250 sites; 2016: 320 sites; 2017 (to date): 400 boxes <p>ii) <i>Mengurangkan kesan ke atas alam sekitar</i></p> <ul style="list-style-type: none"> - Smart weeding application (reduced water) 2015: 300 ha; 2016: 230 ha; 2017 (to date): 500 ha - Pemeriksaan mengekalkan kawasan buffer zone – 12 times yearly - Mengawal hakisan di cerun <p>Lejar Hilir POM</p> <ul style="list-style-type: none"> i)Process improvement – Routine service/maintenance automation system boiler/press/sterilizer iv)Process improvement – steam turbine retrofitting and maintenance vi)Continuous repair/upgrading of workers housing 	<p>Complied</p>

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Appendix B: Approved Time Bound Plan

Palm Oil Mill		Country	Supply Bases (estates, plantations, associations)	Targeted RSPO Certification Year	Current Certification Status as per this audit
1	Selancar 2B	Malaysia	FGVPM Selancar 6 FGVPM Selancar 8 FGVPM Selancar 9	2017	To be audited by CB in year 2017
2	Lepar Hilir	Malaysia	FGVPM Lepar Hilir 5 FGVPM Lepar Hilir 6 FGVPM Lepar Hilir 8	2017	Main assessment conducted in September 2017
3	Aring A	Malaysia	FGVPM Aring 2 FGVPM Aring 3 FGVPM Aring 4 FGVPM Aring 5 FGVPM Aring 6 FGVPM Aring 8 FGVPM Aring 10 FGVPM Aring 11	2017	To be audited by CB in year 2017
4	Kechau B	Malaysia	FGVPM Kechau 6 FGVPM Kechau 8 FGVPM Kechau 9 FGVPM Kechau 10	2017	To be audited by CB in year 2017
5	Bukit Sagu	Malaysia	FGVPM Bukit Sagu 4 FGVPM Bukit Sagu 6 FGVPM Bukit Sagu 7 FGVPM Bukit Sagu 8	2017	To be audited by CB in year 2017
6	Keratong 09	Malaysia	FGVPM Bera Selatan 5 FGVPM Bera Selatan 7 FGVPM Merchong FGVPM Keratong Timur FASSB Merchong	2017	To be audited by CB in year 2017
7	Lepar Utara 06	Malaysia	FGVPM Lepar Utara 7 FGVPM Lepar Utara 8 FGVPM Lepar Utara 9 FGVPM Lepar Utara 11	2017	To be audited by CB in year 2017
8	Besout	Malaysia	FGVPM Besout 6, FGVPM Besout 7	2017	To be audited by CB in year 2017
9	Kemasul	Malaysia	FGVPM Mengkarak 1 FGVPM Mengkarak 2	2017	To be audited by CB in year 2017
10	Triang	Malaysia	FGVPM Triang 2 FGVPM Triang Selatan 1 FGVPM Triang 4	2017	To be audited by CB in year 2017
11	Lepar Utara 04	Malaysia	FGVPM Lepar Utara 4 FGVPM Lepar Utara 10 FGVPM Lepar Utara 14	2017	To be audited by CB in year 2017
12	Maokil	Malaysia	FGVPM Maokil 6 FGVPM Maokil 7	2017	To be audited by CB in year 2017

