

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

FGV Holdings Berhad
Client company Address: Plantation Sustainability Department Level 20 (W), Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur Malaysia
Certification Unit: Besout Palm Oil Mill and supply base Location of Certification Unit: FGV Palm Industries Sdn Bhd Besout Palm Oil Mill 35600 Sungkai, Perak, Malaysia

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Section 1: Scope of the Certification Assessment

1. Company Details			
RSPO Membership Number	1-0225-16-000-00	Membership Approval Date	27/12/2016
Parent Company Name	FGV Holdings Berhad		
Address	Plantations Sustainability Department, Level 20 (W), Wisma FGV Jalan Raja Laut 50350 Kuala Lumpur		
Subsidiary (Certification Unit Name)	FGV Palm Industries Sdn Bhd Besout Palm Oil Mill		
Address	Certification unit: FGV Palm Industries Sdn Bhd – Besout Palm Oil Mill, 35600 Sungkai, Perak Darul Ridzuan.		
Contact Name	Ahmad Shahrir Bin Ismail		
Website	http://www.fgv.holdings.com	E-mail	shahrir.s@fgvholdings.com
Telephone	03-28590000	Facsimile	03-28591623

2. Certification Information			
Certificate Number	RSPO 682927	Date of First Certification	30/04/2018
		Certificate Start Date	30/04/2018
		Certificate Expiry Date	29/04/2023
Scope of Certification	Palm Oil and Palm Kernel Production		
Applicable Standards	RSPO Principle & Criteria MYNI-2019 with Mass Balance Supply Chain Module.		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 701758	MSPO 2530-3:2013 (MSPO Part 3 :General Principles For Oil Palm Plantations And Organized Smallholders)	BSI Services Malaysia Sdn Bhd	06/5/2024
MSPO 701757	MSPO 2530-4:2013 (MSPO Part 4 :General Principles For Palm Oil Mill).		06/5/2024
OHS 00691	OHSAS 18001:2007	SIRIM QAS International Sdn Bhd	23/2/2020

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4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location [Map Reference #]	GPS Coordinates	
		Latitude	Longitude
FGVPISB Besout Palm Oil Mill	35600 Sungkai, Perak Darul Ridzuan.	3° 52' 48" N	101° 16' 34" E
FGVPM Besout 6 Estate	35600 Sungkai, Perak Darul Ridzuan.	3° 46' 40"N	101°16' 39" E
FGVPM Besout 7 Estate	35600 Sungkai, Perak Darul Ridzuan.	3° 50' 35"N	101°17' 35" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Besout 6 Estate	2,151.21	0.00	233.69	2,384.90	90%
FGVPM Besout 7 Estate	2,495.00	0.00	413.04	2,908.04	86%
Total	4,646.21	0.00	646.73	5,292.94	88%

6. Plantings & Cycle							
Estate	Age (Years)					Mature**	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Besout 6 Estate	238.50	1,062.70	771.86	78.15	0	1,912.71	238.50
FGVPM Besout 7 Estate	1,384.85	463.64	646.51	0	0	1,110.15	1,384.85
Total (ha)	1,623.35	1,526.34	1,418.37	78.15	0	3,022.86	1,623.35

7. Certified Tonnage of FFB (Own Certified Scope)				
Estate	Tonnage / year			
	Estimated (Apr 2019-March 2020)	Actual (Feb 2019-Mar 2019)	Actual (Apr 2019-Jan 2020)	Forecast (Apr 2020-March 2021)
FGVPM Besout 6 Estate	25,000.00	4600	22615.06	32,966.00

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FGVPM Besout 7 Estate	17,100.00	1369	13119.98	19,270.00
Total	42,100.00	7338	35735.04	52,236.00

8. Certified Tonnage of FFB (from other certified unit(s)) if applicable *			
Estate	Tonnage / year		
	Estimated (Apr 2019-March 2020)	Actual (Feb 2019-Jan 2020)	Forecast (Apr 2020-March 2021)
NA			
Total			

9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate) if applicable			
Independent FFB Supplier	Tonnage / year		
	Estimated (Apr 2019-March 2020)	Actual (Feb 2019-Jan 2020)	Forecast (Apr 2020-March 2021)
FELDA	65,500	32,609.57	51,480
FTP	76,200	44,624.86	54,060
Samingan Bin Yusoff	500	214.42	500
Mohamed Ali Bin Hassan	100	28.18	100
Kumarcsah A/L Athiyappan	500	417.86	500
Eng Huat Latex Concentrate Sdn Bhd	12,500	9,530.34	12,000
Kim Ma Oil Palm (Transport) Sdn Bhd	5,000	4,026.82	5,000
Seng Highland Fruits Trading	2,000	1,642.79	2,000
Amson Sdn Bhd	2,000	1,711.81	2,000
Bakti Mas Bina Sdn Bhd	20,000	1,5182.50	20,000
Pantas Asli Enterprise	5,000	5,022.98	5,000

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Yayasan Pembangunan India Negeri Perak	2,000	1,448.22	2,000
PKEINPK Sdn Bhd	5,000	3,630.64	5,000
Total	196,300	120,090.99	159,640

10. Certified Tonnage			
Mill Capacity: 54 MT/hr SCC Model: MB	Estimated (Apr 2019- March 2020)	Actual (Feb 2019-Jan 2020)	Forecast (Apr 2020-March 2021)
	FFB	FFB	FFB
	42,100.00	38,559.33	52,236.00
	CPO (OER: 19.90 %)	CPO (OER: 20.16 %)	CPO (OER: 20.50 %)
	8,420.00	7,772.62	10,708.38
	PK (KER: 5.50 %)	PK (KER: 5.32 %)	PK (KER: 5.40 %)
	2,315.50	2,051.48	2,820.74

11. Actual Sold Volume (CPO)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
CPO (MT)	282.17	N/A	N/A	6,856.59	7,138.76

12. Actual Sold Volume (PK)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	RSB		
PK (MT)	1,660.32	N/A	N/A	250.00	1,910.32

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

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn Bhd,
(ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia.
Tel +60 (3) 9212 9638 Fax +60 (3) 9212 9639
Representative: Nicholas Cheong (Nicholas.Cheong@bsigroup.com)
Website: www.bsigroup.com

BSI is a leading global provider of management systems assessment and certification, with more than 80,000 certified locations and clients in over 180 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems. BSI is ASI Accredited (ASI-ACC-067) to conduct RSPO assessment since 31/10/2014 with accredited office located at Kuala Lumpur, Malaysia and an office at Jakarta and Australia which involve in RSPO Certification Program.

2.1 Assessment Methodology, Programme, Site Visits

The on-site annual surveillance assessment was conducted from 4/2/2020 – 7/2/2020. The audit programme is included as Appendix D. The approach to the audit was to treat the mill and its supply base as an RSPO Certification Unit. Mill was audited together with the sample estates. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The Major NC close out on-site assessment was conducted on 29/04/2020. Justification for off-site verification due to Movement Control Order (MCO) dated 18/3/2020 until 9/6/2020 issued by Malaysian due to COVID-19 virus issue.

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 & Criteria 2018 and RSPO Supply Chain Certification Standard 2017 were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

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

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

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the RSPO requirements and aspects where they considered that improvements could be made. At the start of each

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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 Section 3.5.

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

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

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

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

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

Assessment Program					
Name (Mill / Supply Base)	Year 1 (Certification)	Year 2 (ASA 1)	Year 3 (ASA 2)	Year 4 (ASA 3)	Year 5 (ASA 4)
FGVPISB Besout Palm Oil Mill	√	√	√	√	√
FGVPM Besout 6 Estate	√	√	√	√	√
FGVPM Besout 7 Estate	√	√	√	√	√

Tentative Date of Next Visit: February 1, 2021 - February 4, 2021

Total No. of Mandays: 10 mandays including 1.0 day SC for mill.

2.2 BSI Assessment Team:

Team Member Name	Role <i>(Team Leader or Team member)</i>	Qualifications <i>(Short description of the team members)</i>
Muhammad Fadzli Masran	Trainee Lead Auditor	He holds Bachelor Degree in Forestry Science, graduated from University Putra Malaysia. He started his career as Assistant Manager at Kulim Plantations Sdn. Bhd. managing the day to day plantation operations. In his career at Kulim Plantation, Fadzli had accumulated more than 10 years of sustainability implementation experience

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		including workers’ welfare, workers’ occupational, health & safety, environment conservation and protection at buffer areas and continuous improvement management plans. Fadzli had accumulated auditing experience when he was the internal auditor for ISO 9001 and ISO 14001 at Kulim Plantations. He has completed ISO IMS 9001, 14001, 45001 (OHS 18001) Lead Auditor Course in April 2018 and endorsed RSPO Lead Auditor Course in July 2018. Fluent in Bahasa Malaysia and English Language. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. Able to communicate in Bahasa Malaysia and English.
Hafriazhar Mohamed 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 recently completed his RSPO P&C Lead Assessor training and has been involved in RSPO audits within Malaysia, Papua New Guinea, Solomon Islands and Gabon. During assessment, he covered the legal issues, social issues, worker’s welfare and stakeholder consultation. He is fluent in Bahasa Malaysia and English languages
Vijay Kanna Pakirisamy	Team Member	He holds a bachelor’s degree in Agribusiness Science Management with Honours from University Utara Malaysia in 2010. He gained his working exposure in the plantation sector, serving as an Assistant Manager with KL Kepong and IOI Plantations and as a Sr. Assistant Manager with United Plantations Berhad. Throughout his 10 year tenure in the oil palm industry, he has been part of the operations team that implements standards within the estate such as RSPO, MSPO, ISCC and FINWATCH. He has completed ISO IMS 9001, 14001, 45001(OHS 18001) Lead Auditor Course in November 2019, endorsed RSPO P&C Lead Auditor Course in October 2019 and endorsed MSPO Lead Auditor Course in November 2019. During this assessment, he assessed on the aspects of legal, estates best practices, safety and health and workers consultation. He is fluent in Bahasa Malaysia and English languages.

Accompanying Persons: NA

No.	Name	Role
	NA	

2.3 Assessment Plan

The Assessment plan was sent to the client prior to the assessment (attached assessment plan).

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Date	Time	Subjects	MFM	HMM	VK
Monday 3/02/2020	PM	Audit Team Travelling	√	√	√
Tuesday 4/02/2020 Besout POM	08.30 – 9.00	Opening Meeting: <ul style="list-style-type: none"> Opening Presentation by Audit team leader. Confirmation of assessment scope and finalize Audit plan 	√	√	√
	08.30 – 12.30	Inspection: FFB receiving, warehouse, workshop, wastes management & Landfill, Effluent Ponds, OSH & ERP, Environment issues, POME application, water treatment. Laboratory, weighbridge and palm product storage area, staff, workers and contractor interview, housing and facility inspection, clinic, etc.	√	√	√
	09.00 – 13.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	Lab, weighbridge and palm product storage area. Document Review P1 – P7: 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.	√	√	√
	16.30 - 17.00	Interim Closing briefing.	√	√	√
Wednesday 05/02/2020 Besout 6 Estate	09.00 – 12.30	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 – 1.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	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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Thursday 06/02/2020 Besout 7 Estate	08.30 – 12.30	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 – 1.30	Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)		√	
	12.30 – 13.30	Lunch	√	√	√
	13.30 – 16.30	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	Preparation of audit report	√	√	√
	17.00 – 17.30	Closing Meeting	√	√	√
Friday 07/02/2020 Besout POM	08.30 – 11.30	RSPO Supply Chain Site visit: Incoming of FFB and outgoing of SPO & PK – weighbridge, ramp, storage area, loading bays, etc. Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	√	√	
	11.30 – 12.00	Preparation of audit report	√	√	
	12.00 -13.00	Closing Meeting	√	√	

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- FGV Holdings Berhad Multiple Management Units / Time Bound Plan
- RSPO P&C 2018 Generic
- RSPO Group Certification Standard 2016
- RSPO Supply Chain Certification Standard 2017
- RSPO P&C National Interpretation MYNI 2019

3.2 Time Bound Plan progress for multiple management units

Time Bound Plan		
Requirement	Remarks	Compliance
Does the plan include all current subsidiaries, estates and mills that is under the control of the holding company?	Yes, the plan include all current subsidiaries, estates and mills. As per time bound plan FY 2020.	Complied
Have all the estates and mills certified within five years after obtaining RSPO membership?	33 complexes have been certified from 2017-2019 : POM Selancar 2B, Aring, Keratong 9, Lepar Utara 6, Maokil, Bukit Sagu, Krau Kemasul, Selendang, Lepar Hilir, Kechau B, Palong Timur, Besout, Chini 3, Triang, Neram, Jerangau Baru, Chalok, Adela, Kota Gelanggi, Tenggaroh, Keratong 2, Nitar, Chiku, Belitong, Bukit Kepayang, Kerteh, Kulai, Serting Hilir, Waha, Peggeli, Keratong 3 & Jengka 21. Remaining 33 mills have undergone internal audit and 1 mill (KKS Serting) has completed external audit waiting for certification. As per the CP decision on 13/01/2020, all new certification under FGV is suspended.	Complied
Have there been any new acquisitions? If yes, the new acquisitions shall be certified within three-year from the date of acquisition. Certification plan for the new acquisition shall be available.	No. There are no new acquisition.	Complied
Have there been any changes to the time-bound plan since the last audit (both new acquisition and existing)? If yes, justification is required. Is this consistent with the ACOP reporting?	No, changes to the time-bound plan since the last audit.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	There are no lapses in implementation of the plan.	Complied
Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation	There are no lapses in implementation of the plan.	Complied

of the plan? If yes a Major non-compliance shall be raised		
Un-Certified Units or Holdings		
<p>No replacement after dates defined in NIs Criterion 7.3:</p> <ul style="list-style-type: none"> • Primary forest. • Any area required to maintain or enhance HCVs in accordance with RSPO P&C criterion 7.3. 	<p>There has been no replacement of primary forest area. There were 6 LUCA submitted to RSPO and all of them have been passed with no concept note or compensation plan required. However, there is one issue reported by Chain Research Reaction regarding HCV clearance in Kalimantan.</p> <p>FGV already brief this issue to RSPO secretariat. As per time bound plan.</p>	Complied
Any new plantings since January 1 st 2010 shall comply with the RSPO New Plantings Procedure.	There is new planting after 1 st January 2010. As per time bound plan.	Complied
<p>Any Land conflicts are being resolved through a mutually agreed process, such as RSPO Complaints System or Dispute Settlement Facility, in accordance with RSPO P&C criteria 2.2, 6.4, 7.5 and 7.6.</p> <p>The RSPO RaCP tracker shall be checked to confirm for any land conflicts/Liabilities https://www.rspo.org/certification/remediation-and-compensation/racp-tracker. The progress on the Liabilities shall be verified and reported.</p>	<p>There is issue on land conflict although it was captured on Felda Membership, but FGV also indirectly involved as part of the claim involve FGVM 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>Status : Box F – Action Plan</p> <p>Synopsis</p> <p>According to the Enquiry National Hak Tanah of Malaysia conducted by SUHAKAM, the state government had given 1260 acres of land to the Dusun Begahak community in 1981. At the same time, the same land was alienated to FELDA for development.</p> <p>The complainant raised the issue that FELDA has no right to develop their land and should return it to the community because the land originally belonged to the community. The complainant also stated that the cemetery area is being developed by FELDA.</p>	Complied

	<p>FELDA encloved 916 acres of the said land and gave it back to the community on the 25th of May 1982. The community planted fruits and other crops on the land.</p> <p>We have received some evidence from both sides. The evidence needs to be scrutinised and investigated further.</p> <p>Remarks</p> <p>2 July 2015 – It was agreed that the matter would be referred to the FELDA/FGV Sustainable Steering Committee on 7th July 2015.</p> <p>22 June 2015 – FELDA had another meeting with Robin Balud and the representatives of the community and agreed to exchange documents on the land claim. A site visit was also undertaken with the community members.</p> <p>4 June 2015 – FELDA met with Robin Balud again and agreed to do a joint mapping of the land. 10 April 2015 – FELDA met the complainant, Robin Balud, in Kota Kinabalu Sabah, to discuss the complaint.</p> <p>9 April 2015 – FELDA met the community (Desa Begahak) members and discussed the issues from the complaint and the land claim.</p> <p>13 March 2015 – RSPO had a conference call meeting with the head of the Dusun Begahak community to understand the situation.</p> <p>16 March 2015 – RSPO had a conference call meeting with FELDA representatives to discuss the situation.</p> <p>17 March 2015 – The complaint was raised to the Complaint Panel for further discussion and action.</p> <p>4 June 2015 – FELDA met the complainant Robin Balud and discussed the main issues of the land claim and compensation.</p>	
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	<p>22 March 2016 – RSPO sent complaint notice to FELDA.</p> <p>1 April 2016 – State Land and Survey Department begin its mapping exercise.</p> <p>4 April 2016 – FELDA submits action plan to RSPO dated 27 March 2016.</p> <p>6 May 2016 – FELDA withdraws its RSPO Principle and Criterias certificates.</p> <p>26 July 2016 – Complainant send a formal letter to FELDA to settle the customary land dispute.</p> <p>19 August 2016 – Progress report submitted by Felda.</p> <p>20 September 2016 – Felda met with the community to discuss on how they will progress on the complaint, once the joint mapping report is received from the Sabah Land and Survey department.</p> <p>20 October 2016 - Secretariat to wait for the report from Land and Survey Department of Sabah.</p> <p>22 February 2017 - Secretariat to wait for further information and to follow up with the company on the response from the Sabah Land Department.</p> <p>22 March 2017 - No response received from the Sabah Land and Survey Department. Secretariat to monitor status and updates of the case.</p> <p>19 April 2017 - Secretariat to determine if an attempt to contact Sabah Land and Survey Department should be sought.</p>	
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	<p>31 May 2017 - Secretariat is monitoring the case.</p> <p>21 July 2017-No further updates from Felda.</p> <p>25 July 2017 (CP meeting) - Secretariat to officially communicate with the Sabah Land and Survey Department for updates.</p> <p>18 August 2017 - Letter has been sent to the Sabah Land and Survey Department. Awaiting confirmation of an appointment.</p> <p>24 August 2017 (CP meeting) - Secretariat to wait for the appointment date.</p> <p>12 September 2017 - FGV stated that they are still waiting for the SLSD to revert with updates.</p> <p>26 September 2017 (CP Meeting) - Sabah Land and Survey Department acknowledged they received the letter and will revert with updates. 23 October 2017 - Following up with the Sabah Land and Survey Department</p> <p>21 November 2017 (CP Meeting)- Secretariat to find alternate avenues of getting in touch with the Sabah Land and Survey Department.</p> <p>21 December 2017 (CP Meeting) -To proceed with the meeting with the Director of SLSD. 24th January 2018 (CP Meeting) -To follow up with the Jurisdictional Approach Regional Committee to ensure the Sabah Land and Survey Department speed up the process.</p> <p>FGV Holding Berhad’s Progress Report in reference to the findings of the RSPO</p> <p>http://www.fgyholdings.com/wp-content/uploads/2018/12/FGVHolding-Berhads-Progress-Report-14th-Dec.pdf</p>	
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<p>Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.</p>	<p>Synopsis</p> <p>On the 26th of July 2015, WSJ ran an article by Syed Zain Al – Mahmood alleging that Felda has breached labour conditions in its plantations. The allegations mainly say that forced labour is being used and the workers are not paid minimum wages. Further, it is alleged that their health and working conditions is are neglected and also that their employers withheld their passports.</p> <p>Remarks</p> <p>29 July 2015 - 12 NGOs urged the RSPO to conduct a transparent investigation into Wall Street Journal’s findings of forced labour, human trafficking, and other human and labour rights violations especially on RSPO member FELDA’s plantations.</p> <p>The Complaints Panel in its meeting on August 2015, decided that the member, Felda, be investigated on the issues raised by the WSJ article. The RSPO Secretariat will conduct an independent assessment to investigate the report on labour condition on all RSPO members. Malaysia would be the first country, where the assessment would be done.</p> <p>RSPO release the following statement on its website: http://www.rspo.org/news-and-events/news/3rd-update-rsporeponse-to-the-report-titled-palmoil-migrant-workers-tell-of-abuseson-malaysian-plantations-published-by-the-wall-street-journal-on-26thjuly-2015</p> <p>7 March 2016 - RSPO Complaints Panel reviewed the independent assessment reports and decided to suspend Pasoh palm oil mill owned by Felda until full clearance is given based on the re-audits.</p> <p>10 March 2016 - FGV had a meeting with RSPO regarding the ASI report and suspension decision by RSPO.</p>	<p>Complied</p>
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	<p>18 March 2016 - FGV sent complaint acknowledgment letter to RSPO. FGV will submit 12 month time bound action plan addressing all the issues relating to ASI report.</p> <p>6 May 2016 - FGV withdraws its RSPO Principles and Criteria certificates.</p> <p>4 July 2016 - FGV submits the action plan to RSPO.</p> <p>22 August 2016 - Secretariat has reviewed the action plan and sent the action plan back to the company for further clarification.</p> <p>20 October 2016 - Secretariat to wait for the updated action plan from the company.</p> <p>19 December 2016 - Secretariat to appoint an independent expert to verify action plan and set a time bound plan.</p> <p>22 March 2017 - Secretariat continues searching for an independent expert to review the action plan.</p> <p>31 May 2017 - Secretariat shares the action plan with the Complaints Panel and continues monitoring the case.</p> <p>5 October 2017 - FGV updated the Action Plan and upload to FGV website on the same day. A copy also sent to RSPO for their acknowledgement. Meeting with RSPO secretariat on 11 January 2017 at RSPO Bangsar, RSPO Compensation Panel would like to review the WSJ action plan and as suggested by RSPO CP a group of labour experts (lawyer and NUPW union org with 1 CP member as observer) will be engaged to verify the FGV and FELDA WSJ Action Plan. It were expected to have one operation unit for both FELDA and FGV in this verification exercise on the ground especially involving the policy and implementation. The verification is expected to be in this coming March 2018 and RSPO CP will share the scope and plan for the verification assessment once it is ready.</p>	
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	<p>25 July 2017 (CP Meeting) -Secretariat to proceed with the review of the Action Plan 24 August 2017 (CP Meeting).</p> <p>1) CP to wait for the report of the Review of FGV Action Plan;</p> <p>2) Secretariat to work with the Technical department to develop a formula for identifying the number of units for verification;</p> <p>3) Secretariat to start identifying a team of experts for the verification exercise.</p> <p>26 September 2017 (CP Meeting) -Secretariat to follow up with FGV on the 2 reports.</p> <p>23 October 2017 (CP Meeting) - Secretariat to send CP's response to the Company.</p> <p>21 November 2017 (CP Meeting) -Verification exercise to be carried out once the schedule is confirmed with the verification team.</p> <p>21 December 2017 (CP Meeting) - Verification exercise to be carried out in March.</p> <p>24 January 2018 (CP Meeting) -TOR for the verification exercise to be drafted.</p> <p>Further details, please refer to https://www.rspo.org/members/complaints/status-ofcomplaints/view/85</p>	
<p>Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1</p>	<p>There is 1 issue happen in FGVPM Palong Timur 04 (Now FGVPM Palong Timur 05) and the details is elaborated below: 1. FGVPM PALONG TIMUR 04 (NOW FGVPM PALONG TIMUR 05): Claims on 19.06.2012 with value of summon RM61,968.60 and summon status is Court Appeal.</p> <p>Auditor Verification: During partial audit, 1 issue with DOE in FPISB Selancar 2A POM is sighted. Summon no : SJ 53-4/2016 ; Date 14.04.2016 in Mahkamah Seksyen Kuantan.</p>	<p>Complied</p>

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	Fixed for Trial on 01.03.2017, 02.03.2017 and 03.03.2017. All process still in progress and CB will verify this issue in next audit or during audit in this mill.	
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	Yes, there have positive assurance statement from internal certification unit. Yes, at the current status only 34 complexes already have internal audit in year 2018/2019. Seen the internal audit done by Sustainability Compliance and Certification Department(SCCD).	Complied
Have there been any stakeholder (including NGO) consultation conducted?	Stakeholder comments are recorded in Stakeholder report 2018. No negative comment from stakeholder. Suggestion and recommendation from stakeholders were taking into consideration.	Complied

3.3 Progress of scheme smallholders and/or outgrowers (if applicable to this assessment)

Progress of scheme smallholders or outgrowers towards compliance with relevant standards		
Requirement	Remarks	Compliance
Has 100% of scheme smallholders and/or scheme outgrowers comply with the standard within three years of the mill's initial certification? OFI shall be raised if after one year where 100% of the scheme smallholders and scheme outgrowers are not in compliance, a minor NC after two years, and a major NC if this requirement is not met after three years.	FGVPISB Besout POM received FFB from smallholder and independent outgrower. No scheme smallholder under FGVPISB Besout POM.	N/A

3.4 Details of findings

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

During the 2nd Annual Surveillance Assessment there were two (3) Major & one (4) Minor nonconformities raised. The FGVPISB Besout Palm Oil Mill Certification unit submitted Corrective Action Plans for the nonconformity. Corrective action plans with respect to the nonconformity was reviewed by the BSI audit team and accepted.

The implementation of the corrective action plans to address the minor nonconformity will be followed up during the next surveillance assessment. The implementation of the Corrective Actions for the Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

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Non-conformity			
NCR Ref #	1877545-202001-M1	Clause & Category (Major / Minor)	6.2.3 Critical/Major
Date Issued	6/2/2020	Due Date	5/5/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	29/4/2020
Statement of Nonconformity:	Evidence of legal compliance for overtime in excess of the limit of hours so prescribed as per Act 265 Employment Act 1955 was not available.		
Requirement Reference:	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.		
Objective Evidence:	FGVPISB Besout POM: Records of attendance and payslip for a sample employee with Employee ID # 1209518; Workstation: Shovel on October 2019 shown total overtime work hours: 117.0 hrs. However no written application to Director General of Labour Department to grant permission to work in excess of the limit of hours prescribed as per Act 265 Employment Act 1955.		
Corrections:	Application to the Director of General Labour Department for permission to work in excess of the limit hours which is 130 hours.		
Root Cause Analysis:	There are certain time that the worker need to cover their co-worker especially during their off day that lead to the total overtime more than 104 hours.		
Corrective Actions:	Monitoring of the worker overtime by day to make sure they do not exceed the monthly limit overtime of 104 hours.		
Assessment Conclusion:	<p>Major NC verification:</p> <ul style="list-style-type: none"> i. Letter of approval on from Director of General Labour Department for permission to work in excess of the limit hours which is 130 hours dated 13/7/2016. Refer letter no. BHG. PU/9/134 JLD 6 (75). Item no. 4 stated: "The permit covers all branches and subsidiary of FELDA Palm Industries Sdn. Bhd. in Peninsular Malaysia. ii. Punch card records for the month of March 2020 for workers with employee no. 1209518. iii. Overtime, work on rest day and work on public holiday monitoring records forms for workers with employee no. 1209518 for the month of March 2020 dated 5/4/2020 approved by the Admin Executive. iv. Briefing records on Overtime Limits and Employer Responsibilities dated 12/2/2020. <p>The evidences verified found adequate. Thus, the Major NC was effectively closed on 29/4/2020.</p>		

Non-conformity			
NCR Ref #	1877545-202001-M2	Clause & Category (Major / Minor)	2.1.1 Critical/Major
Date Issued	6/2/2020	Due Date	5/5/2020
Closed	Yes	Date of nonconformity Closure	29/4/2020

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(Yes / No)			
Statement of Nonconformity:	Mechanism for ensuring some compliance to legal was not adequately demonstrated.		
Requirement Reference:	(C) The unit of certification complies with applicable legal requirements.		
Objective Evidence:	<p>FGVPISB Besout POM:</p> <p>During the site visit, it was observed that there is a high potential of leachate generated from EFB stock pile to flow was flowing to the environment through the nearest monsoon drain. The leachate was not channeled to the effluent treatment pond for treatment as required by Clause 27 of DOE's Compliance Schedule License No. 004230.</p>		
Corrections:	Install a pump and piping system at sump near the potential leachate area to channel the potential leachate to the effluent pond.		
Root Cause Analysis:	As for the leachate issue the facilities that has been built before was not efficient and need to do some improvement.		
Corrective Actions:	Manager to appointed assistant manager as the responsible person for training and monitoring of environmental issue.		
Assessment Conclusion:	<p>On site Major NC verification was not able to be conducted due to Movement Control Order in Malaysia. Major NC verification was conducted via documentation review, photos, video recordings and interview.</p> <p>Major NC verification:</p> <ul style="list-style-type: none"> i. Works Order (Surat Perintah Kerja) no. 3301416315 / 20890905 dated 1/4/2020 issued to Tafrijjyah Enterprise. ii. Appointment letter for person responsible for training and monitoring of environmental issue. Refer letter no (005)4030/BS/MSPO dated 23/2/2020 issued to Asst. Mill Manager, Mr. Muhammad Nurahlami b. Saharuddin. iii. Monsoon drains monitoring schedule for the month of February and March 2020 iv. Monsoon drains monitoring record dated 4/3/2020, 10/3/2020, 17/3/2020, 10/2/2020, 18/2/2020 and 26/2/2020 v. Picture of complete installation of drainage system and water pump. vi. Payment document to contractor, invoice no. b968 dated 10/4/2020 and payment voucher application no. 2488 and payment voucher no. G/L 79500110. <p>The evidences verified found adequate. Thus, the Major NC was effectively closed on 29/4/2020.</p>		

Non-conformity			
NCR Ref #	1877545-202001-M3	Clause & Category (Major / Minor)	6.2.4 Critical/Major
Date Issued	6/2/2020	Due Date	5/5/2020
Closed (Yes / No)	Yes	Date of nonconformity Closure	29/4/2020
Statement of Nonconformity:	The implementation of housing area inspection was insufficient according to requirement under Workers Minimum Housing & Amenities Act 1990; Para 23. Weekly inspection of worker's housing; (2) It shall be the duty of the employer to		

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	ensure that all buildings used for the housing of workers, nurseries or community halls are visited and inspected weekly by...
Requirement Reference:	(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws or in their absence the ILO Guidance on Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.
Objective Evidence:	FGVPISB Besout POM: Evidence records of weekly inspection conducted for mill employee housing area was not available
Corrections:	Make a new checklist that cover house surroundings areas and include checklist for open burning. Letter towards all head of section to assign their staff for weekly house inspection (rotational by each department)
Root Cause Analysis:	Besout palm oil mill only implement garbage collection checklist and do not have proper checklist that covers the house facilities and surrounding areas
Corrective Actions:	Management to do monthly crosscheck for the checklist made by the staff
Assessment Conclusion:	On site Major NC verification was not able to be conducted due to Movement Control Order in Malaysia. Major NC verification was conducted via documentation review, photos, video recordings and interview. Major NC verification: i. Appointment letter for person responsible for training and monitoring of environmental issue. Refer letter no (005)4030/BS/MSPO dated 23/2/2020 issued to Asst. Mill Manager, Mr. Muhammad Nurahlami b. Saharuddin. ii. Picture on recovery of the open burning area (before and after). iii. Housing area monitoring schedule for the month of February and March 2020 and responsible person to conduct the monitoring. iv. Housing area monitoring records dated 12/2/2020, 19/2/202, 26/2/2020, and 4/3/2020. The evidences verified found adequate. Thus, the Major NC was effectively closed on 29/4/2020.

Non-conformity			
NCR Ref #	1877545-202001-N1	Clause & Category (Major / Minor)	7.3.2 Minor
Date Issued	6/2/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	Waste generated was not disposed accordingly		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	FGVPISB Besout POM:		

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	Noted during site visit and interview with boiler man, it was noted that the mill conducted test at boiler using Acetic Acid and Phenolphthalein, the contaminated waste water from the test was not identified as SW 322 and the disposal was not conducted accordingly.
Corrections:	Instruction letter towards the boiler team to do all the test that involve chemicals in the lab
Root Cause Analysis:	Lack of knowledge. The boiler man could not identified the spent chemical as schedule waste
Corrective Actions:	Every single test that using chemical must be done at the laboratory and the chemical used must be declared as spent chemical schedule waste SW322 and stored in the schedule waste store. Evidence submitted: i. Training records on Safety Work Procedure and Safety Data Sheet dated 11/2/2020
Assessment Conclusion:	Corrective actions plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence CAP will be verified during next assessment.

Non-conformity			
NCR Ref #	1877545-202001-N2	Clause & Category (Major / Minor)	7.3.3 Minor
Date Issued	6/2/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	Evidence of fire used for waste disposal was sighted		
Requirement Reference:	The unit of certification does not use open fire for waste disposal		
Objective Evidence:	FGVPISB Besout POM: During site visit at linesite, there was evidence of usage of open fire for waste disposal. The evidence sighted at house no H01, HN01, HN02 and HV01.		
Corrections:	Issue warning letter towards the staff of the sighted house		
Root Cause Analysis:	The staff family still do not understand the effect of open burning towards environment despite several information given by the management during morning rollcall		
Corrective Actions:	Management of Ks Besout have implement a new checklist for housing that include the open fire monitoring that need to be done every week. The instruction letter has been given to the head of department to delegate the task to their subordinate. Evidence submitted: i. Briefing on Prohibition of Open Burning in Housing Area dated 10/2/2020. ii. Warning letter on prohibition of open burning dated 10/2/2020. Refer letter no. (004/20) 830/4030, (005/20) 830/4030 and (006/20) 830/4030. The effectiveness of the implementation will be verified during next assessment.		

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Assessment Conclusion:	Corrective actions plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence CAP will be verified during next assessment.
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Non-conformity			
NCR Ref #	1877545-202001-N3	Clause & Category (Major / Minor)	3.3.2 Minor
Date Issued	6/2/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	Operations on site were not in accordance with the SOPs		
Requirement Reference:	A mechanism to check consistent implementation of procedures is in place.		
Objective Evidence:	<p>FGVPISB Besout POM:</p> <p>1. It was sighted that there were chemicals not responsibly handled according to the Standard Operating Procedure (FGVPM/L3/PK-16) and CLASS Regulations 2013.</p> <p>It was sighted in the Besout POM that the Boiler Man was assigned to conduct testing using chemicals Acetic Acid & Phenolphthalein in the Boiler Station. The chemicals was used and stored not in accordance with the Safety Data Sheet of Acetic Acid (27 march 2019) and Phenolphthalein (29 August 2019) at the boiler room. It was found that the Boiler Man was not adequately trained for chemical handling. The PPE that was used for handling the mentioned chemicals were not in accordance to the Safety Data Sheet and CHRA dated 19 June 2018.</p> <p>2. As stated in the Manual Procedure ; Kesiediaan Menghadapi Kecemasan (FPI/L2/QOHSE – 14.0) : Langkah-langkah Pengawasan Pelepasan Bahan Kimia Tidak Sengaja (Tumpahan Kecil) States : Pakai pakaian keselamatan seperti sarung tangan dan pelindung mata. Sapu/Serap tumpahan menggunakan bahan penyerap lantai dan bahan penyerap lain untuk dibuang.</p> <p>It was sighted during the site visit at the Engine Room that there were spillage of diesel from the engine. There were no emergency action taken by the management to stop the contamination.</p>		
Corrections:	<p>1. Issue a letter towards the boiler team to do every single testing that involve chemicals in the laboratory</p> <p>2. Provide training to the boiler team on how to attend the spillage</p>		
Root Cause Analysis:	<p>1. Each testing that involve chemicals should be done in laboratory. In this case the boiler team should not do any testing that involve chemicals at their workplace since they do not have proper facilities at their site</p> <p>2. Lack of knowledge on how to attend the spillage of the diesel and their urgencies to do so.</p>		
Corrective Actions:	<p>Management to make a plan for chemical handling and schedule waste training every year</p> <p>Evidence submitted:</p>		

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	<p>i. Instruction letter on Total Dissolve Solid Analysis to be conducted in Mill Labs. Refer letter no. (004/20) 830/4030 dated 1/3/2020.</p> <p>ii. Briefing on Safety Work Procedure and Safety Data Sheet dated 11/2/2020</p>
Assessment Conclusion:	Corrective actions plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence CAP will be verified during next assessment.

Non-conformity			
NCR Ref #	1877545-202001-N4	Clause & Category (Major / Minor)	7.7.2 Minor
Date Issued	6/2/2020	Due Date	Next annual surveillance assessment
Closed (Yes / No)	No	Date of nonconformity Closure	Open
Statement of Nonconformity:	RSPO Peat Inventory not submitted to RSPO Secretariat		
Requirement Reference:	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.		
Objective Evidence:	The peat inventory for Besout 06 estate has not been reported to RSPO Secretariat as of the annual surveillance date.		
Corrections:	<p>1. FGV didn't submit the peat inventories to RSPO by November 2018 because FGV just begin to start the peat inventory after receive the announcement from RSPO.</p> <p>2. It took some time to verify the peat data provide by RSPO secretariat and FGV own data because FGV has more than 140 estates.</p> <p>3. It took time for FGV to digitalized all the soil map information given by estate</p>		
Root Cause Analysis:	<p>1. Each testing that involve chemicals should be done in laboratory. In this case the boiler team should not do any testing that involve chemicals at their workplace since they do not have proper facilities at their site</p> <p>2. Lack of knowledge on how to attend the spillage of the diesel and their urgencies to do so.</p>		
Corrective Actions:	<p>Register the peat inventory submission with RSPO. RSPO will notify and give reminder when growers/FGV need to submit peat inventories for 2nd submission. Evidence submitted:</p> <p>i. Map of identified peat area dated 10/2/2020.</p> <p>ii. Submission of 1st progress report on the required peat inventory for RSPO reporting dated 10/2/2020 and acceptance email by RSPO dated 17/2/2020.</p>		
Assessment Conclusion:	Corrective actions plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence CAP will be verified during next assessment.		

Opportunity for Improvements	
OFI #	Description

OFI 1	N/A
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Positive Findings	
PF #	Description
PF 1.	Good commitment from the management
PF 2.	Good relationship with all stakeholders
PF 3.	Good relationship being maintained with surrounding communities

3.4.1 Status of Nonconformities Previously Identified and Observations

Summary of Total Number of Nonconformity									
Nonconformity									
NCR Ref #	1736826-201902-M1	Clause & Category (Major/Minor)	4.6.10 Major						
Closed (Yes/No)	Yes	Date of nonconformity closure	22/04/2019						
Statement of Nonconformity	Proper disposal of waste material were not fully demonstrated								
Requirement Reference	Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated								
Objective Evidence	Besout 07: Visit to Workers Line Site/Hostel in FGV Besout 07 i.e. "Asrama 6B" located next to replanting area in "Peringkat 17L" found the waste material including drinks can, used gumboot, lubricant pail cap and etc. were being dumped on the ground behind Blok A of Asrama 6B without proper disposal handling.								
Corrective Action	1) Manager to establish a system of working committee specifically to maintain line-site, not just electing an individual 2) Re-training of all workers on domestic waste management procedure. 3) Committee to come out with monthly timetable for implementing linesite cleanliness								
Assessment Conclusion	ASA 2 Verification: i. Sighted at both estates visited, the domestic waste was collected 2 to 3 times a week as per scheduled established. No evidence of scheduled waste and recycle waste were disposed in the designated landfill at Besout 6 Estate (PM01K) and Besout 7 Estate (PM09P) during site visit. ii. Training conducted regarding waste management as follows: <table border="1" data-bbox="486 1870 1332 2033"> <thead> <tr> <th>Estate</th> <th>Trainings</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Besout 6</td> <td>Latihan Bilas 3kali & Pengurusan Tong Racun Kosong</td> <td>18.01.2020</td> </tr> </tbody> </table>			Estate	Trainings	Date	Besout 6	Latihan Bilas 3kali & Pengurusan Tong Racun Kosong	18.01.2020
Estate	Trainings	Date							
Besout 6	Latihan Bilas 3kali & Pengurusan Tong Racun Kosong	18.01.2020							

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	Besout 7	Kursus Penerangan Bahan Buangan Terjadual dan Sisa Pepejal	13.11.2019
		Latihan Kitar Semula	18.01.2020
Thus, the major NC is remained closed.			

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-M2	Clause & Category (Major/Minor)	2.1.1 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	22/04/2019
Statement of Nonconformity	Document reviewed in FGV POM found that workers sampled below have worked more than 12 hours per day violating the Employment Act 1955 (Act 625) Part XII Rest day, Hours of Work, Holiday and Other Condition of Service. Section 60A. Hours of Work; Subsection (7)		
Requirement Reference	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence	October 2018 – Employee No.: 1204089 - 12.5 hours on 3/10/2018, 14.0 hours on 4, 18 & 30/10/2018, 14.5 hours on 9 & 15/10/2018, 16.0 hours on 16/10/2018 January 2019 – Employee No.: 1210987 – 16.0 hours on 16/1/2019, 21.0 hours on 27/1/2019 Employee No.: 1211314 – 13.5 hours on 31/1/2019 Employee No.: 1204092 – 18.0 hours on 27/1/2019 Employee No.: 1209887 – 14.0 hours on 8 & 31/1/2019, 16.0 hours on 29/1/2019 Employee No.: 1204090 – 12.5 hours on 6 & 15/1/2019		
Corrective Action	<ul style="list-style-type: none"> - Manager to apply formally with JTK Tapah for approval more than 12 hours of work per day - Action plan to rearrange workers working hours to ensure enough back-up workers available on each shift so that no overtime more than 4 hours - If after investigation by JTK, approval is not given, then a letter to operations assistant manager informing the permanent implementation of action plan above 		
Assessment Conclusion	ASA2 verification: i. Letter of approval on from Director of General Labour Department for permission to work in excess of the limit hours which is 130 hours dated 13/7/2016. Refer letter no. BHG. PU/9/134 JLD 6 (75). Item no. 4 stated: "The permit covers all branches and subsidiary of FELDA Palm Industries Sdn. Bhd. in Peninsular Malaysia.		

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	Thus, the major NC is remained closed.
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-M3	Clause & Category (Major/Minor)	6.12.1 Major
Closed (Yes/No)	Yes	Date of nonconformity closure	22/04/2019
Statement of Nonconformity	Foreign workers at estates are required to deposit an amount of MYR1,500 in order to return to their origin country during their leaves / vacation and will be returned once they return from their trip.		
Requirement Reference	There shall be evidence that no forms of forced or trafficked labour are used.		
Objective Evidence	<p>Management interview and foreign workers interview confirmed that the amount of deposit collected will be used for flight purchase with balance returned once they return from their trip only.</p> <p>Documentation review - Procedure doc. No.: FGV/JTK/POL/001, Semakan 0.0, dated 01/3/2017 "Manual Pengurusan Tenaga Kerja Ladang felda Global Ventures Holding", Seksyen 6 – Proses Penghantaran Pekerja Balik, Sub-Seksyen 1.0 – Proses Penghantaran Pekerja Bercuti Ke Negara Asal Semasa Dalam Perkhidmatan, Para 10. Procedure states that the deposited money amounting MYR1,500 for Indonesia, Nepal, India, etc. and MYR1,480 for Bangladesh, will be used to purchase flights for the workers and balance to be returned before they go for their leaves / vacation.</p>		
Corrective Action	<ul style="list-style-type: none"> - Regional Workforce department to give training to estate management on returning balance before leave. - Management Meeting with workers to inform current procedure & previous miscommunication 		
Assessment Conclusion	<p>ASA2 verification:</p> <p>Noted during interview with foreign workers, no further issue was raised regarding the deposited money and all the interviewed workers understand the procedure established.</p> <p>Thus, the major NC is remained closed.</p>		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-N1	Clause & Category (Major/Minor)	2.1.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	6/2/2020
Statement of Nonconformity	Mechanism for ensuring some compliance to legal was not adequately demonstrated.		
Requirement Reference	A mechanism for ensuring compliance shall be implemented.		