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13	Palong Timur	Malaysia	FGVPM Palong Timur 4/5 FGVPM PALONG TIMUR 06	2017	To be audited by CB in year 2017
14	Selendang	Malaysia	FGVPM Selendang 3 FGVPM Selendang 4 FGVPM Selendang 5 FGVPM Berabong 1	2017	To be audited by CB in year 2017
15	Krau	Malaysia	FGVPM Krau 2 FGVPM Krau 4	2017	To be audited by CB in year 2017
16	Tenggaroh Timur	Malaysia	FGVPM Tenggaroh 12 FGVPM Tenggaroh Timur 2	2017	To be audited by CB in year 2017
17	Chini 3	Malaysia	FGVPM Terapai 1 FGVPM Chini Timur 4	2018	-
18	Nitar	Malaysia	FGVPM Nitar Timur	2018	-
19	Jerangau Baru	Malaysia	FGVPM Rantau Abang 1 FGVPM Rantau Abang 2 FGVPM Chador 1	2018	-
20	Serting Hilir	Malaysia	FGVPM Tembangau 3 FGVPM Tembangau 5 FGVPM Tembangau 6 FGVPM Tembangau 7 FGVPM Tembangau 8 FGVPM Tembangau 9 FASSB Serting Hilir	2018	-
21	Serting	Malaysia	FGVPM Palong 17 FGVPM Palong 18 FGVPM Palong 21	2018	-
22	Kota Gelanggi	Malaysia	FASSB PPTR FASSB Kota Gelanggi 5/6	2018	-
23	Kerteh	Malaysia	FASSB Kerteh FASSB Semaring 01	2018	-
24	Neram	Malaysia	FGVPM Cherul 03	2018	-
25	Keratong 3	Malaysia	FGVPM Keratong 11	2018	-
26	Tenggaroh	Malaysia	FGVPM Tenggaroh 9 FGVPM Tenggaroh 11 FGVPM Tenggaroh 13	2018	-
27	Chiku	Malaysia	FGVPM Ciku 4 FGVPM Ciku 8	2018	-
28	Keratong 2	Malaysia	FGVPM Bera Selatan 3	2018	-
29	Jengka 21	Malaysia	FASSB Jengka 24/25	2018	-
30	Adela	Malaysia	FGVPM Kledang 02	2018	-
31	Bukit Kepayang	Malaysia	FGVPM Terapai 3	2018	-

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

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			Blossom Plantation Sdn Bhd		
44	Embara Budi	Malaysia	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	-
45	Baiduri Ayu	Malaysia	FGVPM Sahabat 9 FGVPM Sahabat 16 FGVPM Sahabat 55	2019	-
46	Umas	Malaysia	FGVPM Umas 5 FGVPM Umas 6	2019	-
47	Sampadi	Malaysia	FGVPM Sampadi 1 FGVPM Sampadi 3 FGVPM Sampadi 4 FGVPM Sampadi 5 FGVPM Sampadi 6	2019	-
48	Bukit Mendi	Malaysia	Felda Settlers	2019	-
49	Jengka 8	Malaysia	Felda Settlers	2019	-
50	Jengka 18	Malaysia	Felda Settlers	2019	-
51	Jengka 3	Malaysia	Felda Settlers	2019	-
52	Padang Piol	Malaysia	Felda Settlers	2019	-
53	Sg tengi	Malaysia	Felda Settlers	2019	-
54	Mempaga	Malaysia	Felda Settlers	2019	-
55	Pasoh	Malaysia	Felda Settlers	2020	-
56	Kemahang	Malaysia	Felda Settlers	2020	-
57	Tersang	Malaysia	Felda Settlers	2020	-
58	Selancar 2A	Malaysia	Felda Settlers	2020	-
59	Chini 2	Malaysia	Felda Settlers	2020	-
60	Trolak	Malaysia	Felda Settlers	2020	-
61	Semenchu	Malaysia	Felda Settlers	2020	-
62	Jerangau Barat	Malaysia	Felda Settlers	2020	-
63	Panching	Malaysia	Felda Settlers	2020	-
64	Bukit Besar	Malaysia	Felda Settlers	2020	-
65	Kahang	Malaysia	Felda Settlers	2020	-
66	Waha	Malaysia	Felda Settlers	2020	-
67	Air Tawar	Malaysia	Felda Settlers	2020	-

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68	Lok Heng	Malaysia	Felda Settlers	2020	-
69	FGV Asian Plantation Milling Plantation	Malaysia	TBD	2021	-
70	FGV Yapid MAS (Golden Land)	Malaysia	TBD	2021	-
71	PT Citra Niaga Perkasa	Indonesia	TBD	2021	-
72	PT Temilia Agro Abadi	Indonesia	TBD	2021	-
73	FGV Estates without FGV Mill	Indonesia	TBD	2021	-

Appendix C: Certification Unit RSPO Certificate Details

Felda Global Ventures Holdings Berhad
Felda Global Ventures Plantation (Malaysia) Sdn Bhd
Lepar Hilir Palm Oil Mill
26300 Gambang, Kuantan, Pahang