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Objective Evidence	<p>Besout POM: During the site visit, it was observed that there is a high potential of leachate generated from EFB stock pile to flow was flowing to the environment through the nearest monsoon drain. The leachate was not channelled to the effluent treatment pond for treatment as required by Clause 27 of DOE’s Compliance Schedule License No. 004230.</p> <p>Besout 6 estate: Chemical register referred document 455CR001 dated 31 December 2018 found not include certain chemical such as Monex, Krush, Halex Cypermetrin, Agro Surfactant, Bayfolan, Waricle, Impact 75 and Ecomax.</p>
Corrective Action	<p>Mill</p> <p>1) Training of all supervisor to monitor compliance on DOE’S Schedule. 2) Appointment of individual supervisor to monitor each clause of DOE’S Schedule Besout 6</p> <p>1) Training analysis after training of chemical register 2) Re-training of storekeeper if analysis score is bad</p>
Assessment Conclusion	<p>ASA2 verification:</p> <p>i. Monsoon drain inspection was conducted on weekly basis. sighted the monitoring records for the month of January 2020. ii. Chemical register training was conducted on 1/3/2019 for Besout 6 Estate iii. Training analysis was conducted after the training to evaluate the understanding of all participant on the training.</p> <p>The corrective action effectively implemented. Thus Minor NC close accordingly.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-N2	Clause & Category (Major/Minor)	5.1.2 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	6/2/2020
Statement of Nonconformity	Mitigations of environmental impacts were not adequately addressed.		
Requirement Reference	<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.</p>		
Objective Evidence	<p>1) Besout 07 Estate has appointed a third party (Pitzone Auto Services and Tyre Sdn Bhd) to carry out repair/servicing of its machinery. The used oil (SW305/306) and used filter (SW410) from the servicing activity were normally taken away by the third party to their premise. However, there is no evidence that the third parties have obtained any forms of authority to take away the scheduled wastes from the Department of Environment.</p> <p>2) The outlet discharge hole of the secondary containment of diesel skid tank at Besout 07 has no stopper. Therefore, in the event of major spillage of diesel, it would escape directly to the environment.</p>		
Corrective Action	<p>Issue (1): - Training of Schedule Waste Disposal procedure by Operations department to the estate’s management</p>		

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	<p>Issue (2):</p> <ul style="list-style-type: none"> - Conduct review on environmental aspect impact for skid tank - Appoint supervisor to monitor pollution at skid tank sump outlet
Assessment Conclusion	<p>ASA2 verification:</p> <ul style="list-style-type: none"> i. Scheduled waste training was conducted on 5/4/2019. Sighted the presentation slide by the Sustainability Department. Training was all conducted on 9/4/2019 and 13/11/2019 in Besout 7 Estate. ii. Internal Memo from Head Of Compliance & Certification Department to all estate Managers on Scheduled Waste Management Program dated 27/9/2019. Refer memo no. (09) SUST/JAB OP/FGVPM HQ/01. iii. Communication between FGVPM with DOE to centralize the collection of schedule waste to Besout mill dated 4/1/2019 16/7/2019. Refer letter no. (01)010810/HQ/JOB/OP.19/Plantations/Sustainabiliti and (06)SUST/JAB OP/FGVPM/01. Approval letter from DOE dated 30/10/2019. Refer letter no JAS.600-3/5/26 Jld.3(32). iv. Besout 7 Estate has identified the activity with significant impact and documented in 'Laporan Aspek Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran' (Environmental Aspects through Plantation, Waste and Pollution Activities Reports) dated 1/6/2019 including the environmental aspect impact for skid tank. <p>The corrective action effectively implemented. Thus Minor NC close accordingly.</p>

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-N3	Clause & Category (Major/Minor)	5.3.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	6/2/2020
Statement of Nonconformity	The appropriate method of disposal of domestic wastes from workers housing was not adequately implemented.		
Requirement Reference	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence	Based on site visit at Besout 07's landfill, recyclable wastes such plastic bottles/containers, metal, papers, etc. were found inside the rubbish pit.		
Corrective Action	<ul style="list-style-type: none"> 1) Awareness to estate management by Operations department of the new 'Pengurusan Sisa Pepejal' procedure established on 2 Feb 2019. 2) Letter of acknowledgement to the garbage collector to ensure recycling waste are not brought to landfill. 3) Awareness to workers regarding domestic waste separation. 		
Assessment Conclusion	<p>ASA1 verification:</p> <ul style="list-style-type: none"> i. Training was conducted by the Sustainability Department on Solid Waste Management on 9/4/2019. ii. Recycle waste training was conducted by Besout 7 Estate on 10/4/2019 iii. Internal memo has been issued by the Besout 7 Estate Manager to all staff, workers and domestic waste collector on segregation of recycle waste. Refer memo no. 620/7-1-6/arahan pengurus dated 13/5/2019. 		

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	iv. Sighted the recycle bin was installed at several strategic location in the Besout 7 Estate. The corrective action effectively implemented. Thus Minor NC close accordingly.
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Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-N4	Clause & Category (Major/Minor)	6.1.4 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	6/2/2020
Statement of Nonconformity	The SIA for Besout 6 is not being carried out once every 2 years. The last assessment was carried out on 14/2/2017. Issues raised during the stakeholder interview and workers interview such as absconded and disagreement of Indonesian workers (due to owning vehicle illegally) and request from Kg Orang Asli Erong to maintain and recondition the road from their village to main road; is recommended to be included in the assessment.		
Requirement Reference	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.		
Objective Evidence	Laporan Penilaian Impak Sosial FGVP M Besout 6 ; Type : RSPO 2017 (Kriteria 6.1); Projek: FGVP M Besout 6; Doc. No: 1/2017; Date: 14/2/2017 & Jadual 5.2.1 Pelan Pengurusan (Management Plan) bagi Impak Sosial di Ladang FGVP M Besout 6.		
Corrective Action	1) Reschedule of SIA timetable for all complexes 2) PSD clerk to monitor SIA expiry date.		
Assessment Conclusion	ASA2 verification: i. Review of Social Impact Assessment has been conducted on 24/1/2020 and including all issues raised during stakeholder meetings interviews. Refer document no. as follows: Jenis Dokumen : RSPO 2016 (Kriteria 6.1) Projek : FGVP M BesoutT 6 No Dokumen : 1/2020 Tarikh : 24 Januari 2020 The corrective action effectively implemented. Thus Minor NC close accordingly.		

Summary of Total Number of Nonconformity			
Nonconformity			
NCR Ref #	1736826-201902-N5	Clause & Category (Major/Minor)	6.5.3 Minor
Closed (Yes/No)	Yes	Date of nonconformity closure	6/2/2020
Statement of Nonconformity	The line-site weekly inspection was found ineffective.		

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Requirement Reference	Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.
Objective Evidence	Despite weekly line-site inspection is carried out; there are several issues found as:- - Hostel 6B Block A – water pipe leaking, 4 water tap leaking, 1 container with mosquito breeding - Hostel 6B Block C – abandoned food plate with mosquito breeding
Corrective Action	- Re-training of the checklist to housing welfare officer - Manager to review linesite inspection record based on actual condition to evaluate proper work done by welfare officer
Assessment Conclusion	ASA2 verification: i. Training on Linesite Inspection for appointed staff was conducted on 15/6/2019. ii. Linesite inspection was conducted on weekly basis. Sighted the monitoring records for the month of July to December 2019. The corrective action effectively implemented. Thus Minor NC close accordingly.

Opportunity for Improvement	
OFI#	Description
OFI 1	N/A

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Major / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1736826-201902-M1	Major	4.6.10	20/2/2019	Closed on 22/04/2019
1736826-201902-M2	Major	2.1.1	20/2/2019	Closed on 22/04/2019
1736826-201902-M3	Major	6.12.1	20/2/2019	Closed on 22/04/2019
1736826-201902-N1	Minor	2.1.3	20/2/2019	Closed on 6/2/2020
1736826-201902-N2	Minor	5.1.2	20/2/2019	Closed on 6/2/2020
1736826-201902-N3	Minor	5.3.3	20/2/2019	Closed on 6/2/2020
1736826-201902-N4	Minor	6.1.4	20/2/2019	Closed on 6/2/2020
1736826-201902-N5	Minor	6.5.3	20/2/2019	Closed on 6/2/2020
1877545-202001-M1	Major	6.2.3	6/2/2020	Closed on 29/4/2020
1877545-202001-M2	Major	2.1.1	6/2/2020	Closed on 29/4/2020
1877545-202001-M3	Major	6.2.4	6/2/2020	Closed on 29/4/2020
1877545-202001-N1	Minor	7.3.2	6/2/2020	Open
1877545-202001-N2	Minor	7.3.3	6/2/2020	Open

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1877545-202001-N3	Minor	3.3.2	6/2/2020	Open
1877545-202001-N4	Minor	7.7.2	6/2/2020	Open

3.5 Stakeholders and previous land owner / user consultation

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

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

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

List of Stakeholders contacted	
<p>Internal Stakeholders</p> <ul style="list-style-type: none"> Estate managers Mill engineer Supervisors, Staff & Clerks Mill local & foreign workers (process, workshop, etc.) Estate local & foreign workers (harvesters, sprayers, etc.) Local workers representatives Foreign workers representatives Gender committee representative 	<p>Union/Contractors</p> <ul style="list-style-type: none"> Manager, Felda Besout 5 Manager, Felda Besout 2 Representative, Bukit Mas Estate Representative, Ulu Besar Estate Representative, Kyara Jubli Estate Felda Settlers Representative, Felda Besout 4 Felda Settlers Representative, Felda Besout 5 GT PH Transporter Roslee Saidin Enterprise Batu. LHKT Rawin Tok Batin, Kg. Sg. Tapas Tabika Besout 4
<p>Government Departments</p> <ul style="list-style-type: none"> S.K Seri Besout 	<p>NGO</p>

Stakeholders comment	
1	<p>Feedbacks: <u>Mill and estate vendors (Contractors & Suppliers)</u> The payment received is within the timeline. It was a long term business relationship and no other issue.</p> <p>Management Responses: Noted on the information.</p> <p>Audit Team Findings: No other issue.</p>

2	Feedbacks: <u>Felda Besout 3, 4 & 5 Management</u> The boundary from FGV estates are clearly demarcated. No land dispute issue.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
3	Feedbacks: <u>Ketua peneroka Felda Besout 5</u> As the FELDA settler who sent FFB to Besout POM, the FFB price was displayed and inform to them.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
4	Feedbacks: <u>Gender Committee Representatives</u> No sexual harassment cases reported so far. Meeting and activities were conducted actively year round. No domestic violence cases too.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.
5	Feedbacks: <u>Besout POM Canteen operator</u> The canteen operated from morning until evening. The water used for cook and drinks are come from clean water supply from house which they bring themselves.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue.

List of land owner / user contacted					
Name	Years of ownership / used	Land area (ha)	Agreement (Yes / No)	Agreement base on FPIC (Yes/No)	Compliance on the agreement terms and conditions
Not applicable since the land is belonged to FELDA. Based on the land title, the land is belonged to FELDA (government land) and FELDA land was leased to FGV. Based on stakeholder consultation, there is no land encroachment from FGV to other smallholders as a land user in FELDA land too.					

Previous land owner / user comment	
	Feedbacks: Not applicable since the land is belonged to FELDA. Based on the land title, the land is belonged to FELDA (government land) and FELDA land was leased to FGV. Based on stakeholder consultation, there is no land encroachment from FGV to other smallholders as a land user in FELDA land too.
	Management Responses: Noted on the information.
	Audit Team Findings: No other issue

3.6 Impartiality and conflict of interest

During this assessment there was no circumstances or pressure that had influenced the independence or confidentiality of the assessment team.

Formal Signing-off of Assessment Conclusion and Recommendation	
<p>The audit objectives have been achieved and the certificate scope remains appropriate. Based on the results of this audit, it is concluded that FGVPISB Besout Palm Oil Mill has complied with the RSPO P&C National Interpretation 2019 and audit criteria identified within the audit report. It is deemed that the management system continues to achieve its intended outcomes. Therefore, it is recommended that the certification of FGVPISB Besout Palm Oil Mill is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
<p>Name: Muhammad Fadzli Masran</p>	<p>Name: Ahmad Shahrir Bin Ismail</p>
<p>Company Name: BSI Services Malaysia Sdn Bhd</p>	<p>Company Name: FGV Holdings Berhad</p>
<p>Title: Trainee Lead Auditor</p>	<p>Title: Senior Manager</p>
<p>Signature: </p>	<p>Signature: </p>
<p>Date: 1/6/2020</p>	<p>Date: 3/6/2020</p>

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance	
<p>Principle 1: Behave ethically and transparently Drive ethical business behaviour, build trust and transparency with stakeholders to ensure strong and healthy relationships.</p>			
<p>Criteria 1.1 The unit of certification provides adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.</p>			
<p>1.1.1</p>	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</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. Information on environmental, social and legal issues relevant to RSPO Criteria was made available to relevant stakeholders for effective participation in decision making.</p> <p>Public documents available in mill including Besout Palm Oil Mill Daily Production Report and in Besout Estates such as land title, OSH plan, HCV documents, negotiation procedure, complaint records, RSPO public summary reports and EIA. Management Plans & Continuous Improvement Plans and company policies also available publicly.</p> <p>Information available as per report of Social Impact Assessment; Doc. Type: RSPO 2016 (Kriteria 6.1); Project: FGVPM Besout 6; Doc. # 1/2017; Date: 14/2/2017. Latest review of management and monitoring action plans conducted together with affected stakeholders dated on 19/2/2019 at Dewan Kilang Sawit Besout. Review meeting by Besout 06 Estate was done on 24/1/2020 with external stakeholders and 30/1/2020 with internal stakeholders.</p>	<p>Complied</p>

1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders.	<p>Information requests and responses implemented based on Communication Procedure to handle communication for internal and external stakeholders. External Communication Form and Communication Record were used for records including authority visits books.</p> <p>Sighted sample for mill records of information requests and responses maintained including Machinery Inspection Log Book (DOSH), Fire Pump House Log Book (Bomba), DOE Inspection Log Book and Electricals Inspection Report as well as visitor book.</p>	Complied
1.1.3	(C) Records of requests for information and responses are maintained.	<p>Records were maintained as per sample of the request sighted as below:</p> <ul style="list-style-type: none"> - DOE visit book: Field Citation DOE Perak – Notification of License Conditions (# 18 & 31) Noncompliance; Visit date: 21/1/2020 - DOSH visit book: Mill inspection visit (Pemeriksaan Penguatkuasaan Bersepadu KKP Di Tempat Kerja; Date: 21/1/2020; Follow-up visit; Date: 31/1/2020 - Settlers communication/complaints records book: FFB Quality/OER enquiry by settlers of Felda Besout 03; Date: 22/1/2020 - Workers housing repair book: Ceiling fan damage; Locker key damage; Date: 28/1/2020 	Complied
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by a nominated management official.	<p>Documented procedure in place for consultation and communication as per “Menangani Aduan dan Rungutan” procedure, Doc. No. FGV/ML-1A/L2-Pr13, Issue 1, Rev 2 dated 01.04.2019 and “Komunikasi, Penglibatan dan Rundingan”, Doc. No.: FGV/ML-1A/L2-Pr12(0), Issue 1, 01.06.2016. Scope of the procedure covered all the complaints related to Project issues, damage or broken of housing and etc. The request/letter from stakeholder internal and external is kept on the file and summarized in the request book. Example of the request sighted are as below:</p>	Complied

		<ul style="list-style-type: none"> - DOE visit book: Field Citation DOE Perak – Notification of License Conditions (# 18 & 31) Noncompliance; Visit date: 21/1/2020 - DOSH visit book: Mill inspection visit (Pemeriksaan Penguatkuasaan Bersepadu KKP Di Tempat Kerja; Date: 21/1/2020; Follow-up visit; Date: 31/1/2020 - Settlers communication/complaints records book: FFB Quality/OER enquiry by settlers of Felda Besout 03; Date: 22/1/2020 - Workers housing repair book: Ceiling fan damage; Locker key damage; Date: 28/1/2020 	
1.1.5	There is a current list of contact and details of stakeholders and their nominated representatives.	Mill stakeholder list updated 30/01/2019. Included external FFB suppliers, local authorities, local indigenous village communities, smallholders, suppliers, contractors. No authorities among DOSH, DOE, ST, Labour Department , Immigration	Complied
Criteria 1.2 The unit of certification commits to ethical conduct in all business operations and transactions.			
1.2.1	A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.	<p>Policy was established as Code of Ethics and Conduct Policy; SOP # FGV/GHR/POL/039; Rev. # 1.0; Effective date: 20/1/2015. All FGVPI Besout mill employee has been briefed with the policy on 19/10/2018 and each employee signed an Acknowledgement Statement of acceptance and understanding of Code of Business Conduct & Ethics for Employee.</p> <p>All employees in FGVPM Besout 06 Estate has been briefed with the policy on 16/10/2018 & 6/11/2018. They had also signed the Acknowledgement Statement; Policy # FGV/GHR/POL/039; Rev. # 3.0; Effective date: 1/11/2017.</p>	Complied

1.2.2	A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.	An online COBCE implementation through company website link https://ghr.fgvholdings.com/COBCE/Account/Login?ReturnUrl=%2FCOBCE%2F was in place to monitor compliance and the implementation of the policy and overall ethical business practice by the management.	Complied
<p>Principle 2: Operate legally and respect rights Implement legal requirements as the basic principles of operation in any jurisdiction.</p>			
<p>Criteria 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.</p>			
2.1.1	(C) The unit of certification complies with applicable legal requirements.	<p>The operating units visited continued to comply with the legal requirements. Compliance to each applicable law and regulation is monitored by the operating units and Sustainability team. The operating units had obtained and renewed license and permits as required by the law. Among others the licenses/permit viewed were</p> <p>Besout POM</p> <ol style="list-style-type: none"> 1. Weighbridge calibration by metrology Corporation Malaysia Sdn Bhd dated 24 July 2019 (B1515007) 2. PK PMT 4687 (PMT-PK/19 34234) valid until 30 June 2020 3. PMD 3255 (PMD-PK/19 37873) valid until 15 Oct 2020 4. Diesel storage license from KPDNHEP was available dated valid until 20 November 2020 referred KPDNHEP/P/TPH/600-2/1/6/2/101 5. AESP (NW-ECRO-AE-R-2652-R) valid until 23 Oct 2021 6. AGT (HQ/19/AGTES/01/03280) valid until 6 Feb 2022 	Major NC

		<ol style="list-style-type: none"> 7. JTK Permit PP3/34/1013 for Yuran Bulanan Badan Kebajikan Petugas Felda Palm Industries dated 5 Feb 2005. 8. MPOB license 500155504000 valid until 31 March 2020. 9. Salary deduction Ref. No.: (13)010/HQ/840A/61 valid from 15/10/1996 for Skim Pinjaman Perumahan FPISB, Tabung Kebajikan Felda, Yuran Kelab Sukan Rekreasi Felda and Bayaran Bil Elektrik dan air. 10. LEV monitoring was done by monthly latest dated was on 4/2/2020 and for Hygein Tech report was done by Yellow Tulips Resources (YTR) HQ/13/JHII/00/187 dated 18 December 2019. 11. CePSWaM/02864 dated 28 August 2019. 12. Noise Risk Assessment been done by management dated 12 December 2019 (HQ/08/PEB/00/87) by Yellow Tulips Resources (YTR) <p>During the site visit, it was observed that there is a high potential of leachate generated from EFB stock pile to flow was flowing to the environment through the nearest monsoon drain. The leachate was not channelled to the effluent treatment pond for treatment as required by Clause 27 of DOE's Compliance Schedule License No. 004230.</p> <p>Besout 6</p> <ol style="list-style-type: none"> 1. PK PMT 5471 license (PMT-PK/19 33849) valid until 25 July 2020 2. MPOB license 574649002000 valid until 30 June 2020 3. License KPDNHEP/P/TPH/600-2/1/6/1/1/137 for Petrol valid until 29 March 2020 and For Diesel KPDNHEP/P/TPH/600-2/1/6/2/107 valid until 9 May 2020. 	
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		<ul style="list-style-type: none"> 4. Weighbridge license by Metrology Corporation Malaysia Sdn Bhd (License no.: 5291016) 5. JTK license (22)dIm BHG. PU/9/129 Jld 23 dated 26 April 2016 for salary deduction (electricity, water and medical) <p>Besout 7</p> <ul style="list-style-type: none"> 1. MPOB license 559124002000 valid until 31 March 2021. 2. License KPDNHEP/P/TPH/600-2/1/6/1/187 for petrol already in progress for renew as per letter dated 30 Jan 2020 already been approve by authority. 3. PK PMT 5472 license (PMT-PK/19 33850) valid until 25 July 2020 4. License KPDNHEP/P/TPH/600-2/1/6/2/122 for Diesel valid until 26 March 2020 5. Weighbridge calibration by Metrology Corporation Malaysia Sdn Bhd dated 14 May 2019 (License no: 5291711) 	
2.1.2	A documented system for ensuring legal compliance is in place. This system has a means to track changes to the law and regulations.	<p>FGVPM has established SOP on track changes, monitoring, implementation and compliances of legal and other requirement. Refer doc. no ML-1A/L2-PR6(0) dated 1/6/2016.</p> <p>Plantation and Sustainability Department and Manager, Asst. Manager and Supervisor/Clerk for respective operating units will undertake the responsibility of identifying, managing, updating and tracking the legal requirement as well as monitoring the status of legal compliance.</p> <p>All legal requirement was documented in Register of Legal and Other Requirements (Ref doc no ML-1A/L5-AP1 pind 0) and List of compliance license/permit/legal requirement.</p>	Complied