RSPO membership number: 1-0225-16-000-00

BSI RSPO Certificate No. : RSPO 666408

Date of Initial Certificate Issued: 02/02/2018

Date of Expiry: 01/02/2023

Applicable Standards: RSPO P&C MYNI-2014; RSPO Supply Chain Certification Standard November 2014 Module E – CPO Mills: Mass Balance)

Lepar Hilir Palm Oil Mill and Supply Base					
Location Address	Felda Global Ventures Plantation (Malaysia) Sdn Bhd Lepar Hilir Palm Oil Mill				
GPS Location	103°00' 36" E ; 3° 38' 30" N				
CPO Tonnage Total	16,682.20 mt				
PK Tonnage Total	4,236.32 mt				
CPO Claimed for Certification*	16,682.20 mt				
PK Claimed for Certification *	4,236.32 mt				
Own estates FFB Tonnage	83,065.00 mt				
Scheme Smallholder FFB Tonnage	-				
Estates	Production Area		Other use (ha)	Certified Area / Total land lease (ha)	Annual FFB Production (mt)
	Mature (ha)	Immature (ha)			
FGVPM Lepar Hilir 05	1,881.52	726.09	281.93	2,889.54	32,750
FGVPM Lepar Hilir 06	1,281.52	1,343.26	340.82	2,965.60	30,438
FGVPM Lepar Hilir 08	1,348.50	1,736.49	335.21	3,420.20	19,877
TOTAL	4,511.54	3,805.84	957.96	9,275.34	83,065

Appendix D: Assessment Plan

PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafri	Ning Shing
Monday 18/9/2017	PM	Audit Team travelling to Kuantan. Check-in hotel in Kuantan	√	√	√
Tuesday 19/9/2017 Lepar Hilir Oil Mill	08.30 – 09.00	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit team leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). • Verification on previous audit findings 	√	√	√
	09.00 – 12.00	Lepar Hilir Palm Oil Mill Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment, staff, workers and contractor interview, housing and facility inspection, clinic, meeting stakeholders etc.	√	√	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	Lepar Hilir Oil Mill: Visit to laboratory, weighbridge and palm product storage area. Document Review P1 – P8: SOPs, Supply chain for CPO mill, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation etc. Verify previous nonconformities.	√	√	√
	16.30-17.00	Interim Closing briefing.	√	√	√
Wednesday 20/9/2017 FGVPM Lepar Hilir 5 Estate	08.30 – 12.00	FGVPM Lepar Hilir 5 Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	-
	09.00 – 12.00	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	-	-	√
	12.00 – 13.00	Lunch	√	√	√
	13.00 – 16.30	FGVPM Lepar Hilir 5 Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.00	Interim Closing Briefing	√	√	√

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PRELIMINARY AGENDA					
Date	Time	Subjects	Mohd Hidhir	Hafri	Ning Shing
Thursday 21/9/2017	8.30 – 13.00	FGVPM Lepar Hilir 6 Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill, , etc.	√	√	√
FGVPM Lepar Hilir 6 Estate	13.00 – 14.00	Lunch	√	√	√
	14.30 – 16.30	FGVPM Lepar Hilir 6 Estate Document review P1 – P8: (General Documentation e.g. Legal, Manual and Procedure, production & monitoring records, IPM & HCV records, SEIA documents & records, OSH records, review pay documents, records of communication with stakeholder/workers representatives, new planting, CIP and implementation etc).	√	√	√
	16.30-17.30	Prepare for closing meeting Closing Meeting	√	√	√
	Friday 22/9/17	AM	Travelling back to KL	√	√

Appendix E: Stakeholders Contacted

<p>Internal Stakeholders</p> <p>Managers and Assistants Mill & Estate Male Mill Staff/Workers Female Mill Staff/Workers Workers’ Representative (Bangladesh, Malaysia, Indonesia, India and Myanmar) Male and Female Estate workers Joint Consultative Committee KKD/Gender Committee representatives Workers Union Representatives Kindergarten teacher</p>	<p>Local Communities/NGO</p> <p>Solidaridad Aidenvironment Amnesty</p>
<p>Government Departments</p> <p>Officer of Labour Department Officer of Department of Environment</p>	<p>Contractors and Suppliers</p> <p>General Supplier FFB Transport contractor</p>