2.1.3	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries.	<p>Legal boundary for both estate were clearly demarcated and visibly maintained.</p> <p>Besout 6</p> <p>Legal boundary was demarcated with red and white color PVC/concrete pole. Sighted the boundary peg at PR14U and PR13W adjacent with smallholders and Sg. Erong.</p> <p>Besout 7</p> <p>Legal boundary was demarcated with red and white color PVC/concrete pole or security trenches as sighted at field PR18N adjacent with Palmworld Sdn Bhd. estate.</p>	Complied
<p>Criteria 2.2</p> <p>All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.</p>			
2.2.1	A list of contracted parties is maintained.	The operating units maintain list of contracted parties as parts of their stakeholders includes internal (within Besout POM and supply base) such as employee and workers union and external stakeholders such as FFB suppliers, contractors, transporters and government department.	Complied
2.2.2	<p>All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party.</p> <p>Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.</p>	<p>The operating units maintain list of contracted parties as parts of their stakeholders includes internal (within Besout POM and supply base) such as employee and workers union and external stakeholders such as FFB suppliers, contractors, transporters and government department.</p> <p>Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf where the SCOC were specified relevant</p>	Complied

		<p>terms of Labour Standards as well as legality to be complied with by suppliers.</p> <p>For contractors, they are required to employed legal workers. As evidence of due diligence, the contractors provided the list of employee with a copy of insurance. Sighted the sampled of contracts as follows:</p> <ul style="list-style-type: none"> i. Awaseri Enterprise, Works Order no. 3301333297/1300996063 dated 15/1/2019. ii. Azizan Ismail Enterprise, Works Order no. 3301357238/20865511 dated 20/5/2019. iii. Tafrijjyah Enterprise, Works Order no. 3301357240/20865507 dated 20/5/2019. 	
2.2.3	<p>All contracts, including those for FFB supply, contain clauses disallowing child, forced and trafficked labour. Where young workers are employed, the contracts include a clause for their protection.</p>	<p>Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf where the SCOC were specified relevant terms of Labour Standards as well as legality to be complied with by suppliers.</p> <p>For FFB suppliers, valid MPOB license copies were kept by the mill as evidence of legal due diligence prior to being approved to supply FFB. Additionally, each FFB supplier issued with agreement to purchase FFB which was signed by both party. Sighted the contract for FFB suppliers as follows:</p> <ul style="list-style-type: none"> i. 'Surat Tawaran Pembelian BTS' (offer letter for FFB purchase, 'Pengesahan Tawaran Belian BTS' (acceptance letter to sell FFB) by Seng Highland Sdn. Bhd. Refer letter no. (16)FPISB/FFBPD/8762 dated 26/10/2018. 	Complied

		ii. 'Surat Tawaran Pembelian BTS' (offer letter for FFB purchase, 'Pengesahan Tawaran Belian BTS' (acceptance letter to sell FFB) by Bakti Mas Sdn. Bhd. Refer letter no. (62)FPISB/FFBPD/8777 dated 26/10/2018.																	
Criteria 2.3																			
All FFB supplies from outside the unit of certification are from legal sources.																			
2.3.1	<p>(C) For all directly sourced FFB, the mill requires:</p> <ul style="list-style-type: none"> Information on geo-location of FFB origins Evidence of the ownership status or the right/ claim to the land, or valid use of land by the grower/ smallholder One or more supporting documents for claims Valid MPOB license 	<p>Information of directly sourced FFB available for samples as following:</p> <table border="1"> <thead> <tr> <th>Supplier</th> <th>Adress</th> <th>GPS Coordinate</th> <th>MPOB License</th> </tr> </thead> <tbody> <tr> <td>FPSB Besout 6</td> <td>Pejabat PGVPM Besout 6,35600 Sungkai, Perak</td> <td>3° 46' 40" N, 101° 16' 39" E</td> <td>50107750200</td> </tr> <tr> <td>FPSB Besout 7</td> <td>Pejabat PGVPM Besout 7,35600 Sungkai, Perak</td> <td>3° 50' 35" N ,101° 17' 35" E</td> <td>55912400200</td> </tr> <tr> <td>Pantas Asli Enterprise</td> <td>B-27, Jalan Sejati3/1, Taman Sejati, Sungai Petani, Kedah</td> <td>3° 47' 8" N, 101° 14' 11" E</td> <td>596890002000</td> </tr> </tbody> </table>	Supplier	Adress	GPS Coordinate	MPOB License	FPSB Besout 6	Pejabat PGVPM Besout 6,35600 Sungkai, Perak	3° 46' 40" N, 101° 16' 39" E	50107750200	FPSB Besout 7	Pejabat PGVPM Besout 7,35600 Sungkai, Perak	3° 50' 35" N ,101° 17' 35" E	55912400200	Pantas Asli Enterprise	B-27, Jalan Sejati3/1, Taman Sejati, Sungai Petani, Kedah	3° 47' 8" N, 101° 14' 11" E	596890002000	Complied
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2.3.2	For all indirectly sourced FFB, the unit of certification obtains from the collection centres, agents or other intermediaries, the evidence as listed in Indicator 2.3.1.	Evidence available for indirectly sourced FFB for sample External Supplier (Collection Centre Ramp) i.e. Seng Highland Fruits Trading Sdn. Bhd. The mill is in progress to obtain all the details from the FFB traders.	Complied
<p>PROCEDURAL NOTE: For Implementation Procedure for 2.3.2 refer to Annex 4.</p>			
<p>Principle 3: Optimise productivity, efficiency, positive impact and resilience Implement plans, procedures and systems for continuous improvement.</p>			
<p>Criteria 3.1 There is an implemented management plan for the unit of certification that aims to achieve long-term economic and financial viability.</p>			
3.1.1	(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.	<p>The annual business plan is available as per the Group Financial Procedure. & Guidelines. Both estates and the mill have a similar format i.e. in the form of annual budget and a 10-year projection (2020 – 2029). This business plan is prepared as a guidance for the forthcoming years and future planning.</p> <p>The mill budget (54 Mt milling capacity) had the following components in the expenditure details.</p> <ul style="list-style-type: none"> a) Manning Level - Total no of employees required at each station. b) FFB Source and annual estimate for 10 years. c) Extraction ratios OER, KER d) Expenditure on Administration / Compound Upkeep / Medical e) Maintenance / Consumables / PPE / Tools 	Complied

		Business plans for Besout 6 and Besout 7 estates were reflected through annual budget with 3 years projection (Rumusan Anggaran Perbelanjaan Peringkat Matang Bagi Tahun 2020 – 2023). As to monitor the expenditure, the managers were required to submit their expenditure reports to HQ on a monthly basis with justifications where necessary. Apart from that, there is also budget challenge meetings, where the managers present their expenditures to the top management for review.																								
3.1.2	An annual replanting programme projected for a minimum of five years with yearly review, is available.	<p>The visited estates have established their replanting programs with 5 years projection as shown in the table below:</p> <table border="1"> <thead> <tr> <th rowspan="2">Estates</th> <th colspan="5">Ha/ Year</th> </tr> <tr> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td>Besout 6</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>78.15 Ha</td> <td>nil</td> </tr> <tr> <td>Besout 7</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> </tr> </tbody> </table> <p>It was verified that the replanting for Besout 6 for the year 2023 is at a non-peat land area.</p>	Estates	Ha/ Year					2020	2021	2022	2023	2024	Besout 6	nil	nil	nil	78.15 Ha	nil	Besout 7	nil	nil	nil	nil	nil	Complied
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3.1.3	The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertaken.	<p>Besout POM Management review was last conducted on 30.01.2020. It was chaired by the Mill Manager and attended by Assistant Mill Managers, weighbridge clerk, lab supervisor and mill supervisors. Based on the minutes of meeting, the following agendas were adequately recorded:</p> <ul style="list-style-type: none"> • Results of internal External audits covering RSPO P&C & Supply Chain Certification Standard • Internal Audit Review • Customer feedback • Production • Environment • Social • Management Reviews 	Complied																							

		<p>The minutes of meeting indicated that Internal audit findings dated 20.01.2020 were each thoroughly examined and the corrective action plan was discussed.</p> <p>Among the Findings and Corrective Action Plan of the Internal Audit that were sighted are as below :-</p> <table border="1"> <thead> <tr> <th>Findings</th> <th>Action Plan</th> </tr> </thead> <tbody> <tr> <td>Tiada Mesyuarat Bersama Pengurusan Direkodkan Untuk Membincangkan Isu Kesatuan Selepas Mesyuarat Kesatuan.</td> <td>Membuat mesyuarat kesatuan bersama pengurusan. Melaksanakan intipati yang dibincangkan dalam mesyuarat.</td> </tr> <tr> <td>Tiada pelan untuk mendapat CF bagi memastikan rumah selamat diduduki.</td> <td>Menghubungi pihak JKT bagi mendapatkan maklumat berkaitan perumahan. Mengumpul maklumat berkaitan kerosakan rumah. Memohon pembaikan bagi kerosakan perumahan.</td> </tr> </tbody> </table> <p>The sampled internal audit findings were verified and sighted to have been addressed accordingly.</p> <p>Besout 6 Estate Management review was last conducted on 28 January 2020. It was chaired by Estate Manager and attended by Estate staffs, which include AMs, Cadet Planters and field staffs.</p> <p>The minutes of meeting indicated that Internal audit findings dated 22-23.01.2020 were each thoroughly examined and the corrective action plan were discussed.</p> <p>Among the Findings and Corrective Action Plan of the Internal Audit that were sighted are as below :-</p> <table border="1"> <thead> <tr> <th>Findings</th> <th>Action Plans</th> </tr> </thead> <tbody> <tr> <td>Tiada bukti semua senarai dokumen umum telah</td> <td>Menjalankan program bersama stakeholder yang terlibat.</td> </tr> </tbody> </table>	Findings	Action Plan	Tiada Mesyuarat Bersama Pengurusan Direkodkan Untuk Membincangkan Isu Kesatuan Selepas Mesyuarat Kesatuan.	Membuat mesyuarat kesatuan bersama pengurusan. Melaksanakan intipati yang dibincangkan dalam mesyuarat.	Tiada pelan untuk mendapat CF bagi memastikan rumah selamat diduduki.	Menghubungi pihak JKT bagi mendapatkan maklumat berkaitan perumahan. Mengumpul maklumat berkaitan kerosakan rumah. Memohon pembaikan bagi kerosakan perumahan.	Findings	Action Plans	Tiada bukti semua senarai dokumen umum telah	Menjalankan program bersama stakeholder yang terlibat.	
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		<p>dimaklumkan atau diedarkan kepada semua stakeholder.</p>											
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Criteria 3.2

The unit of certification regularly monitors and reviews their economic, social and environmental performance and develops and implements action plans that allow demonstrable continuous improvement in key operations.

3.2.1	(C) The action plan for continuous improvement is implemented, based on consideration of the main social and environmental impacts and opportunities of the unit of certification.	<p>Besout POM</p> <p>The action plan for continuous improvement plans were implemented based on the consideration of the main social and environment impacts that were highlighted in the Management Review Meetings.</p> <table border="1" data-bbox="1048 545 1890 778"> <thead> <tr> <th data-bbox="1055 545 1469 616">Social & Environment Impacts</th> <th data-bbox="1469 545 1890 616">Action Plan</th> </tr> </thead> <tbody> <tr> <td data-bbox="1055 616 1469 778">Pelepasan Habuk, Kawalan Pengeluaran Habuk, dari cerobong mengikut kehendak undang-undang.</td> <td data-bbox="1469 616 1890 778">Perkara ini masih diperingkat permohonan kepada HQ bagi permohonan pemasangan alatan monitoring.</td> </tr> </tbody> </table> <p>Besout 6 Estate</p> <table border="1" data-bbox="1048 900 1890 1267"> <thead> <tr> <th data-bbox="1055 900 1469 970">Social & Environment Impacts</th> <th data-bbox="1469 900 1890 970">Action Plan</th> </tr> </thead> <tbody> <tr> <td data-bbox="1055 970 1469 1267">Terdapat penggajian pekerja tidak sah dikalangan pekerja kontraktor.</td> <td data-bbox="1469 970 1890 1267">Pihak ladang mengeluarkan surat amaran kepada kontraktor yang mengajikan pekerja tidak sah. Pihak kontraktor diberikan tempoh seminggu untuk menyediakan pekerja yang sah. Pihak ladang tidak menyambung kontrak tersebut.</td> </tr> </tbody> </table> <table border="1" data-bbox="1048 1267 1890 1347"> <tbody> <tr> <td data-bbox="1055 1267 1469 1347">Barang Buangan Berjadual</td> <td data-bbox="1469 1267 1890 1347">Bahan buangan berjadual perlu direkod dan kaedah</td> </tr> </tbody> </table>	Social & Environment Impacts	Action Plan	Pelepasan Habuk, Kawalan Pengeluaran Habuk, dari cerobong mengikut kehendak undang-undang.	Perkara ini masih diperingkat permohonan kepada HQ bagi permohonan pemasangan alatan monitoring.	Social & Environment Impacts	Action Plan	Terdapat penggajian pekerja tidak sah dikalangan pekerja kontraktor.	Pihak ladang mengeluarkan surat amaran kepada kontraktor yang mengajikan pekerja tidak sah. Pihak kontraktor diberikan tempoh seminggu untuk menyediakan pekerja yang sah. Pihak ladang tidak menyambung kontrak tersebut.	Barang Buangan Berjadual	Bahan buangan berjadual perlu direkod dan kaedah	Complied
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Barang Buangan Berjadual	Bahan buangan berjadual perlu direkod dan kaedah												

			pengendalian sehingga ke stor penyimpanan perlu dipatuhi.	
		Besout 7 Estate		
		Social & Environment Impacts	Action Plan	
		Pengurangan penggunaan racun perosak	<ul style="list-style-type: none"> -Tambah sarang burung pungguk jelapang kawalan tikus. - Tambah tumbuhan berfaedah (tunera, cassia, antigonen) -Menggunakan jentera memotong rumput di lorong tuai. 	
		Mengurangkan kesan ke atas alam sekitar	<ul style="list-style-type: none"> - Kaedah smart weeding untuk kurangkan penggunaan air - Buat tiang pagar daripada cement. - pemeriksaan mengekalkan kawasan buffer zone. 	
		Mengawal kesan sosial	<ul style="list-style-type: none"> - Meningkatkan kemudahan infrastruktur - Penempatan perumahan yang mencukupi. 	

3.2.2	As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the RSPO metrics template.	The template has not been released by RSPO as of this audit date.	Complied
<p>PROCEDURAL NOTE for 3.2.2: THE RSPO metrics template is awaiting decision/ agreement by RSPO and the issue is still being discussed.</p> <p>Until such metrics is agreed and developed, companies will carry on with existing reporting e.g. PalmGHG, Annual communication of Progress (ACOP) reporting, and information provided to Certification Body and feedback via RSPO Secretariat is required.</p>			
<p>Criteria 3.3</p> <p>Operating procedures are appropriately documented, consistently implemented and monitored.</p>			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p>	<p>For Mill manual:- 'Manual Operasi Kilang Sawit' dated 2 Jan 2001 and amended on 4 August 2017 covers sub context such as, Main Gate (FPI/L3/1-01) and FFB received until Diesel stock control (FPI/L3/16-01). Besides that, also available is the 'Manual Prosedur Kualiti, Keselamatan Kesihatan Pekerjaan dan Alam Sekitar' (QOHSE) dated 2 Jan 2008 and last amended on 8 June 2018 with sub context from (FPI/L2/QOSHE-1.0 until FPI/L2/QOSHE/25.0. For Laboratory SOP – Manual Operasi (Makmal) dated 2 Jan 2012 amend on 31 December 2015, it can be referred to document FPI/L3/14-01-01 until FPI/L3/14-05-41.</p> <p>The SOP are established entitled "Manual Ladang Sawit Lestari" (Sustainable Oil Palm Plantation Manual), 3rd edition as guidance to maintain the agriculture best practices. There are 5 main sections in the manual i.e. oil palm nursery management, development of replanting, immature oil palms, mature oil palms and fertiliser application.</p>	Complied

<p>3.3.2</p>	<p>A mechanism to check consistent implementation of procedures is in place.</p>	<p>The mill has a mechanism to check compliance available for ensuring compliance to the procedures that are in place. Among the sighted checklist are :</p> <ul style="list-style-type: none"> - Borang Objectif Kualiti, Keselamatan kesihatan Pekerjaan Dan Alam Sekitar. - Laporan Program Pengurusan - Semakan Kompetensi Pekerja - Borang Penilaian Pembekal Perkhidmatan - Checklist for internal QOHSEMS audit. <p>A number of operational activities were sighted to be not in accordance with the Standard Operating Procedures. There were no mechanism to ensure compliance to the SOPs for the sighted non-conformities. The objective evidence are as follows :</p> <ol style="list-style-type: none"> 1. It was sighted that there were chemicals not responsibly handled according to the Standard Operating Procedure (FGVPM/L3/PK-16) and CLASS 2013 Regulations. <p>It was sighted in the Besout POM that the Boiler Man was assigned to conduct testing using chemicals Acetic Acid & Phenolphthalein in the Boiler Station. The chemicals was used and stored not in accordance with the Safety Data Sheet of Acetic Acid (27 march 2019) and Phenolphthalein (29 August 2019) at the boiler room. It was found that the Boiler Man was not adequately trained for chemical handling. The PPE that was used for handling the mentioned chemicals were not in accordance to the Safety Data Sheet and CHRA dated 19 June 2018.</p> <ol style="list-style-type: none"> 2. As stated in the Manual Procedure; Kesiediaan Menghadapi 	<p>Minor NC</p>
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		<p>Kecemasan (FPI/L2/QOHSE – 14.0) : Langkah-langkah Pengawasan Pelepasan Bahan Kimia Tidak Sengaja (Tumpahan Kecil) states : <i>Pakai pakaian keselamatan seperti sarung tangan dan pelindung mata. Sapu/Serap tumpahan menggunakan bahan penyerap lantai dan bahan penyerap lain untuk dibuang.</i></p> <p>It was sighted during the site visit at the Engine Room that there were new and old spillage of diesel from the engine. There were no emergency action taken by the management to stop the contamination.</p> <p>Estate Besout 6 & 7</p> <p>The estates continued to show effectiveness in ensuring the best practices and procedures were implemented throughout the operations. Among the mechanisms to check consistent implementation of procedures sighted at the estates were daily field supervision records, taskforce visits, daily grading by Estate Quality Inspector (EQI), agronomist visit and regional office audit (CDD unit).</p>	
<p>3.3.3</p>	<p>Records of monitoring and any actions taken are maintained and available.</p>	<p>Records of monitoring were well maintained by the estates and mill. Among the records verified were the daily grading report, internal audit report, agronomist report and mill & plantation advisor report. Based on the report, appropriate actions were recommended and adhered to by the respective units. Besout 06 Estate was last visited by the Agronomist (FGV Agri Services) on 30 Aug 2019. The reports were available for verification.</p> <p>Besides that operational records such as barn owl records, rat census, bagworm census and chemical usage records were available in the estates.</p>	<p>Complied</p>
<p>Criteria 3.4</p>			

<p>A comprehensive Social and Environmental Impact Assessment (SEIA) is undertaken prior to new plantings or operations, and a social and environmental management and monitoring plan is implemented and regularly updated in ongoing operations.</p>			
3.4.1	<p>(C) In new plantings or operations including mills, an independent SEIA, undertaken through a participatory methodology involving the affected stakeholders and including the impacts of any smallholder/outgrower scheme, is documented.</p>	<p>Environmental</p> <p>There is no new planting at Besout 6 estate and Besout 7 Etstate, therefore this clause is not applicable.</p> <p>Sosial</p> <p>Based on procedure of Social Impact Assessment; Doc. # FGV/ML-1A/L2-Pr21; Rev. # 2; Effective date: March 2019 stating to conduct Regional/Complex level stakeholder meeting at least once in every 5 years.</p> <p>The latest consultation meeting was conducted on 10/8/2017 as per minutes of meeting records i.e. Majlis Perjumpaan Bersama Pihak Berkepentingan/Stakeholders Anjuran Kompleks Wilayah Trolak; Venue: Dewan Rajawali, Felda Residence Trolak, Perak; Date: 10/8/2017 which attended by Besout POM & Estates stakeholders in combination with Trolak POM & Settlers Estate.</p>	Complied
3.4.2	<p>For the unit of certification, a SEIA is available and social and environmental management and monitoring plans have been developed with participation of affected stakeholders.</p>	<p>Environmental</p> <p>FGVPISB has established Environmental and documented in Quality, Occupational Safety and Health and Environmental Policy signed by the CEO on 20/11/2017.</p> <p>The policy was communicated through training, briefing and displayed on notice board at several placed in the estate.</p> <p>The mill and estates visited has conducted Environmental Aspect Identification and Environmental Impact Evaluation. The review was conducted if there is any changes in the operation with impact in to the</p>	Complied

		<p>environment and documented in the Aspect Identification and Impact Evaluation. Refer form no. FGV/FGVPM/IV/IMS/15/1.6 Pind. 1.</p> <p><u>Besout 6 Estate</u></p> <p>Latest review of the Environmental Aspect Identification and Environmental Impact Evaluation was conducted on 2/1/2019. The estate has identified the activity with significant impact and documented in 'Laporan Aspek Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran' (Environmental Aspects through Plantation, Waste and Pollution Activities Reports) dated 5/1/2019. Management Plan has been established and documented as per schedule 4.3 'Pelan Tindakan bagi Mengurangkan Impak Alam Sekitar dan Mengawal Pencemaran' (Reducing Environmental Impact and Controlling Pollution Action Plan)</p> <p><u>Besout 7 Estate</u></p> <p>Latest review of the Environmental Aspect Identification and Environmental Impact Evaluation was conducted on 28/5/2019. Activity with significant impact has been identified and documented in 'Borang Daftar Impak Ketara' (Significant Impact Register) with ref. no FGV/FGVPM/F(IMS)/1.7 Pind. 0. The estate has identified the activity with significant impact and documented in 'Laporan Aspek Alam Sekitar Melalui Aktiviti Perladangan, Bahan Buangan dan Pencemaran' (Environmental Aspects through Plantation, Waste and Pollution Activities Reports) dated 1/6/2019. Management Plan has been established and documented as per schedule 4.3 'Pelan Tindakan bagi Mengurangkan Impak Alam Sekitar dan Mengawal Pencemaran' (Reducing Environmental Impact and Controlling Pollution Action Plan).</p> <p>Social</p> <p>Information available as per report of Social Impact Assessment; Doc. Type: RSP0 2016 (Kriteria 6.1); Project: FGVPM Besout 6; Doc. #</p>	
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		<p>1/2017; Date: 14/2/2017. Latest review of management and monitoring action plans conducted together with affected stakeholders dated on 19/2/2019 at Dewa Kilang Sawit Besout. Review meeting by Besout 06 Estate was done on 24/1/2020 with external stakeholders and 30/1/2020 with internal stakeholders.</p>	
<p>3.4.3</p>	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way.</p>	<p>Besout POM</p> <p>The management plan was documented in Significant Environmental Aspect and Impacts Registrar Form. Refer doc no. FPI/L4/QOSHE 1.8 Pind 0. Sighted the implementation of the management plan as follows:</p> <p>i. the mill monitor the Observed the stack emission monitoring as per DOE requirement:</p> <p>a. Report date: 26/11/2019</p> <p>Report no.: BESOUT-22/11/19</p> <p>Result: Stack 1 – 340 mg/m3</p> <p style="padding-left: 40px;">Stack 2 – 335 mg/m3</p> <p style="padding-left: 40px;">Stack 3 – 337 mg/m3</p> <p>Besout 6</p> <p>Management Plan has been established and documented as per schedule 4.3 'Pelan Tindakan bagi Mengurangkan Impak Alam Sekitar dan Mengawal Pencemaran' (Reducing Environmental Impact and Controlling Pollution Action Plan). Sighted the implementation of the management plan as follows:</p> <p>i. The empty pesticides container were triple rinse, puncture and stored at designated storage area before collected for disposal by approved</p>	<p>Complied</p>

		recycler by DOA. Latest collection for disposal was conducted on 31/12/2019. Social The social management plan has been specified with timeframe, person in charge, short, medium and long term monitoring period as well as review status.	
Criteria 3.5			
A system for managing human resources is in place.			
3.5.1	Employment procedures for recruitment, selection, hiring, promotion, retirement and/or termination are documented and made available to the workers and their representatives where applicable.	Procedures available as documented in FGV Holdings Berhad Group Sustainability Policy, Policy # FGV/SED/POL/001; Rev. 3, Effective date: 29/5/2019 under sub-clause # 3.1.2 – Responsible Employment, where hiring and selection of workers during recruitment is based on skill, minimum age, medical fitness and work experience. Additionally, there are Staffing Policy; Policy # FGV/GHR/POL/004; Rev. 3.0; Effective date: 1/12/2017 and Recruitment & Selection SOP; SOP # FGV/GHR/SOP/004; Rev 2.0; Date: 13/6/2018 with Flow Chart from request for manpower by HOD until on boarding of new employee.	Complied
3.5.2	Employment procedures are implemented and records are maintained.	Employment procedures as per requirements above implemented as per sample records maintained for performance review that was conducted annually and documented in Performance Appraisal Form: PMS2018.	Complied
Criteria 3.6			
An Occupational health and safety (H&S) plan is documented, effectively communicated and implemented.			
3.6.1	C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented.	Besout POM Issues on Health and Safety have been assessed and documented in the HIRADC forms (FPI/L4/QOHSE-1.4 Pind 2). The assessments were done	Complied

		<p>based on the risk assessment criteria. The HIRADC covers all mill main processing and support operations. The Mill has recently reviewed all operations on December 2019. Among the sampled HIRADC were Mechanical, Office, Canteen, Store, Engine Room and Boiler Station.</p> <p>Sighted the HIRADC for the Accident dated 16.11.2019 where a worker slipped and fell while going down the stairs at the CMC. The management have reviewed the HIRADC and the risk control for fixing a "nosing thread" as stated in the HIRADC was sighted at the mill during the site visit.</p> <p>Besout 06</p> <p>Issues on Health and Safety have been assessed and documented in the HIRADC forms (FGV/FGVPM/F(IMS)/1.3 Pind 1). The assessments were done based on the risk assessment criteria. The HIRADC covers all estate main operations. The HIRADC was latest reviewed on 13.01.2020. Among the sampled HIRADC were <i>kawalan P&D, Pembajaan, Mengumpan Tikus, Pengendalian Pemampat Udara, Rotoslasher, Memancah Anak Kayu, Trunk Injection and Menyulam Anak Benih.</i></p> <p>Sighted the HIRADC for the related accident dated 08.07.2019 where a worker's eye was hit by the palm seedling's fronds while unloading the palm seedling on to the ground. The management has reviewed the HIRADC on 7.10.2019 and indicated the use of safety goggles if necessary. Also sighted the accident dated 12 Jan 2020 involving a pruner who slipped and fell while undergoing pruning operations. The HIRADC was reviewed 13.01.2020 for this operation.</p> <p>Besout 07</p> <p>Issues on Health and Safety has been assessed and documented in the HIRADC forms (FGV/FGVPM/F(IMS)/1.3 Pind 1). The assessments were done based on risk assessment criteria. The HIRADC covers all estate</p>	
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		<p>main operations. The HIRADC was latest reviewed on 02.01.2020. Among the sampled HIRADC were <i>rumah dan asrama pekerja, memotong rumput, rondaan menghalau binatang ternakan dan haiwan liar and rotoflasher.</i></p> <p>Sighted the HIRADC `Pergerakan dalam ladang' for the related accident dated 20th April 2019 where the harvester slipped and fell while undergoing harvesting operations. The HIRADC was reviewed after the accident with morning briefing and retraining were done for related workers on 23rd April 2019.</p> <p>Sampled the Chemical Health Risk Assessment available in Besout 07 valid for 5 years from 14th December 2019 accessed by Haji Shaari Chin (JKKP HIE 127/171-2(124)). Among the recommendations stated are as below :</p> <table border="1" data-bbox="1048 815 1888 1321"> <thead> <tr> <th>Work Areas</th> <th>Work Units</th> <th>Recommendations</th> </tr> </thead> <tbody> <tr> <td>Pre-mix Area</td> <td>Chemical Mixer</td> <td>To conduct medical surveillance for Pesticides Chemical Exposure as in Schedule II of USECHH Regulation 2000, for new worker, but not in yearly basis.</td> </tr> <tr> <td>Field</td> <td>Sprayer</td> <td>To review and update Chemical Register</td> </tr> <tr> <td>Field</td> <td>Manuring Operator</td> <td>To ensure hardcopy of SDS available and at conspicuous area for reference at site.</td> </tr> <tr> <td>Field</td> <td>Chemical Store</td> <td>To ensure hard copy of SDS available and at conspicuous site.</td> </tr> </tbody> </table>	Work Areas	Work Units	Recommendations	Pre-mix Area	Chemical Mixer	To conduct medical surveillance for Pesticides Chemical Exposure as in Schedule II of USECHH Regulation 2000, for new worker, but not in yearly basis.	Field	Sprayer	To review and update Chemical Register	Field	Manuring Operator	To ensure hardcopy of SDS available and at conspicuous area for reference at site.	Field	Chemical Store	To ensure hard copy of SDS available and at conspicuous site.	
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3.6.2	(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.	The effectiveness of the HIRARC is monitored and ensured through checklist and trainings that were conducted by Besout POM, Besout 6 and Besout 7 in each of the operations. Site visits around the mill and estates indicated the control measures of the HIRADC were followed and ensured by the respective operating units. There were no recurrence of similar accidents on site, which could be a reflection of the effectiveness of the HIRADC that is in place.	Complied
Criteria 3.7			
All staff, workers, Scheme Smallholders, outgrowers, and contract workers are appropriately trained.			
3.7.1	(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and outgrowers, taking into account gender-specific needs, and which covers applicable aspects of the RSPO P&C, in a form they understand, and which includes assessments of training.	<p>Besout POM</p> <p>A training programme is available and documented in the '<i>MILESTONE AKTIVITI KKP KILANG UNTUK TAHUN 2020</i>'. Among the trainings that were planned are Employer's Motorcycle Inspection, Fire Fighting Trainings, Fire Drill Trainings, SOP Trainings and Safe Operating Procedure Trainings.</p> <p>Besout 6 Estate</p> <p>A training programme is available and documented in the <i>Jadual latihan Untuk Petugas/Kontraktor 2020</i>. Trainings have been planned to include Staffs, workers, contractors and FELDA Growers. Among the trainings that were planned are Latihan Pengendalian Jentera Pertanian, Cara Kerja Selamat Aktivit Menuai & Pruning, Latihan Kebakaran and Kalibrasi Racun dan Cara Kerja Selamat.</p> <p>Besout 07 Estate</p> <p>A training programme is available and documented in the <i>Program Tahunan Keselamatan dan Kesehatan Serta Alam Sekitar 2020</i>. Trainings have been planned to include staffs, workers and contractors. Among</p>	Complied

		the trainings that were planned are Fire Drill, PPE Training, SOP Trainings and Store Management Trainings.													
3.7.2	Records of training are maintained.	<p>All workers involved in operations were provided with adequate training in safe working practice as per training program. Sighted the training records as follows:</p> <table border="1" data-bbox="1050 632 1888 976"> <thead> <tr> <th>TRAININGS</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>Fire Fighting Training</td> <td>28 01 2020</td> </tr> <tr> <td>First Aid Training</td> <td>29 01 2020</td> </tr> <tr> <td>ERP Training</td> <td>30 01 2020</td> </tr> <tr> <td>PPE Training</td> <td>03 02 2020</td> </tr> </tbody> </table> <p>Besides that, the workers were briefed daily on the safety aspects and PPE usage during the Morning Briefing. Sighted the records and attendance in the '<i>Standing Meeting Book</i>'.</p> <p>Besout0 6 Estate</p> <p>All workers involved in estate operations were provided with adequate training in safe working practices. Sighted the training records as follows:</p> <table border="1" data-bbox="1050 1278 1888 1345"> <thead> <tr> <th>TRAININGS</th> <th>DATE</th> </tr> </thead> <tbody> </tbody> </table>	TRAININGS	DATE	Fire Fighting Training	28 01 2020	First Aid Training	29 01 2020	ERP Training	30 01 2020	PPE Training	03 02 2020	TRAININGS	DATE	Complied
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		Latihan Meracun Dan Menuai Bersama Stakeholder	30.01.2020												
		Penerangan HCV	02.02.2020												
		Penerangan Dasar Kelestarian FGV 3.0	02.02.2020												
		Penerangan Penggunaan PPE Dengan Betul	31.01.2020												
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3.7.3	Appropriate training is provided for personnel carrying out the tasks critical to the effective implementation of the Supply Chain Certification Standard (SCCS). Training is specific and relevant to the task(s) performed.	<p>Relevant personnel to supply chain implementation as defined by the mill in Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Management Functions and Job Description are the personnel that involve in supply chain implementation such as Mill Manager, Assistants Manager, QA, clerk, lab supervisor & assistant, weighbridge operators.</p> <p>The latest RSPO SCCS training was carried out on 24/1/2020 by executive from Sustainability Units FGVHB. Sighted the training records and training material dated 24/1/2020.</p>	Complied
<p>Supply chain requirements for mills.</p> <p>Procedural note:</p> <p>The below numbering is as per the current RSPO SCCS standard and will be renumbered to become 3.8 and onwards following the revision of the RSPO SCCS in 2019. 'D' therefore refers to RSPO SCCS 'Module D – Crude Palm Oil (CPO) mills: Identity Preserved' and 'E' to RSPO SCCS 'Module E – CPO mills: Mass Balance'. Depending on the supply chain model chosen, the corresponding requirements apply as well as all general requirements (those with numbers only).</p> <p>The RSPO SCCS document uses the terms 'site' and 'organisation' to refer to the unit of certification.</p>			
<p>Definition</p>			
Identity Preserved Mill D.1	<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from plantation/ estates that are certified against the RSPO Principles and Criteria (RSPO P&C), or against the Group Certification scheme.</p> <p>Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO</p>	N/A	

	certified products. If a mill process certified and uncertified FFB without physically separating them, then only Module E is applicable.						
Mass Balance Mill E.1	Certification for CPO mills is necessary to verify the volumes of certified and uncertified FFB entering the mill and sales volume of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. In that scenario, the mill can claim only the volume of oil palm products produced from processing of the certified FFB as MB.	FGVPISB Besout Palm Oil Mill receives both certified and non-certified FFB hence qualified for the MB Mill certification of RSPO Supply Chain.	Complied				
Explanation (Volume and product integrity)							
D.2 E.2	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill shall be recorded by the certification body (CB) in the public summary of the P&C certification report. For an independent mill, the estimated tonnage of CPO and PK products shall be recorded in the RSPO IT platform, supply chain certificate and public summary audit report. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced shall then be recorded in each subsequent annual surveillance report.</p> <p>The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the</p>	<p>Estimated certified crops to be received from own supply base i.e. FGVPMSB Besout 06 and Besout 07 estates form the period of April 2019 – March 2020 was 42,100 mt while from non-certified crops among FELDA, small-growers, smallholders and collection centres was 160,000 mt. actual tonnage off FFB processed, CPO and PK produced were recorded in Table 10 of this report.</p> <p>FGV Holdings Berhad held RSPO membership number: 1-0225-16-000-00 since 27 December 2016.</p> <p>Company info available through RSPO IT Platform i.e. RSPO PalmTrace as following:</p> <table border="1" data-bbox="1048 1225 1794 1355"> <tr> <td>Member Name</td> <td>FGVPISB Besout Palm Oil Mill</td> </tr> <tr> <td>Member ID</td> <td>RSPO_PO1000001892</td> </tr> </table>	Member Name	FGVPISB Besout Palm Oil Mill	Member ID	RSPO_PO1000001892	Complied
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	RSPO supply chain managing organisation (RSPO IT platform).	RSPO Membership Number	1-0225-16-000-00 (FGV Holdings Berhad)		
5.3 Documented procedures					
5.3.1 D.3 E.3	<p>The site shall have written procedures and/or work instructions to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> • Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. • Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). • Identification of the role of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the organisation's procedures for the implementation of this standard. • The site shall have documented procedures for receiving and processing certified and non-certified FFBs. 	<p>Procedure for supply chain has been established entitled Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019. Among the subjects covered in the procedure are:</p> <ul style="list-style-type: none"> i. General Chain of Custody ii. Supervision (Internal Audit, Management Review) iii. Management Function and Job Description iv. Traceability v. RSPO SCC, Supply Chain Verification, Claim vi. Handling Non-Conformance Material and Document vii. Overproduction and Stock Removal viii. Supply Chain Verification – FFB Delivery Plantation to Mill ix. Supply Chain Verification – CPO/PK Delivery Mill to Customer x. Claims xi. Record keeping xii. Training xiii. Complaints and Grievances/Communication and Claims 			Complied

		The Mill Manager holds the hold the responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements as stated in the Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Management Function and Job Description. The mill has established RSPO SCCS Committee as per appointment letter no. (01)RSPO/SCC dated 1/11/2019.	
5.3.2 Internal Audit			
5.3.2	<p>The site shall have a written procedure to conduct annual internal audit to determine whether the organisation;</p> <ul style="list-style-type: none"> • Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents. • Effectively implements and maintains the standard requirements within its organisation. <p>Any non-conformities found as part of the internal audit shall be issued corrective action. The outcomes of the internal audits and all actions taken to correct non-conformities shall be subject to management review at least annually. The organisation shall be able to maintain the internal audit records and reports.</p>	<p>Addressed in the Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Supervision (Internal Audit, Management Review). Based on the procedure, the internal audit is to be conducted annually by Sustainability Compliance and Certification (SCCD), FGVHB in accordance to crossed-reference with SOP: FGV/ML-1A-L2-Pr11 issue 1 dated 1/6/2016.</p> <p>Combined internal audit for supply chain was last conducted on 24/1/2019 by 1 internal auditor from Sustainability Compliance and Certification (SCCD), FGVHB. There were 3 major non-conformity for RSPO SCCS were raised during the internal audit.</p> <p>The results of Internal Audit was discussed in the Management Review Meeting as sighted un minutes meeting conducted on 30/1/2020 under section 2: Results of Internal Audit Covering RSPO SCCS.</p>	Complied
5.4 Purchasing Goods In			
D.4.1/ D.4.2	The site shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.	Addressed in the Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Supply Chain Verification – FFB Delivery Plantation to Mill.	Complied

<p>E.4.1/E.4.2</p>	<p>The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>The site shall have a mechanism in place for handling non-conforming oil palm products and/or documents.</p>	<p>Sighted the sampled delivery off FFB as follows:</p> <p>i. FPSB Ladang Besout 06 (Block 21)</p> <p>Date: 20/1/2020 C/N no.: 0032209 RSPO Cert. no. RSPO 682927 W. Ticket no.: 01382779 Net Weight: 6.67 ton</p> <p>ii. FPSB Ladang Besout 07 (Block 44)</p> <p>Date: 20/1/2020 C/N no.: 0214730 RSPO Cert. no. RSPO 682927 W. Ticket no.: 01382810 Net Weight: 5.94 ton</p> <p>iii. Kim Ma Oil Palm</p> <p>Date: 24/1/2020 C/N no.: 0214730 RSPO Cert. no. Non-Certified W. Ticket no.: 02091898 Net Weight: 3.06 ton</p>	
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		<p>iv. Bakti Mas Bina Sdn. Bhd. Date: 22/1/2020 C/N no.: 322967 RSPO Cert. no. Non-Certified W. Ticket no.: 02091781 Net Weight: 1.09 ton</p> <p>v. FPSB Ladang Besout 07 (Block 22) Date: 21/1/2020 C/N no.: 0214742 RSPO Cert. no. RSPO 682927 W. Ticket no.: 01382880 Net Weight: 3.46 ton</p> <p>There is no overproduction of certified tonnage of CPO.</p> <p>Mechanism in place for handling non-conforming oil palm products and/or documents has been documented in Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Handling Non-Conformance Material and Document.</p>	
<p>5.5 Outsourcing Activities</p>			

5.5.1	<p>In cases where an operation seeking or holding certification outsources activities to independent third parties (e.g. subcontractors for storage, transport or other outsourced activities), the operation seeking or holding certification shall ensure that the independent third party complies with the requirements of the RSPO Supply Chain Certification Standard. A CPO mill and independent mill cannot outsource processing activities like refining or crushing.</p> <p>This requirement is not applicable to outsourced storage facilities where the management of the oil palm product(s) and instructions for tank movements are controlled by the certified organisation (not the tank farm manager).</p>	<p>No outsourcing activity with regards to processing of FFB or PK. All transportation from Mill is from FELDA transport (own company).</p>	Complied
5.5.2	<p>Sites which include outsourcing within the scope of their RSPO Supply Chain certificate shall ensure the following:</p> <p>a) The site has legal ownership of all input material to be included in outsourced processes;</p> <p>b) The site has an agreement or contract covering the outsourced process with each contractor through a signed and enforceable agreement with the contractor. The onus is on the site to ensure that certification bodies (CBs) have access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The site has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The site seeking or holding certification shall</p>	<p>No outsourcing activity with regards to processing of FFB or PK. All transportation from Mill is from FELDA transport (own company).</p>	Complied

	furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and any and all information, when this is announced in advance.		
5.5.3	The site shall record the names and contact details of all contractors used for the processing or physical handling of RSPO certified oil palm products.	No outsourcing activity with regards to processing of FFB or PK. All transportation from Mill is from FELDA transport (own company).	Complied
5.5.4	The site shall at its next audit inform its CB of the names and contact details of any new contractor used for the processing or physical handling of RSPO certified oil palm products.	No outsourcing activity with regards to processing of FFB or PK. All transportation from Mill is from FELDA transport (own company).	Complied
5.9 Record keeping			
5.9.1	The organisation shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification Standard requirements.	Addressed in the Standard Operating Procedure for Mill RSPO SCC, doc. Ref no. RSPO SCC issue no. 3, rev. no 6 dated 21/11/2019 under section Record keeping. In the SOP stated that the document shall be maintain a minimum of 2 years.	Complied
5.9.2	Retention times for all records and reports shall be a minimum of two (2) years and shall comply with legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock.	In the SOP established stated that the document shall be maintain a minimum of 2 years. Sighted the sampled as follows: i. Internal audit reports conducted on 19/12/2017 by Sustainability Compliance and Certification (SCCD), FGVHB. ii. RSPO SCCS training records conducted on 19/12/2017.	Complied