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

Requirements	Compliance
E.1 Definition	
<p>E.1.1 Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and volume sales of RSPO certified producers. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p>Lepar Hilir Palm Oil Mill is ready to receive and process both certified and non-certified FFB. Therefore, it uses the Mass Balance supply chain system and module.</p> <p>During the P&C assessment, the audit team verified the volumes and sources of FFB entering the mill, recording through Mill Performance Report (MPR) System and the implementation of processing controls with volume sales of RSPO certified Products.</p>
E.2 Explanation	
<p>E.2.1 The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p>	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report.</p>
<p>E.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p>	<p>The mill has met all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim). RSPO Palm Trace handled by FGV Holdings (HQ) through Marketing Officer in-charge. Lepar Hilir POM PalmTrace Account ID: RSPO_PO1000001320.</p>
E.3 Documented procedures	
<p>E.3.1 The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a) Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	<p>RSPO SCCS Model in Felda: Mass Balance - SOP for Mill RSPOSCCS; Doc. No.: FGVPM-RSPO SCCS; Issue 2.0; Rev. 1.0; Date: 1/3/2015; Title: SOP Perkilangan untuk pematuhan Sistem Pensijilan RSPO SCCS (Mass Balance)</p> <p>Carta Organisasi AJK Sistem Penyeliaan RSPO SCCS; the Mill Manager Mr. Noradnan Masoud and Assistant Managers are having responsibilities and authority over the implementation on RSPO SCCS requirements as per Management Functions & Job Descriptions. Awareness of the supply chain system among personnel involved including weighbridge clerk, operation supervisor, lab attendant and FFB grader. The manager has overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. Training for weighbridge has been conducted on 18/8/2017.</p>
<p>E.3.2 The site shall have documented procedures for receiving and processing certified and non-certified FFBs.</p>	<p>As per RSPO SCCS Model in Felda: Mass Balance. SOP for Mill RSPO SCCS; Doc. No.: FGVPM-RSPO SCCS; Issue 2.0; Rev. 1.0; Distribution date: 1/3/2015; Title: SOP Perkilangan untuk pematuhan Sistem Pensijilan RSPO SCCS (Mass Balance). For the incoming FFB, processing and outgoing palm products (CPO and PK). System available to make marking on the</p>

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	receiving documents to differentiate the certified and non-certified FFB received.
E.4 Purchasing and goods in	
E.4.1 The site shall verify and document the volumes of certified and non-certified FFBs received.	Daily records are prepared at the entry point at the weighbridge. Daily summary, monthly summary and yearly summary documented for all the sources. Records verified by internal and external audit.
E.4.2 The site shall inform the CB immediately if there is a projected overproduction.	The supply chain procedure specified that the person in- charge to inform CB immediately in case of projected overproduction and the interview with all relevant personnel confirmed that the facilities aware of this procedure.
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.)	Daily records are prepared at the entry point at the weighbridge which enables the segregation of certified CPO (RSPO) and non-certified CPO. Daily summary and monthly summary documented for all the certified and non-certified FFB.Computerized (MPR system) in place with the delivery deducted accordingly in ILDS (<i>Laporan Perbezaan Berat Timbangan</i>). As the mill monitor the system using MPR system, only positive stock can be delivered. No short selling.
E.5.2 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that the crush is covered through a signed and enforceable agreement	No outsourcing activities.

Actual Tonnage Certified Palm Production January – August 2017 (Initial Assessment)

Mill	Capacity	CPO	PK
Lepar Hilir Palm Oil Mill	54 mt/hr	7,397.46	1,839.78

Actual Tonnage Sales of Certified Palm Products January – August 2017 (Initial Assessment)

Mill	Certified CPO Sales	Certified PK Sales	Remarks
Lepar Hilir Palm Oil Mill	Nil	Nil	Not yet certified