5.9.3	The organisation shall be able to provide the estimate volume of palm oil / palm kernel oil content (separate categories) in the RSPO certified oil palm product and keep an up to date record of the volume purchased (input) and claimed (output) over a period of twelve (12) months.	The forecast volume for April 2020 - March 2021 was stated in the public summary report.	Complied
D.5.1	The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis.	<p>Records of certified and non-certified FFB receipts and deliveries of CPO and PK available as per Daily, Weekly, Monthly and Annual Production Report (Laporan Tahunan Daily Figure) from the database system SLT301. Products stocks records also available on a real-time basis as per Daily Production Report for production and delivery. Sample record of Daily Production Report as of 31/1/2020 shown the following:</p> <p>Total monthly FFB received: 13,231.27mt</p> <p>Total monthly FFB processed: 13,070.00mt</p> <p>Total monthly CPO produced: 2,620.36mt</p> <p>Total monthly PK produced: 696.64mt</p> <p>These daily figures were transferred to mass balance spreadsheet (Laporan Tahunan CPO ISCC/RSPO 2019; FPIMP755 & Laporan Tahunan PK ISCC/RSPO 2019; FPIMP757) for balancing of certified and non-certified CPO and PK for sales and deliveries. Sample record of mass balance spreadsheet as of 31/1/2020 shown the following:</p> <p>Total annual CPO stock (RSPO certified): 7,862.82mt</p> <p>Total annual CPO deliveries (RSPO certified): 7,458.00mt</p> <p>Total annual PK stock (RSPO certified): 2,084.86mt</p> <p>Total annual PK deliveries (RSPO certified): 2,073.50mt</p>	Complied

E.5.1	<p>a) The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis and / or three-monthly basis.</p> <p>b) All volumes of palm oil and palm kernel oil that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO.</p> <p>c) The site can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a site is allowed to sell short. (i.e. product can be sold before it is in stock.)</p>	<p>Based on the records of daily production report and mass balance spreadsheet above, the mill maintained to allocate and balance the certified and non-certified products of CPO and PK based on the FFB received. The volume of FFB processed, CPO and PK produced as well as sold were found within certified volume without any short selling and overproduction as per D.5.1 above.</p>	Complied
5.10 Conversion Factors			
5.10.1	<p>Where applicable, a conversion rate shall be applied to provide a reliable estimate for the amount of certified output available from the associated inputs. Organisations may determine and set their own conversion rates which shall be based upon past experience, documented and applied consistently. Guidance on conversion rates is published on the RSPO website (www.rspo.org).</p>	<p>As per OER and KER of mill productions for month of January 2020 the figure was as following:</p> <ul style="list-style-type: none"> - Total monthly FFB processed: 13,070.00mt - Total monthly CPO produced: 2,620.36mt; OER: 20.05% - Total monthly PK produced: 696.64mt; KER: 5.33% 	Complied
5.10.2	<p>Conversion rates shall be periodically updated to ensure accuracy against actual performance or industry average if appropriate.</p>	<p>Daily OER and KER of FFB processed recorded in the daily figure report on daily basis which were based on actual measurement of production stocks.</p>	Complied
Processing D.6	<p>The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept separated from non- certified oil palm</p>	N/A	

	product including during transport and storage to strive for 100% separation.		
5.6 Sales and goods out			
5.6.1	<p>The supplying site shall ensure that the following minimum information for RSPO certified products is made available in document form: The name and address of the buyer;</p> <ul style="list-style-type: none"> • The name and address of the seller; • The loading or shipment / delivery date; • The date on which the documents were issued; • A description of the product, including the applicable supply chain model (Identity Preserved, Segregated or Mass Balance or the approved abbreviations); • The quantity of the products delivered; • Any related transport documentation; • Supply chain certificate number of the seller; • A unique identification number. <p>Information shall be complete and can be presented either on a single document or across a range of documents issued for RSPO certified oil palm products (for example, delivery notes, shipping documents and specification documentation).</p> <p>For sites that are required to announce and confirm trades in the RSPO IT platform, this shall include making Shipping Announcements / Announcements and Confirmations on the RSPO IT platform per shipment or group of shipments.</p>	<p>A complete and detail information were presented in the transaction documents as per following:</p> <p>Certified CPO sample dispatch:</p> <ul style="list-style-type: none"> - Buyer: Palm Oleo Sdn. Bhd.; Contract # RSPO53978; Delivery note # H00004951; Weighbridge ticket # 03012531; Lorry # BLL7775; Net weight: 42.18 mt; Date: 15/5/2019 - Buyer: Palm Oleo Sdn. Bhd.; Contract # RSPO53978; Delivery note # H00004952; Weighbridge ticket # 03012532; Lorry # BLX7775; Net weight: 41.12 mt; Date: 15/5/2019 <p>Certified PK sample dispatch:</p> <ul style="list-style-type: none"> - Buyer: KCP Pandamaran; Contract # RSPG2171F; Delivery note # L00001551; Weighbridge ticket # 04003680; Lorry # WB3276G; Net weight: 37.76 mt; Date: 3/1/2020 - Buyer: KCP Pandamaran; Contract # RSPG2171F; Delivery note # L00001553; Weighbridge ticket # 04003682; Lorry # VDL5913; Net weight: 39.90 mt; Date: 7/1/2020 - 	Complied

5.7 Registration of Transactions			
5.7.1	<p>Supply chain actors who:</p> <ul style="list-style-type: none"> • Are mills, traders, crushers and refineries; and • Take legal ownership and/or physically handle RSPO Certified Sustainable oil palm products that are available in the yield scheme of the RSPO IT Platform (Figure 2 and 3, refer Annex 1) shall register their transaction in the RSPO IT platform and confirm upon receipt where applicable. 	<p>The actor is a palm oil mill and its products are CPO and PK which are covered under Figure 2 and 3, Annex 1 of the RSPO SCCS Standard. Based on the downloaded transactions register from the certification unit's Palmtrace, the company was able to demonstrate that it has been registering its transactions in the Palmtrace accordingly.</p>	Complied
5.7.2	<p>The involved supply chain actors mentioned in 5.7.1 shall do the following actions in the RSPO IT Platform: Shipping Announcement / Announcement: When RSPO certified volume is sold as certified, the volumes of products that are in the yield scheme (Figure 2 and 3, refer Annex 1) shall be registered as a Shipping Announcement / Announcement in the RSPO IT Platform. The declaration time to do Shipping Announcement / Announcement is based on members' own standard operating procedures.</p> <p>Trace: When RSPO certified volumes are sold as RSPO certified to actors in the supply chain beyond the refinery, the volume shall be traced at least annually. Tracing triggers the generation of a trace document with a unique traceability number. Tracing can be done in a consolidated way at least annually.</p>	<p>Based on the announcement (transaction) summary, all the registrations were found to be in order.</p>	Complied

	<p>Remove: RSPO certified volumes sold under other scheme or as conventional, or in case of underproduction, loss or damage shall be removed.</p> <p>Confirm: Acknowledge the purchase of RSPO certified volume by confirming Shipping Announcements / Announcements.</p>		
5.11 Claims			
5.11.1	The site shall only make claims regarding the use of or support of RSPO certified oil palm products that are in compliance with the RSPO Rules on Market Communications and Claims.	RSPO trademark was not use. Nonetheless, the facility is aware with the requirements of the RSPO Rules on Market Communications and Claims.	Complied
General corporate communications			
4.1	A corporate communication is one made by any RSPO member that highlights its membership of the RSPO and/or its commitment to the principles of the RSPO. Corporate communication is an 'off-product' claim.	No off-product claim made by Besout POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Complied
4.2	<p>In corporate communications a member is allowed to:</p> <ul style="list-style-type: none"> a. Display its RSPO membership status b. Display the RSPO web address (www.rspo.org) c. State that the member supports the work of the RSPO d. State the member's history with regard to the RSPO. e. Use the RSPO trademark to promote its membership of the RSPO. 	Not applicable as no off-product claim made by Besout POM as to date.	N/A

	Additionally, where an RSPO member displays the RSPO trademark in digital format this must be accompanied by the text 'Check our progress at www.rspo.org ' where the link must lead to the member's profile page.		
4.3	In corporate communications RSPO members must not make any statement that may lead consumers to believe that RSPO membership by itself implies the selling of RSPO-certified oil palm products.	Not applicable as no off-product claim made by Besout POM as to date.	N/A
4.4	Members must ensure that all communication is consistent, clear and cannot mislead consumers or other stakeholders as to the certified content of oil palm products in the member's own products.	Not applicable as no off-product claim made by Besout POM as to date.	N/A
4.5	Members are not allowed to use the RSPO corporate logo as shown in the RSPO Rules on Market Communications & Claims document. This is for the sole use of the RSPO secretariat.	No evidence of RSPO corporate logo used by Besout POM and verified through document and site review (notice board, business card, shipping documentation, procurement/ purchasing document and promotional material etc).	Complied
Business to business communications			
5.1	Business to Business communication relates to RSPO members in the supply chain selling to and/or communicating with other organizations in the supply chain about the use of certified sustainable oil palm products.	The only business to business communication is through the delivery documents with refinery and kernel crusher plant (buyer). However, the communication is mainly of the RSPO certificate number and product description. There is no trademark used.	Complied
5.2	When confirming the sale of certified oil palm products, members must adhere to the requirements of the RSPO SCCS. This includes stating the supply chain model and certificate number under which the claim is being made.	The only business to business communication is through the delivery documents with refinery and kernel crusher plant (buyer). However, the communication is mainly of the RSPO certificate number and product description. There is no trademark used.	Complied

<p>5.3</p>	<p>Where a distributor or wholesaler takes title to products containing certified sustainable oil palm products, the requirements of the RSPO SCCS can follow either of two options:</p> <ul style="list-style-type: none"> a. If the distributor or wholesaler holds only a Distributor license, it may only communicate RSPO-certified oil palm products by linking the product to the manufacturer using the manufacturer’s SCCS certificate number. This covers both brand and own brand products. However, in the case of own brand products it is essential that customers are aware that the product has been made on behalf of the distributor or wholesaler, with specific evidence either through on-pack claims or documentation. b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2. 	<p>Besout POM is not a distributor or wholesaler.</p>	<p>NA</p>
<p>5.4</p>	<p>A certified member can provide information to its customers detailing the presence of certified palm oil contained within a product even if it is not eligible for a product-specific under RSPO rules. The end product must not be labelled as certified or sold in such a way that implies RSPO certification.</p> <p>For example, a retailer or food service company may require a breakdown of all palm based ingredients within an end product and the certified status of each. This information may be provided by a certified RSPO member without constituting a product-specific claim.</p>	<p>Besout POM is producing crude palm product and does not involved in any labelling of end product and the presence of certified palm oil contained within a product. This requirement is for the next supply chain actor and not applicable for POM</p>	<p>Complied</p>

Business to consumer communication			
6.1	Only RSPO members that have supply chain certification are allowed to make business to consumer claims about the certified sustainable oil palm products contained within product(s), which are known as 'product-specific' claims. Product-specific claims are voluntary.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.2	Only RSPO members who have supply chain certification are authorised to use the RSPO trademark and/or RSPO label, with the exception of RSPO Credits and of retailers in accordance with 6.8 below.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.3	When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.4	Business to consumer communication shall not include information about the claimant's RSPO membership status.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.5	Members shall not communicate to consumers information about their suppliers' RSPO membership status.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.6	Use of the RSPO trademark is restricted to claims about RSPO-certified sustainable palm oil products and it is not authorised for use in relation to any other ingredient.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA
6.7	Use of any other trademark or logo to highlight the presence of RSPO-certified sustainable oil palm products is an unauthorised product-specific claim.	No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.	NA

6.8	<p>RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be undertaken via a remote audit, prior to the trademark use, during which the retailer or food service company will need to demonstrate that the use of the trademark is in compliance with the rules contained within this document and that the claim itself can be supported through a certified supply chain. Any other palm oil claims, including those highlighting the absence of palm oil, must be highlighted to the CB during the audit to ensure that all claims comply with the requirements of these rules. The CB will confirm the outcome of these audits, to be conducted annually, to RSPO who may continue to grant a trademark license or withdraw permission based upon the audit findings. This is in keeping with the rules applying to RSPO supply chain certified members. The guidance document for audits is available on www.rspo.org.</p>	<p>No business to consumer communication on product specific claim made Besout POM and only producing crude and unfinished product. This is not applicable for POM.</p>	NA
<p>MODULE A – IDENTITY PRESERVED & SEGREGATED SPECIFIC RULES</p> <p>Certified oil palm content (IP)</p>			
	<p>For IP, 95% or above of the oil palm content must be RSPO IP-certified.</p>	N/A	
	<p>For SG, 95% or above of the oil palm content must be SG, or a combination of SG and IP.</p>	N/A	

	<p>Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the RSPO SCCS. In addition, the volume of non-certified oil palm products must be covered by the purchase of RSPO Credits of equivalent volume.</p>	<p>N/A</p>	
Labelling and trademark (IP)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> a. RSPO trademark which includes the tag 'CERTIFIED' or b. RSPO trademark which includes the tag 'This product contains certified sustainable palm oil'. Wherever a RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4pt (1.4 mm or 0.06 inch). In on-pack communications, the RSPO trademark can be printed anywhere on the pack. 	<p>N/A</p>	
Messaging (IP)			
	<p>Messaging ALLOWED in storytelling in product-related communications may include some or all of the following elements:</p> <ul style="list-style-type: none"> - The oil palm products contained in this product have been certified to come from RSPO sources. www.rspo.org 	<p>N/A</p>	

	<ul style="list-style-type: none"> - By choosing this product, you are sure it contains RSPO-certified palm oil. For more information: www.rspo.org - RSPO-certified sustainable oil palm products were kept apart from other oil palm products throughout the supply chain. www.rspo.org - Certified sustainable oil palm products can be traced back to RSPO-certified mills and plantations. www.rspo.org - The entire supply chain is monitored by independent, RSPO-accredited auditors. www.rspo.org - RSPO-certified sustainable palm oil has been produced to stringent environmental and social criteria. www.rspo.org - References to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown by company records. 		
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	Besout POM is producing crude palm product and does not involved in any labelling of end product.	N/A
	Where there is any percentage of non-certified oil palm within the product, the reason for this must be fully justified and an action plan for moving to fully certified oil palm must be in place, in accordance with the requirements of the	Besout POM is producing crude palm product and does not involved in any labelling of end product.	N/A

	RSPO SCCS. In addition, the non-certified volume must be covered by equivalent volume of RSPO Credits.		
Labelling and trademark (MB)			
	<p>Members are allowed to use the RSPO label in one of the following ways:</p> <ul style="list-style-type: none"> • Surrounded by the text: 'Certified sustainable palm oil'. • The RSPO label MUST contain the tag 'MIXED'. The tag MIXED designates oil palm products sourced under the Mass Balance (MB) supply chain system, which administratively balances inputs and outputs of certain palm oil volumes. The tag 'MIXED' on a product does not guarantee that the product itself contains the certified material; some or all of it may reside in a product that does not carry a claim. • The RSPO label can also include the statement: '[The palm oil contained in this product] contributes to the production of certified sustainable palm oil'. • Wherever the RSPO trademark is displayed, the applicable trademark license number must be shown immediately under or next to the trademark or the 'statement'. Font must be Calibri, font size must be at least 4 pt (1.4 mm or 0.06 inch). • In on-pack communications, the RSPO trademark can be printed anywhere on the pack. Further guidance on use of the trademark is provided in the RSPO Trademark License Terms and Conditions and in Annex 1 of the Rules on Market Communications & Claims document. 	Besout POM is producing crude palm product and does not involved in any labelling of end product.	N/A

Messaging (MB)			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p> <ul style="list-style-type: none"> • [Oil palm products]/[palm oil]/[palm kernel oil] from RSPO-certified mills and plantations were mixed with non-certified oil palm products in the supply chain. • The volume of [oil palm products][palm oil]/[palm kernel oil] in this product reflects an equivalent volume of palm oil or palm kernel oil produced by RSPO certified mills and plantations. • In off-product communications, reference to (or images of) particular RSPO-certified production units, if the relationship to those units can be shown in company records is allowed. <p>Messaging NOT ALLOWED in storytelling in product-related communications:</p> <ul style="list-style-type: none"> • Anything that can lead consumers to believe that RSPO-certified palm products are (certified to be) part of the product. 	<p>Besout POM is producing crude palm product and does not involved in any labelling of end product.</p>	<p>N/A</p>
MODULE C – PARTIAL PRODUCT CLAIMS			
	<p>To increase awareness among consumers of the availability of sustainable oil palm products and to help accelerate the uptake, it is permissible to make a claim on product when the percentage of the oil palm content is less than 95% certified, but only when the following conditions have been met:</p>	<p>N/A</p>	

	<ul style="list-style-type: none"> • The member making the claim is the end product manufacturer, is an RSPO member and is certified against the RSPO SCCS or is an RSPO retailer member authorized to use the trademark by the RSPO. • At least 50% of the oil palm content has been supplied through an RSPO certified supply chain as IP, SG or MB. • The remainder of the oil palm content that is not RSPO-certified is covered by the purchase of RSPO Credits to an equivalent volume. • The product-specific claim is limited to only the following phrase: 'This product contributes to the production of certified sustainable palm oil'. • The use of the RSPO label with this claim is mandatory and must include the tag '50% MIXED'. No other percentage is allowable within this claim. 		
MODULE D – COMBINED SUPPLY CHAIN MODELS SPECIFIC RULES			
	<p>Where a mixture of inputs supplied through different RSPO supply chain models are present in a product, the following applies:</p> <p>75% IP + 20% SG => 95% SG claim is made 65% SG + 30% MB => 95% MB claim is made 55% MB + 40% B&C => 95% partial product claim can be made 45% SG + 55% B&C < 50% B&C claim can be made</p>	N/A	

	<p>Where one supply chain model accounts for 95% of the oil palm content, the claim for this specific model may be made:</p> <p>95% IP + 5% MB => 95% IP IP claim can be made 95% SG + 5% MB => 95% SG SG claim can be made 95% MB + 5% C => 95% MB MB claim can be made</p>		
<p>Principle 4: Respect community and human rights and deliver benefit Respect community rights, provide equal opportunities, maximise benefits from engagement and ensure remediation where needed.</p>			
<p>Criteria 4.1 The unit of certification respects human rights, which includes respecting the rights of Human Rights Defenders.</p>			
<p>4.1.1</p>	<p>(C) A policy to respect human rights, including prohibiting retaliation against Human Rights Defenders (HRD), is documented and communicated to all levels of the workforce, operations, supply chain and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p>	<p>FGV Holdings has developed Group Sustainability Policy # FGV/SED/POL/001; Rev. 3, Effective date: 29/05/2019. Under clause 5.1.3, Respect for Human Rights, FGV group strives to uphold and respect internationally recognised human rights as enshrined in the Universal Declaration of Human Rights (UDHR), United Nations Convention on the Elimination of All Forms of Discrimination against Women, United Nations Convention on the rights of the child, other applicable United Nations core human rights treaties, the ILO (Declaration on Fundamental Principles and Rights at Work as well as other relevant ILO conventions.</p> <p>Policies communicated to employees during daily muster assembly and meetings as recorded in the muster briefing records at both mill and estate.</p> <p>Apart from that, FGV also has the FGV Whistleblowing Policy; Policy # FGV/GGD/POL.001; Rev. 6; Date: 28/05/2018) to protect the complainant.</p>	<p>Complied</p>

		Policies were communicated during meeting with internal stakeholder among FGVPM Besout POM & FGVPM Besout 06 Estate employees on 19/2/2019. Communication with external stakeholders latest done on 24/1/2020 through a meeting held in combination by all estates and mill.	
4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations.	FGV Holdings has developed Group Sustainability Policy; Policy # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019. Under the clause 5.16 Gender Equality and Preventing Sexual Harassment violence and abuse. Visit to the site confirmed no violence or use of any form of harassment instigated in both the mill and estate operation.	Complied
Criteria 4.2			
There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.			
4.2.1	(C) The mutually agreed system, open to all affected parties, resolves disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants, HRD, community spokespersons and whistleblowers, where requested, without risk of reprisal or intimidation and follows the RSPO policy on respect for HRD.	A system based on SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 is available. This procedure is applicable to all employees and stakeholders who wish to lodge a complaint or grievance. The procedure also provides a mechanism for addressing complaints received, and accords protection and confidentiality to complainants. The complaints will be solved on 14 days (first stage), 14 days (second stage) and 14 days (third stage). Apart from that, FGV also has the FGV Whistleblowing Policy, (policy number FGV/GGD/POL.001 revision 6 dated 28/05/2018) to protect the complainant.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties.	Policies communicated to internal stakeholders among employees during daily muster assembly and meetings as recorded in the muster briefing records latest on 19/2/2019 to all both employees of mill and estate. Policies were also communicated too to all external stakeholders during consultation meeting latest conducted on 24/1/2020. The	Complied

		stakeholders includes contractors, school representatives, neighbour villagers, etc.	
4.2.3	The unit of certification keeps parties to a grievance informed of its progress, including against agreed timeframe and the outcome is available and communicated to relevant stakeholders.	The grievances recorded in Complaint Book and Housing Repair Request Form. As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019, under clause 7.2.2 external stakeholder, the complainant will be kept informed within 2 weeks from the complaint receiving date. No external complaints received by the mill and estates except for internal stakeholders among employees mainly on housing repair request. Latest request record sighted on 11/11/2019 on electrical socket point by As per Gender Committee/KKD Meeting # 01/2020; Date: 24/1/2020 in combination for Besout POM; FGVPM Besout 07 Estate & FGVPM Besout 06 Estate.	Complied
4.2.4	The conflict resolution mechanism includes the option of access to independent legal and technical advice, the ability for complainants to choose individuals or groups to support them and/or act as observers, as well as the option of a third-party mediator.	As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13; Issue 01; Rev. 02; Date: 01/04/2019 under clause 7.1.4 (4 th stages) 7.1.4.1 if there is no agreement after complaint lodges to the headquarters, the complaint can be escalated to Jabatan Perhubungan Perusahaan, Kementerian Sumber Manusia or Panel Aduan Persijilan Kelestarian (RSPO or MSPO) as a solution.	Complied
Criteria 4.3			
The unit of certification contributes to local sustainable development as agreed by local communities.			
4.3.1	Contributions to community development that are based on the results of consultation with local communities are demonstrated.	As a group level, FGV Holdings has the Funding Social Development in website: http://www.fgvholdings.com/sustainability/people-development/community-development/ and as below: 1. The Settlers: The profitability of FGV's business contributes to the success of Felda settlers. The annual lease payments on the 355,864	Complied