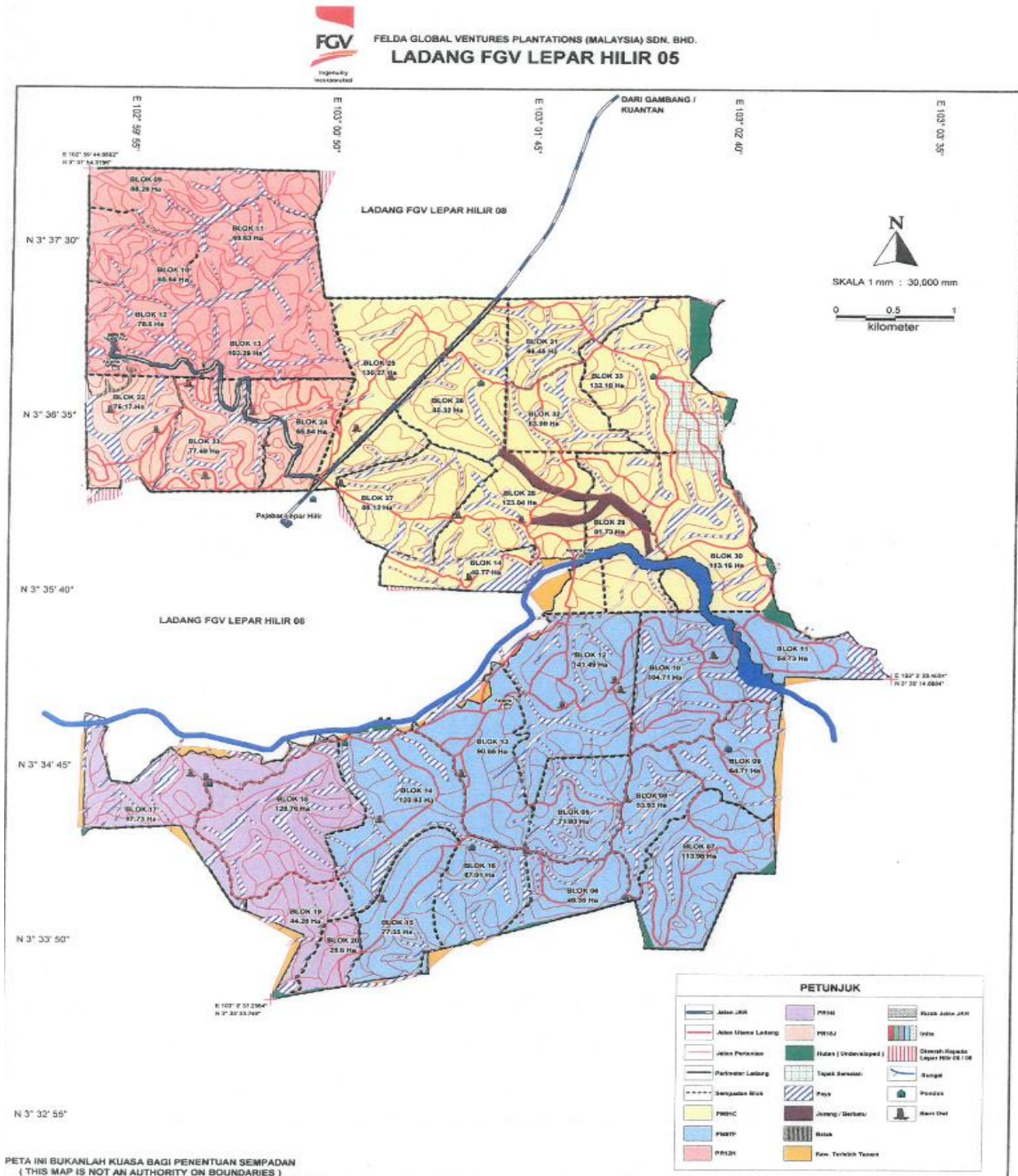
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Month	Certified Supply Base (from own certificate scope) (mt)							Total FFB/Month (mt)
	FGVPM Lepar Hilir 05	FGVPM Lepar Hilir 06	FGVPM Lepar Hilir 08	Other Estate	Other Estate	Other Estate	Other Estate	
Jan 2017	1,016.61	879.37	797.62	-	-	-	-	2,693.6
Feb 2017	930.19	858.80	748.74	-	-	-	-	2,537.73
Mar 2017	1,247.20	1,246.33	1,145.66	-	-	-	-	3,639.19
Apr 2017	1,834.36	1,935.16	1,559.34	-	-	-	-	5,328.86
May 2017	2,096.68	2,134.93	1,511.08	-	-	-	-	5,742.69
June 2017	1,895.27	1,620.76	1,499.07	-	-	-	-	5,015.1
July 2017	2,762	2,467.39	2,354.60	-	-	-	-	7,583.99
Aug 2017	2,095.76	2,088.11	1,603.76	-	-	-	-	5,787.63
Total	13,878.07	13,230.85	11,219.87	-	-	-	-	38,328.79

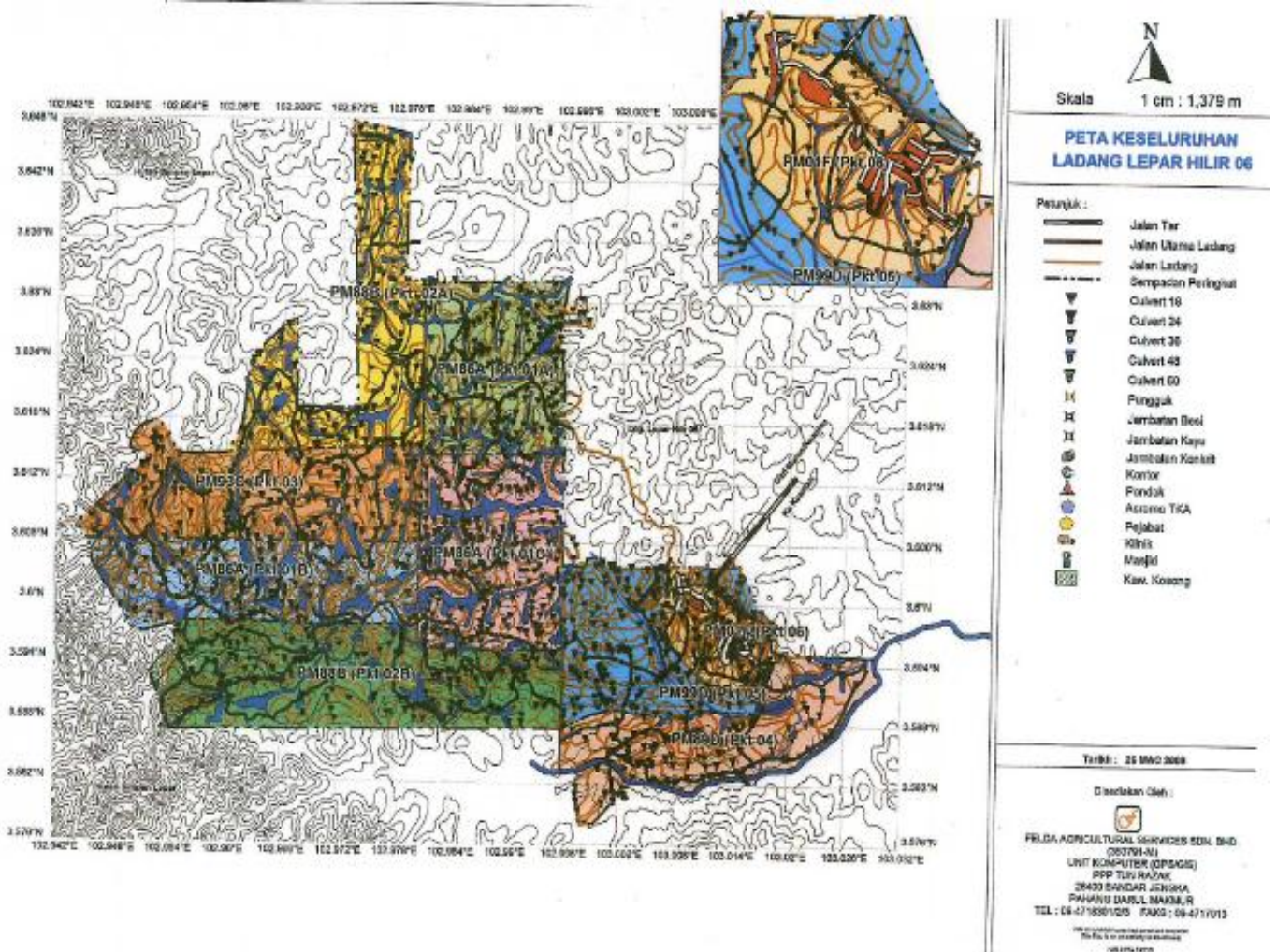
Appendix G : Location Map of Lepar Hilir POM and Supply Bases