		<p>hectares of land that FGV manages provides a secure and consistent income stream to FELDA, enabling it to focus on its social development programmes. Additionally, proceeds from FGV's profit are channelled to FELDA, through its 37 percent stake in our business. These earnings enable FELDA to be internally funded, and ensures its success in sustaining the vibrancy of Malaysia's smallholder plantations. FGV further distributes its benefits, in the form of dividends, to settlers via Koperasi Permodalan Felda. Some two million people, comprising 112,635 settler families, children and grandchildren, benefit from plantation income, and it is estimated that a further 300,000 people associated with the settlements derive their income from FELDA. In addition to this, various community-based and assistance programmes are being carried out to look into the welfare of Felda communities, including housing improvement loans, training and development programmes for the settlers' offsprings and their children, as well as development of infrastructure and facilities within the settlements.</p> <ol style="list-style-type: none"> 2. Yayasan FELDA: FELDA and FGV contribute two percent net profit every year to Yayasan Felda. Through the foundation, FGV helps to spur a variety of charitable causes and initiatives centering on educational, healthcare and philanthropic causes, which benefit settler communities, rural populace and Malaysians at large. 3. FGV Launches Sun Bear Conservation Programme which includes the setting up of the first Sun Bear Community Action Group (CAG) in Malaysia. As part of the holistic approach in implementing the programme, FGV is also publishing guidelines for the CAG entitled Garis Panduan Pelaksanaan Komuniti Sahabat Beruang Matahari and Pengurusan Beruang Matahari di Pusat Menyelamat Hidupan Liar Kebangsaan, which are the first in South East Asia. 4. FGV Champions Conservation of the World's Largest Flower, Rafflesia 	
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		<p>and World’s Smallest Bears Species, The Sun Bear with FRIM and PERHILITAN. FGV signed a Memorandum of Collaborations (MoC) with FRIM to set up the first Rafflesia Conservation and Interpretive Centre (RCIC) in Peninsular Malaysia, and another MoC with Perhilitan to set up the Sun Bear Conservation Programme.</p> <p>The development needs of the local community are being carried out on a unit basis. This is verified via requests made by local communities through the stakeholder consultation, complaint and grievance mechanism as requested as follows:</p> <p>i. Donation to PIBG SK Besout 4 program for School Appreciation Day; date: 6/11/2019</p> <p>ii. Donation of pocket money and phone sim card for new foreign workers</p>	
<p>Criteria 4.4 Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p>			
<p>4.4.1</p>	<p>(C) Documents showing legal ownership or lease, or authorised use of customary land authorised by customary landowners through a Free, Prior and Informed Consent (FPIC) process. Documents related to the history of land tenure and the actual legal or customary use of the land are available.</p>	<p>No customary land within mill and estate of FGV Besout complex. FGV leased its land from Felda as per records of Agreement to Lease Dated 1/11/2011 between Lessee: Felda Global Ventures Holdings Sdn. Bhd. (FGVH) and Lessor: Federal Land Development Authority (Felda) and Novation Agreement In Relation To Agreement To Lease Dated 1/11/2011; Date: 6/1/2012.</p> <p>FGVPISB Besout Palm Oil Mill owned its land as per records of following:</p> <ul style="list-style-type: none"> - Letter by Pejabat Daerah Dan Tanah Batang Padang; "Pemberian Milik Kawasan Seluas Lebih Kurang 4.558307 Hektar (45583 Meter Persegi) Di Mukim Sungkai, Daerah Batang Padang Kepada Felda Palm Industries Sdn. Bhd. Untuk Tapak Kilang 	<p>Complied</p>

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		<p>Kelapa Sawit Di Bawah Seksyen 42(1)(A) Kanun Tanah Negara Akta 56 Tahun 1965"; Ref. # Bil.(3)d/m.PTBP(T)58/25/1 SJ.1; Date: 15/5/2001</p> <ul style="list-style-type: none"> - Land title # HSD 10962; PT # PT3814; Temporary Area: 82,000m²; Daerah: Batang Padang; Mukim: Sungkai; Register date: 24/9/2004; Leasing period: 99 years (ended on 23/9/2103) <p>FGVPMSB Besout 06 Estate leased its land from Felda as per records of following agreement and sample of total available 34 titles:</p> <ul style="list-style-type: none"> - Land Group Settlement Areas (GSA) Act 1960 Letter of Agreement between FELDA and Perak State Government on Gunong Besout Land Development Plan; Date: 29/7/1978 - Land title # HSD 5329; Temporary Area: 7.69 ha; Daerah: Batang Padang; Mukim: Hulu Bernam Barat; Register date: 19/8/1998; Leasing period: 99 years (ended on 18/8/2097) - Land title # HSD 5351; Temporary Area: 20.74 ha; Daerah: Batang Padang; Mukim: Hulu Bernam Barat; Register date: 19/8/1998; Leasing period: 99 years (ended on 18/8/2097) <p>FGVPMSB Besout 07 Estate leased its land from Felda as per records of following agreement and sample of total available 41 titles:</p> <ul style="list-style-type: none"> - Land Group Settlement Areas (GSA) Act 1960 Letter of Agreement between FELDA and Perak State Government on Gunong Besout Land Development Plan; Date: 29/7/1978 	
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		<ul style="list-style-type: none"> - Land title # HSD 5422; Temporary Area: 232.5 ha; Daerah: Batang Padang; Mukim: Sungkai; Register date: 30/9/1998; Leasing period: 99 years (ended on 29/9/2097) - Land title # HSD 5423; Temporary Area: 381.2 ha; Daerah: Batang Padang; Mukim: Sungkai; Register date: 30/9/1998; Leasing period: 99 years (ended on 29/9/2097) 	
4.4.2	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion in good faith with all affected groups in the communities, with particular assurance that vulnerable, minorities' and gender groups are consulted, and that information has been provided to all affected groups, including information on the steps that are taken to involve them in decision making</p>	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	N/A
	<p>b) Evidence that the unit of certification has respected communities' decisions to give or withhold their consent to the operation at the time that these decisions were taken</p>	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	
	<p>c) Evidence that the legal, economic, environmental and social implications of 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 unit of certification's title, concession or lease on the land.</p>	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	

4.4.3	(C) Maps of an appropriate scale showing the extent of recognised legal, customary or user rights are developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	N/A
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	N/A
4.4.5	(C) Evidence is available to show that communities are represented through institutions or representatives of their own choosing, including by legal counsel if they so choose.	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	N/A
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties.	No customary land within mill and estate of FGV Besout complex. Hence, this requirement is not applicable (N/A).	N/A
Criteria 4.5			
No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their FPIC. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.			
4.5.1	(C) Documents showing identification and assessment of demonstrable legal, customary and user rights are available.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
4.5.2	(C) FPIC is obtained for all oil palm development through a comprehensive process, including in particular, full respect for their legal and customary rights to the territories, lands and resources via local communities' own representative institutions, with all the relevant information and documents made available, with option of resourced	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A

	access to independent advice through a documented, long-term and two-way process of consultation and negotiation.		
4.5.3	Evidence is available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the unit of certification is signed and ratified by these local peoples. Negotiated agreements are non-coercive and entered into voluntarily and carried out prior to new operations.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
4.5.4	To ensure local food and water security, as part of the FPIC process, participatory SEIA and participatory land-use planning with local peoples, the full range of food and water provisioning options are considered. There is transparency of the land allocation process.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
4.5.5	Evidence is available that the affected communities and rights holders have had the option to access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
4.5.6	Evidence is available that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the issuance of anew concession or land title to the operator.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
4.5.7	New lands are not acquired for plantations and mills after 15 November 2018 as a result of recent (2005 or later) expropriations without consent under the right of eminent	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A

	domain of the federal and state land acquisition legislations.		
4.5.8	(C) Newlands are not acquired in areas inhabited by communities in voluntary isolation.	No new land acquirement or new planting within FGV Besout complex estates. Hence, this requirement is not applicable (N/A).	N/A
Criteria 4.6			
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.			
4.6.1	(C) A mutually agreed procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, is in place.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.	Complied
4.6.2	(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation.	The procedure for calculation and distributing fair compensation is contained in procedure applied by Keratong Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. Paragraph 6.2.5.2 takes into account gender differences, ownership and access to land, different ethnic groups, long-established communities, etc.	Complied

4.6.3	Evidence is available that equal opportunities are provided to both men and women to hold land titles for small holdings.	<p>There is no customary right in Besout POM and supply bases therefore, the clause is not applicable.</p> <p>The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.</p>	Complied
4.6.4	The process and outcomes of any negotiated agreements, compensation and payments are documented, with evidence of the participation of affected parties, and made publicly available to them.	<p>There is no customary right in Besout POM and supply bases therefore, the clause is not applicable.</p> <p>The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.</p>	Complied
<p>Criteria 4.7</p> <p>Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their FPIC and negotiated agreements.</p>			
4.7.1	(C) A mutually agreed procedure for identifying people entitled to compensation is in place.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable.	Complied

		The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the method of determination and calculation of compensation for parties entitled for according to legal requirement and market value.	
4.7.2	(C) A mutually agreed procedure for calculating and distributing fair compensation (monetary or otherwise) is in place and documented and made available to affected parties.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the method of determination and calculation of compensation for parties entitled for according to legal requirement and market value.	Complied
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities to benefit from plantation development.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the method of determination and calculation of compensation for parties entitled for according to legal requirement and market value.	Complied
<p>Criteria 4.8</p> <p>The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrated that they have legal customary, or user rights.</p>			

4.8.1	Where there are or have been disputes, proof of legal acquisition of title and evidence that mutually agreed compensation has been made to all people who held legal, customary, or user rights at the time of acquisition is available and provided to parties to a dispute, and that any compensation was accepted following a documented process of FPIC.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.	Complied
4.8.2	(C) Land conflict is not present in the area of the unit of certification. Where land conflict exists, acceptable conflict resolution processes (see Criteria 4.2 and 4.6) are implemented and accepted by the parties involved. In the case of newly acquired plantations, the unit of certification addresses any unresolved conflict through appropriate conflict resolution mechanisms.	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.	Complied
4.8.3	Where there is evidence of acquisition through dispossession or forced abandonment of customary and user rights prior to the current operations and there remain parties with demonstrable customary and land use right, there claims will be settled using the relevant requirements (Indicator 4.4.2, 4.4.3 and 4.4.4)	There is no customary right in Besout POM and supply bases therefore, the clause is not applicable. The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g.	Complied

		estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.	
4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in participatory way with involvement of affected parties (including neighbouring communities where applicable)	<p>There is no customary right in Besout POM and supply bases therefore, the clause is not applicable.</p> <p>The procedure applied by Besout Complex is Procedure known as Pengenalpastian Dan Penyelesaian Pertikaian Tanah Serta Penentuan Pampasan Document No. FGV/ML-1A/1.2-Pr10 issue 1 revision 2 effective on 1 April 2019. The procedure has clearly states the process of negotiation, involvement of affected and responsible parties (e.g. estate management, FGV Sustainability, Compliance and Certification Department, affected parties) and compensation if any land disputes with Legal Department according to legal requirement and market value.</p>	Complied
<p>Principle 5: Support smallholder inclusion</p> <p>Include smallholders in RSPO supply chains and improve their livelihoods through fair and transparent partnerships.</p>			
<p>Criteria 5.1</p> <p>The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.</p>			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders.	<p>Price of current FFB price has been displayed at the weighbridge counter. Sighted the price as of 42/2019 was: A – RM 28.00, B – RM 27.20</p> <p>Price of past FFB price can be obtained through 'Laporan Harga BTS' which can be generated from the BTS system and receipt 'Akuan Penerimaan BTS' issued to contractor that delivers the FFB.</p>	Complied

5.1.2	(C) Evidence is available that the unit of certification regularly explains the FFB pricing to smallholders (at least once a year or upon request).	The mill explains on the FFB pricing to the smallholder’s management representative i.e FELDA during Jawatankuasa Permuafakatan Kualiti dan Productiviti (Quality And Productivity Coordination Committee) meeting. Sighted the minutes no 10/2019 dated 4/11/2019.	Complied
5.1.3	(C) Fair pricing, including premium pricing, when applicable, is agreed with smallholders in the supply base and documented.	Felda provides FFB pricing on a daily basis based on MPOB pricing. Smallholders are then paid based on the OER for their crop. Based on random interview made with FFB suppliers during the assessment, they were able to explain the pricing calculation.	Complied
5.1.4	(C) Evidence is available that all parties, including women and independent representative organisations assisting smallholders where requested, are involved in decision-making processes and understand the contracts. These include those involving finance, loans/credits, and repayments through FFB price reductions for replanting and or other support mechanisms where applicable.	<p>Suppliers in general has been briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company’s website link http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf where the SCOC were specified relevant terms of Labour Standards as well as legality to be complied with by suppliers.</p> <p>For FFB suppliers, valid MPOB license copies were kept by the mill as evidence of legal due diligence prior to being approved to supply FFB. Additionally, each FFB supplier issued with agreement to purchase FFB which was signed by both party. Sighted the contract for FFB suppliers as follows:</p> <ul style="list-style-type: none"> i. ‘Surat Tawaran Pembelian BTS’ (offer letter for FFB purchase, ‘Pengesahan Tawaran Belian BTS’ (acceptance letter to sell FFB) by Seng Highland Sdn. Bhd. Refer letter no. (16)FPISB/FFBPD/8762 dated 26/10/2018. ii. ‘Surat Tawaran Pembelian BTS’ (offer letter for FFB purchase, ‘Pengesahan Tawaran Belian BTS’ (acceptance letter to sell FFB) by Bakti 	Complied

		Mas Sdn. Bhd. Refer letter no. (62)FPISB/FFBPD/8777 dated 26/10/2018.	
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe.	Verification of contract agreement, records of payment and interview with contractors showed that contracts was fair, legal and transparent and agreed payments were made in timely manner.	Complied
5.1.6	(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given.	Verification of contract agreement, records of payment and interview with contractors showed that contracts was fair, legal and transparent and agreed payments were made in timely manner. The payment is not made directly to the smallholders but through the smallholders' management agencies e.g. Felda Technoplant and Felda. The payments to these agencies were made in timely manner.	Complied
5.1.7	Weighing equipment is verified by an independent third party on a regular basis (this can be government).	Calibration of weighbridge is regularly done by third party and Certificates which were issued by an authority (Metrology Corporation Malaysia Sdn Bhd) were available for verification. Latest weighbridge calibration was conducted on 24/7/2019. Refer cert. no B1515007.	Complied
5.1.8	The unit of certification supports Independent Smallholders with certification, where applicable, ensuring mutual agreements between the unit of certification and the smallholders on who runs the internal control system (ICS), who holds the certificates, and who holds and sells the certified material.	Besout POM and Supply Base does not deal with the independent smallholders directly but rather with the management agencies such as Felda Technoplant and Felda.	Complied
5.1.9	(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner.	SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13 issue 01, rev. no. 2 dated 1/4/2019 is available. This procedure is applicable to all employees and stakeholders who wish to lodge a complaint or grievance. The procedure also provides a mechanism for addressing complaints received, and accords protection and confidentiality to	Complied

		<p>complainants. The complaints will be solved on 14 days (first stage), 14 days (second stage) and 14 days (third stage). Apart from that, FGV also has the FGV Whistleblowing Policy, (policy number FGV/GGD/POL.001 revision 6 dated 28/05/2018) to protect the complainant.</p> <p>Policies were communicated too to all Kerteh POM Certification unit stakeholders meeting and Jawatankuasa Permuafakatan Kualiti dan Productiviti (Quality And Productivity Coordination Committee) meeting. Sighted the minutes no 10/2019 dated 4/11/2019.</p>	
<p>Criteria 5.2</p> <p>The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.</p>			
5.2.1	<p>The unit of certification consults with interested smallholders (irrespective of type) including women or other partners in their supply base to assess their needs for support to improve their livelihoods and their interest in RSPO certification.</p>	<p>The operating units has established the 'Pelan Penambahbaikkan Bagi membantu Meningkatkan Taraf Hidup Pekebun Kecil' (Continual Improvement Plan to Increase Livelihoods of Smallholders). In the plan established as follows:</p> <ul style="list-style-type: none"> i. Provide job opportunity to the smallholders ii. Road maintenance for field roads iii. 'Gotong-Royong' iv. Provide machinery assistance to facilitate the work of smallholders based on FGV capabilities <p>As todate FY 2020, 4 working application has been applied from the smallholders or their relatives. The application will be submitted to Regional Office for selection and interview process.</p>	Complied
5.2.2	<p>The unit of certification develops and implements livelihood improvement programmes, including at least capacity</p>	<p>Based on the 'Pelan Penambahbaikkan Bagi membantu Meningkatkan Taraf Hidup Pekebun Kecil' (Continual Improvement Plan to Increase</p>	Complied

	building to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Standard for Independent Smallholder or RSIS).	Livelihoods of Smallholders), one of the plan is commitment to sustainable business which covers the initiative to assist the smallholders in conforming the RSPO & MSPO standard and complying the legal requirements.	
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production.	The scheme smallholders for Besout POM were manage by FELDA. The mill communicate and promote the legality of the FFB production during Jawatankuasa Permuafakatan Produktiviti Dan Kualiti (Productivity And Quality Assurance Committee) as sighted in the minutes dated 4/11/2019	Complied
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling.	The scheme smallholders for Besout POM were manage by FELDA. Training will be provided by the scheme smallholder’s management. However, the estates visited continue to share the knowledge with the smallholders by collaboration during training. Sighted the sampled training conducted as follows: i. Spraying and harvesting training collaboration with smallholders Felda Besout 4 dated 30/1/2020	Complied
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the smallholder support programme.	Since the program mentioned in Indicator 5.2.2 was just developed, the implementation progress has yet to be seen. Nonetheless, the management of the certification unit shall regularly review the progress.	Complied
<p>Principle 6: respect workers’ rights and conditions Protect workers’ rights and ensure safe and decent working conditions.</p>			
<p>Criteria 6.1 Any form of discrimination is prohibited.</p>			

6.1.1	(C) A publicly available non-discrimination and equal opportunity policy is implemented in such a way to prevent discrimination based on ethnic origin, caste, national origin, religion, disability, gender, sexual orientation, gender identity, union membership, political affiliation or age.	As documented in FGV Holdings Berhad Group Sustainability Policy; Doc. # FGV/SED/POL/00; Rev. 3; Effective date: 29/05/2019, Chapter 5.1.2 – Responsible Employment. Policy displayed publicly in strategic locations within all operating units and communicated directly to employees as well as through general assembly and relevant meetings.	Complied
6.1.2	(C) Evidence is provided that workers and groups including local communities, women, and migrant workers have not been discriminated against including charging of recruitment fees for foreign workers.	No discrimination practices sighted; workers are hired based on skill and experience and not based on race, caste, origin, religion, disability, gender, sexual orientation, union membership, age, etc. and treated fairly without any signs of discrimination in terms of work assignment, pay, promotion, etc. Manual Lestari 1A; Doc. # ML-1A/L2-PR10(1); dated March 2012 – Handling Complaint through Gender Committee Procedure is in place to guide the process of complaints received.	Complied
6.1.3	The unit of certification demonstrates that recruitment selection, hiring, access to training and promotion are based on skills, capabilities, qualities and medical fitness necessary for the jobs available.	As documented in FGV Holdings Berhad Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019; Chapter 5.1.2 – Responsible Employment, where hiring and selection of workers during recruitment is based on skill, minimum age, medical fitness and work experience. Performance review is conducted annually and documented in Performance Appraisal Form: PMS2018. Interviewed with the workers consisted of different nationalities and different gender confirmed that they are treated equally without any discrimination. The workers were provided with standard benefits/treatment such as free medical treatment, fair overtime offered to all the workers whoever want to work and free housing to everyone.	Complied
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally	FGV has the guideline to assess the needs of new mothers as discussed routinely in the gender committee meeting as below:	Complied

	mandated. Alternative equivalent employment is offered for pregnant women.	<p>i. Gender Committee/KKD Meeting # 01/2020; Date: 24/1/2020 in combination for Besout POM; FGVPM Besout 07 Estate & FGVPM Besout 06 Estate.</p> <p>No woman employee works within operational section of the mill and estate except for offices and general work only. Pregnant worker will still be offered to continue work in office or light work. This is confirmed through the interview session with Gender Committee member.</p>	
6.1.5	(C) A gender committee is in place specifically to raise awareness, identify and address issues of concern, as well as opportunities and improvements for women.	<p>As per Gender Committee/KKD Meeting # 01/2020; Date: 24/1/2020 in combination for Besout POM; FGVPM Besout 07 Estate & FGVPM Besout 06 Estate.</p> <p>Women committee operated based on "Carta Alir Proses Aduan; Talian Nur (Kementerian Pembangunan Wanita, Keluarga & Masyarakat)" and the procedure as following: Manual Lestari 1A; 3.11 "Prosedur Menangani Aduan Melalui Jawatankuasa Wanita"; Doc. No.: FGV/ML-1A/L2-PR14; Date revised: 01/06/2016 and documented procedure for workers to raise their concern, complain and suggestion of improvement, either with their identity or anonymously.</p>	Complied
6.1.6	There is evidence of equal pay for the same work scope.	Female employees employed only in the office admin section and received equal pay for the same work scope as male employees.	Complied
Criteria 6.2			
Pay and conditions for staff and workers and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages (DLW).			
6.2.1	(C) Applicable labour laws, union and/or other collective agreements and documentation of pay and conditions are available to the workers in national languages (English or	For the FGVPI Besout POM, conditions of pay are contained in the Collective Agreement signed between Felde Palm Industries Sdn Bhd and Workers' Union FGV Palm Industries Sdn. Bhd. Semenanjung valid	Complied