Appendix H: FGVPM Lepar Hilir 05 Estate Field Map



Appendix I: FGVPM Lepar Hilir 06 Estate Field Map



Appendix J: GHG Reporting Executive Summary

The GHG emissions that were produced in 2017 for Lepar Hilir Palm Oil Mill and supply base was calculated using the GHGpalm Calculator version 3.0. The assessment team had verified the data input in the GHGpalm Calculator against operations records. Palm GHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in 2017 for Lepar Hilir Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	0.49
PKO	0.49

Extraction	%
OER	19.30
KER	4.80

Production	t/yr
FFB Process	38,328.79
CPO Produced	7,397.46
PKO Produced	1,839.78

Land Use	Ha
OP Planted Area	8,317.38
OP Planted on peat	-
Conservation (forested)	-
Conservation (non-forested)	-
Total	8,317.38

Summary of Field Emission and Sink

	Own Crop*		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB	tCO ₂ e	tCO ₂ e / FFB
Emission								
Land Conversion	79806.42	1.31	0	0	0	0	79806.42	1.31
CO ₂ Emission from fertilizer	4220.13	0.07	0	0	0	0	4220.13	0.07
NO ₂ Emmision	3760.36	0.06	0	0	0	0	3760.36	0.06
Fuel Consumption	313.8	0.01	0	0	0	0	313.8	0.01
Peat Oxidation	0	0	0	0	0	0	0	0
Sink								
Crop Sequestration	-75646.89	-1.24	0	0	0	0	-75646.89	-1.24
Conservation Sequestration	-13.76	-2.3x10 ⁻⁴	0	0	0	0	-13.76	-2.3x10 ⁻⁴
Total	12441.06	0.2	0	0	0	0	12441.06	0.2

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38,328.79	7,397.46	1,839.78
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Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	7454.91	0.12
Fuel Consumption	414.87	0.01
Grid Electricity Utilisation	36.19	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	-1176.12	-0.02
Total	6729.85	0.11

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO ₂ e
PK from own mill	3863.7
PK from other source	0
Fuel Consumptions	0
Total Crusher emissions	0

*This mill has no kernel crusher operation.

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

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

Appendix K: List of Abbreviations Used

AMESU	All Malaysia Estate Staff Union
AN	Ammoniacal Nitrogen
ASA	Annual Surveillance Assessment
BOD	Biological Oxygen Demand
CHRA	Chemical Health Risk Assessment
CIP	Continual Improvement Plan
COD	Chemical Oxygen Demand
CPO	Crude Palm Oil
DOE	Department of Environment
DOSH	Department of Occupational Safety & Health
EFB	Empty Fruit Bunch
EIA	Environmental Impact Assessment
EMS	Environmental Management System
ERP	Emergency Response Plan
FFB	Fresh Fruit Bunch
FGVPMMSB	Felda Global Ventures Plantations (M) Sdn Bhd
HCV	High Conservation Value
IPM	Integrated Pest Management
ISCC	International Sustainable Carbon Certification
LHPOM	Lepar Hilir Palm Oil Mill
MAPA	Malayan Agricultural Producers Association
MPOA	Malaysian Palm Oil Association
MSDS	Material Safety Data Sheet
MSPO	Malaysian Sustainable Palm Oil
MLSL	Manual Ladang Sawit Lestari
MY-NI	Malaysian National Interpretation
NGO	Non Governmental Organisation
NUPW	National Union of Plantation Workers
OSH	Occupational Safety & Health
O&G	Oil and Grease
PK	Palm Kernel
PKO	Palm Kernel Oil
POM	Palm Oil Mill
PPE	Personal Protective Equipment
RED	Renewable Energy Directive
RSPO	P&C Roundtable on Sustainable Palm Oil Principle & Criteria
SCCS	Supply Chain Certification Standard
SDPB	Sime Darby Plantation Berhad
SEIA	Social & Environmental Impact Assessment
SIA	Social Impact Assessment
SOU	Strategic Operating Unit
SS	Suspended Solids
TS	Total Solids
VFA	Volatile Fatty Acids