	<p>Bahasa Malaysia) and explained to them in language they understand.</p>	<p>from 1 January 2019 to 31 December 2021. For FGVPM Besout 06 & 07 Estates, conditions of pay are contained in the Collective Agreement signed between FGV Plantations (Malaysia) Sdn. Bhd. and Workers' Union FGV Plantations (Malaysia) Sdn. Bhd. Semenanjung valid from 1 January 2019 to 31 December 2021.</p> <p>For non-unionised workers, their conditions of employment are detailed out in their employment contracts. The contracts were prepared in Bahasa Malaysia for the local and Indonesian workers, and in Bengali for the Bangladeshi workers, and they confirmed that the terms were explained to them by a management official. The employment contracts contain contract duration, type of work, annual leave, public holidays, medical leave, termination, location, working hours, wages, (payment of wages based on Kadar Upah Kerja Pekerja Pentadbiran dan Operasi Ladang Bagi Pekerja Ladang FGVPM (KUK Bil 06 Mulai 01 Januari 2019) and based on the Minimum Wages Order 2019.</p> <p>Pay slips, attendance record for month of Oct, Nov & Dec 2019 were sampled based on the crop summary as listed below.</p> <p>FGVPISB Besout POM:</p> <ul style="list-style-type: none"> - Employee ID: 12095xx; Date joined: 1/8/2011; Workstation: Shovel; Nationality: Malaysia - - Employee ID: 12111xx; Date joined: 2/12/2016; Workstation: Weighbridge; Nationality: Malaysia - Employee ID: 12082xx; Date joined: 1/10/2008; Workstation: Biogas plant; Nationality: Malaysia - Employee ID: 12066xx; Date joined: 11/1/2003; Workstation: Boiler; Nationality: Malaysia - Employee ID: 12108xx; Date joined: 15/1/2015; Workstation: Sterilizer; Nationality: Malaysia 	
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		<ul style="list-style-type: none"> - Employee ID: 12086xx; Date joined: 15/6/2009; Workstation: Lab; Nationality: Malaysia FGVPMSB Besout 06 Estate: - Employee ID: FW045509xx; Date joined: 9/10/2017; Post: General Worker; Nationality: Bangladesh - Employee ID: FW045509xx; Date joined: 24/3/2018; Post: General Worker; Nationality: Bangladesh - Employee ID: FW045509xx; Date joined: 9/10/2017; Post: Harvester; Nationality: Bangladesh - Employee ID: FW045508xx; Date joined: 24/3/2016; Post: General Worker; Nationality: Indonesia - Employee ID: FW045510xx; Date joined: 30/4/2018; Post: General Worker; Nationality: Bangladesh - Employee ID: FW045510xx; Date joined: 21/4/2018; Post: General Worker; Nationality: Bangladesh FGVPMSB Besout 07 Estate: - Employee ID: LW062002xx; Date joined: 11/3/2009; Post: Driver; Nationality: Malaysia - Employee ID: FW045016xx; Date joined: 15/12/2019; Post: General Worker; Nationality: Bangladesh - Employee ID: FW062010xx; Date joined: 19/3/2019; Post: General Worker; Nationality: Bangladesh 	
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		<ul style="list-style-type: none"> - Employee ID: FW062009xx; Date joined: 25/3/2019; Post: Harvester; Nationality: Bangladesh - Employee ID: FW062010xx; Date joined: 25/4/2018; Post: Loader; Nationality: Bangladesh - Employee ID: FW062009xx; Date joined: 13/10/2017; Post: General Worker; Nationality: Bangladesh 	
6.2.2	(C) Employment contracts and related documents detailing payments and conditions of employment (e.g. regular working hours, deductions, overtime, sick leave, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc. in compliance with national legal requirements) and payroll documents give accurate information on compensation for all work performed. This includes a form of record for work done by family members.	All workers employed under FGV check-roll are hired based on permanent / recognized employment basis that is based on legal regulation and entitlement as per the employment regulation. They were paid with minimum wage based on piece rated, daily rates and monthly rated according to the task they assigned to. Workers are paid once a month, before 7th day of the month and provided with pay-slip that details their monthly earned wage, deduction, allowance, overtime pay and rate of pay.	Complied
6.2.3	(C) There is evidence of legal compliance for regular working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice and other legal labour requirements.	Sighted in FGVPISB Besout POM records of attendance and payslip for a sample worker with Employee ID # 1209518; Workstation: Shovel on October 2019 shown total overtime work hours: 117.0 hrs. However no written application to Director General of Labour Department to grant permission to work in excess of the limit of hours prescribed as per Act 265 Employment Act 1955. This indicating that evidence of legal compliance for overtime in excess of the limit of hours so prescribed as per Act 265 Employment Act 1955 was not available. Hence, a Major NC has been raised.	Major NC
6.2.4	(C) The unit of certification provides adequate housing, sanitation facilities, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible. National laws or in their absence the ILO Guidance on	In FGVPM Besout 6 estate, adequate facilities demonstrated as per records of Daily Inspection Hostel Area/Foreign Workers Housing; latest inspection on 31/1/2020. Previous inspection was conducted on 24/1/, 16/1 and 9/1 2020 by Employee Affair Clerk. However, visit to FGVPISB Besout POM shown that evidence records of weekly inspection	Major NC

	Workers' Housing Recommendation No. 115, are used. In the case of acquisitions of non-certified units, a plan is developed detailing the upgrade of infrastructure. A reasonable time (5years) is allowed to upgrade the infrastructure.	conducted for mill workers housing area was not available. This indicated that the implementation of housing area inspection was insufficient according to requirement under Workers Minimum Housing & Amenities Act 1990; Para 23. Weekly inspection of worker's housing; (2) It shall be the duty of the employer to ensure that all buildings used for the housing of workers, nurseries or community halls are visited and inspected weekly... Hence a Major NC has been raised.	
6.2.5	The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.	Location of mill and estate were in the FGV Settlers village and access to town is available by public transport to Slim River or Tanjung Malim town. Also, sighted that grocery, restaurant and shops are available near the housing area.	Complied
6.2.6	A DLW is paid to all workers, including those on piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.	FGV has provided the decent living wage for both local and foreign workers based on RSPO GUIDANCE ON CALCULATING PREVAILING WAGES. It includes food, non-food non-house (NFNH), housing, unexpected events, medical, electricity and water utility for a total gross living wage. The payslip sighted in clause 6.2.1 showed that the salary received complied with the minimum wage order 2018 and the decent living wage set up by the group.	Not applicable

PROCEDURAL NOTE:

RSPO STANDARD STANDING COMMITTEE

14th of October 2019

STATEMENT FROM THE RSPO STANDARD STANDING COMMITTEE REGARDING THE INDICATOR 6.2.6 ON DECENT LIVING WAGE

With reference to procedural note of indicator 6.2.6, the RSPO has published a guidance on the DLW calculation in June 2019. The RSPO Secretariat will endeavor to carry out DLW country benchmarks for palm oil producing countries in which RSPO members operate and for which no Global Living Wage Coalition (GLWC) benchmarks exist¹

Where a GLWC living wage standard (benchmark), or one that fulfills the basic requirements of the RSPO-endorsed living wage methodology, has been established in the country or region of operation, the same should be used as benchmarks.

In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks¹. These benchmarks will be developed in collaboration and consultation with relevant stakeholders such as palm oil industry members, workers' union, authorities and/or relevant organisations.

For countries where no living wage standard is established, until such time that an RSPO endorsed benchmark for the country is in place, national minimum wages shall be paid to all workers. In addition to the payment of minimum wages, the Unit of Certification (UoC) shall conduct an assessment of the prevailing wages and in-kind benefits provided to workers in the Unit of Certification aligned with the RSPO Guidance for Implementing a Decent Living Wage¹.

Once the benchmarks are available, this procedural note is no longer applicable. UoC shall have an implementation plan towards the payment of a DLW with specific targets, and a phased implementation process including:

- Updated assessment on prevailing wages and in-kind benefits
- There is annual progress on the implementation of living wages
- Where a minimum wage, based on equivalent of baskets of goods, is stipulated in Collective Bargaining Agreements (CBAs), this should be used as the foundation for the gradual implementation of the living wage payment
- The UoC may choose to implement the living wage payment in specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation.

¹ As of September 2019, GLWC has developed national benchmarks in Bangladesh, Belize, Brazil, China, Colombia, Costa Rica, Dominican Republic, Ecuador, Ethiopia, Ghana, Guatemala, India, Kenya, Malawi, Mexico, Nicaragua, Pakistan, South Africa, Sri Lanka, Uganda and Vietnam. These benchmarks are developed based on banana, coffee, floriculture, textile, manufacturing, seafood processing and tea industry. The RSPO is in the process of commissioning benchmarks for Malaysia and Indonesia for the palm oil sector and will develop methods to calculate and/or define DLW applicability for all palm oil producing countries in which RSPO members operate.

² Benchmark in this context may include other approaches and/or methods to calculate the applicability of DLW in the country or region in accordance to the RSPO endorsed method for determining a DLW. Local applicability for benchmarks is important and it may differ based on the needs of each locality or country.

³ RSPO Guidance for Implementing a Decent Living Wage. The RSPO will also develop further guidance and tools to calculate DLW in line with the RSPO endorsed methodology which may include independent studies by local experts in their respective region or country.

6.2.7	Permanent, full-time employment is used for all core work performed by the unit of certification. Casual, temporary and day labour is limited to jobs that are temporary or seasonal.	There are no casual workers hired in mill and estate within FGV Besout complex. All employees are permanent employee (for locals) and contracted employee (for foreign workers).	Complied
<p>Criteria 6.3</p> <p>The unit of certification 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>			
6.3.1	(C) A published statement recognising freedom of association and right to collective bargaining in national languages (English and/or Bahasa Malaysia) is available and is explained to all workers, in language that they understand, and is demonstrably implemented.	FGV has established a policy recognising freedom of association and right to collective bargaining and published publicly in boht mill and estate in local language i.e. Polisi Hak Kebebasan Bersuara & Menganggotai Kesatuan. Policy being displayed at the main notice boards at the Mill and Estate offices, near muster ground and near the workers' hostel.	Complied
6.3.2	Minutes of meetings between the unit of certification with trade unions or workers representatives, who are freely elected, are documented in national languages (English and/or Bahasa Malaysia) and made available upon request.	Minutes of meeting sighted as per Minit Persidangan Perwakilan Tiga Tahunan Kali Ke-15 Sesi 2019-2022 Kesatuan Pekerja-Pekerja FGV Palm Industries Sdn. Bhd.; Date: 19/9/2019; Venue: Dewan Bestari, TH Hotel, Terengganu for FGVPI Employee Union national level attended by nationwide union representatives. For Besout POM; latest meeting as per records Minit Mesyuarat Agung Kesatuan Sesi 2019-2021; Date: 28/6/2019; Venue: Dewan Mesyuarat Kilang Sawit Besout attended by both employee representatives and mill management. Besout 07: Mesyuarat Jawatankuasa Perundingan Bersama Ladang; Date: 30/12/2019; Venue: Peabat Ladang Besout 07.	Complied
6.3.3	Management does not interfere with the formation or operation of registered unions/ labour organisations or	As per minutes of meeting sighted for Kesatuan Pekerja-Pekerja FGV Palm Industries Sdn. Bhd. #(4)505/Caw.Bst/Sesi 2019-2021; Date:	Complied

	associations, or other freely elected representatives for all workers including migrant and contract workers.	10/12/201 for Minit Mesyuarat Perlantikan AJK 2019 among members only without interference by management for committee member formation.	
Criteria 6.4: Children are not employed or exploited.			
6.4.1	A formal policy for the protection of children, including prohibition of child labour and remediation is in place, and included into service contracts and supplier agreements.	<p>A formal policy for the protection of children, including prohibition of child labour and remediation is in place as documented in FGV Holdings Berhad Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019; Chapter 5.1.3.1 – Respect for Human Rights. FGV has defined hiring of workers is 18 and above due to the nature of work.</p> <p>Contractors and suppliers in general were briefed and provided with FGV Supplier Code of Conduct (SCOC); April 2019 prior to contractual engagement. The SCOC also available via FGV company's website link http://www.fgvholdings.com/wp-content/uploads/2019/07/Supplier-Code-of-Conduct-SCOC.pdf where the SCOC were specified relevant terms of Labour Standards as well as legality to be complied with by suppliers.</p>	Complied
6.4.2	(C) There is evidence that minimum age requirements are met. Personnel files show that all workers are above the national minimum age or above company policy minimum age, whichever is higher. There is a documented age screening verification procedure.	<p>Age of workers and candidates are verified against government issue photo ID, passport (for foreign workers) and documented in the personal files. Copy of ID/passport and application form sighted in the personal files evidence of verification is carried out.</p> <p>Sighted the workers master list records shown the details of worker's age whom were all above 18 years old in both mill and estate. Few sample personnel file also verified together with the interview conducted.</p>	Complied

6.4.3	(C) Young persons may be employed only for non-hazardous work, with protective restrictions in place for that work.	Restrictions were specified and implemented as per FGV-SOP on Larangan Penggajian Buruh Kanak-Kanak; Doc. # FGV/ML-1A/L2-Pr18; Issue 1; Rev. 2; Date: 01/04/2019 as in 6.4.2 where the company will not recruit children who less than 15 years old and young worker who less than 18 years (only on certain type of job which is not harmful and dangerous). The site visit confirmed no young worker hired in both mill and estate.	Complied
6.4.4	The unit of certification demonstrates communication about its 'no child labour' policy and the negative effects of child labour, and promotes child protection to supervisors and other key staff, smallholders, FFB suppliers and communities where workers live.	Policies including no child labour policy were communicated during meeting with internal stakeholder among FGVPOM Besout POM & FGVPOM Besout Estates employees on 19/2/2019. Communication with external stakeholders latest done on 24/1/2020.	Complied
Criteria 6.5: There is no harassment or abuse in the workplace, and reproductive rights are protected.			
6.5.1	(C) A policy to prevent sexual and all other forms of harassment and violence is implemented and communicated to all levels of the workforce.	FGV Holdings has developed the Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019 under clause 5.16, Gender Equality and Preventing Sexual Harassment & Violence, FGV group shall not tolerate any form of sexual harassment violence and abuse. Policy were communicated during meeting with internal stakeholder among FGVPOM Besout POM & FGVPOM Besout Estates employees on 19/2/2019. Communication with external stakeholders latest done on 24/1/2020.	Complied
6.5.2	(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.	FGV Holdings has developed the Group Sustainability Policy; Doc. # FGV/SED/POL/001; Rev. 3; Effective date: 29/05/2019 under clause 5.1.2.1 All employees and workers shall receive equal treatment based on their relevant merits and competency regardless of gender, race,	Complied

		<p>nationality, religion, age, physical condition and marital status, reproductive rights of women, union membership /affiliation / employment status, or political affiliation.</p> <p>Policy were communicated during meeting with internal stakeholder among FGVPM Besout POM & FGVPM Besout Estates employees on 19/2/2019. Communication with external stakeholders latest done on 24/1/2020.</p>	
6.5.3	<p>Management has assessed the needs of new mothers, in consultation with the new mothers, and actions are taken to address the needs that have been identified.</p>	<p>Management has the provision to substitute the hard to light work in case of any pregnancy among female employee including new mothers. No new mothers were identified from stakeholder consultation and interview session during the site assessment in both mill and estate.</p>	Complied
6.5.4	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established, implemented and communicated to all levels of the workforce.</p>	<p>A grievance mechanism, which respects anonymity and protects complainants where requested, is established and implemented as per FGV Whistleblowing Policy; Doc # FGV/GGD/POL/001; Rev. 6.0; Effective date: 28/05/2018. The mechanism established the rules and principles for the process of complaint management, investigation and protection for whistleblowing in FGV and its Group of companies.</p> <p>It is mentioned that the whistle-blower will be protected there:</p> <ul style="list-style-type: none"> - Confidential information and identity of whistle-blower - Detrimental action as consequences of whistle-blower’s disclosure. <p>Policy were communicated during meeting with internal stakeholder among FGVPM Besout POM & FGVPM Besout Estates employees on 19/2/2019.</p>	Complied
<p>Criteria 6.6: No forms of forced or trafficked labour are used.</p>			

<p>6.6.1</p>	<p>(C) All workers have entered into employment voluntarily and the following are prohibited:</p> <ul style="list-style-type: none"> • Retention of identity documents or passports (except for administration purposes including legalisation and renewal processes) • Charging the workers for recruitment fees • Contract substitution • Involuntary overtime • Lack of freedom of workers to resign • Penalty to the workers for termination of employment • Debt bondage • Withholding of wages 	<p>For local workers hired in mostly in the mill, resignation term is for 1-month notice or 1 month pay-in-lieu. For foreign workers, their passports were kept by themselves or in the designated locker outside the estate office.</p> <p>As per employment contract seen, the employer will bear the cost of recruitment (fares, operator services, bank guarantee, SPPA insurance, FOMEMA, remuneration family package, endorsement visa, basic needs, temporary accommodation prior to deployment and transportation) as well as levy and work permit.</p> <p>The overtime and working on rest day/public holiday were upon agreed between workers and employer. If workers want to end their contracts early before the work contract period completed or conduct the disciplinary acts, they will need to pay the pro-rated cost of recruitment and work permit fees.</p> <p>Workers are not allowed to work with any individuals, institution or organization except FGV during the service duration. If worker is absconded, the employer has the right to terminate the contract and will not responsible with the worker’s safety, condition and others.</p> <p>Workers also voluntarily signed Borang Serah – Terima Passport for purpose of following:</p> <ul style="list-style-type: none"> - Workers own safekeeping - Renewal of work permit - Application of COM Ticket 	<p>Complied</p>
<p>6.6.2</p>	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and procedures are established and implemented.</p>	<p>No temporary or migrant workers employed in the mill while in estate, foreign workers were employed on a fixed contract period of minimum 2 years which is extendable depends on Malaysia immigration law.</p>	<p>Complied</p>

Criteria 6.7: The unit of certification ensures that the working environment under its control is safe and without undue risk to health.															
6.7.1	<p>(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers. Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p>	<p>Besout POM</p> <p>The mill has appointed Mohd Izwan Bin Ismail as the Chairman of the Safety Committee on the 01st of January 2020 together with Employers and Employee’s representatives based on their work units as members of the safety committee.</p> <p>The Occupational Safety & Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the mill. The issues discussed include Accident Investigations, Near Misses, Medical reports, Training Reports, Work Site Inspections and arising issues.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Meeting</th> <th style="width: 20%;">Date</th> <th style="width: 50%;">Issues Raised</th> </tr> </thead> <tbody> <tr> <td>JKKP 01-2019</td> <td>25.02.2019</td> <td>- Persediaan untuk Menjadi Gold Mill</td> </tr> <tr> <td>JKKP 02-2019</td> <td>15.05.2019</td> <td>- Pesedian untuk menjadi Kilang Lawatan</td> </tr> <tr> <td>JKKP 03-2019</td> <td>13.08.2019</td> <td>- Progres kerja 5S perlu dibentangkan oleh ketua bahagian - Kebocoran perlu diatasi segera untuk</td> </tr> </tbody> </table>	Meeting	Date	Issues Raised	JKKP 01-2019	25.02.2019	- Persediaan untuk Menjadi Gold Mill	JKKP 02-2019	15.05.2019	- Pesedian untuk menjadi Kilang Lawatan	JKKP 03-2019	13.08.2019	- Progres kerja 5S perlu dibentangkan oleh ketua bahagian - Kebocoran perlu diatasi segera untuk	Complied
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RSP0 Public Summary Report
Revision 9 (Nov 2019)

		KKP 02-2019	21.05.2019	<ul style="list-style-type: none"> - Pihak ladang memohon membuat pembaikan pagar sempadan antara kawasan perumahan dan lading untuk menjaga keselamatan penduduk Besout 06, daripada orang yang tidak dikenali keluar masuk. - Meminta semua penduduk Besout 06 yang pulang ke kampung halaman untuk menyambut hari raya, memasang lampu belakang & depan supaya memudahkan membuat pantauan dari masa ke semasa. 	
		KKP 03-2019	29.08.2019	<ul style="list-style-type: none"> - Meminta membuat fogging dikawasan perumahan dan asrama diladang - Memohon tambahan plug di dapur asrama bagi memudahkan pekerja menyediakan makanan kerana plug sedia ada tidak mencukupi. 	
		KKP 04-2019	29.11.2019	Tiada isu berbangkit.	
		Besout 07 Estate			

		<p>The estate has appointed Zulhelmi Bin Zainuddin as the Chairman of the Safety Committee on the 1st January 2020 together with Employers and Employee’s representatives based on their work units as members of the safety committee.</p> <p>The Occupational Safety & Health Meetings were done on a regular basis (3 months Interval) to address the safety and health issues in the estate. The issues discussed include Accident Investigations, Near Misses, Medical reports, Training Reports, Work Site Inspections and arising issues.</p> <table border="1" data-bbox="1048 691 1888 1353"> <thead> <tr> <th data-bbox="1048 691 1261 762">Meeting</th> <th data-bbox="1261 691 1469 762">Date</th> <th data-bbox="1469 691 1888 762">Issues Raised</th> </tr> </thead> <tbody> <tr> <td data-bbox="1048 762 1261 978">KKP 01-2019</td> <td data-bbox="1261 762 1469 978">27.02.2019</td> <td data-bbox="1469 762 1888 978"> <ul style="list-style-type: none"> - Kebersihan asrama perlu ditingkatkan. - Teguran semasa Audit RSPO yang baru dijalankan perlu diambil tindakan dengan segera. </td> </tr> <tr> <td data-bbox="1048 978 1261 1353">KKP 02-2019</td> <td data-bbox="1261 978 1469 1353">28.05.2019</td> <td data-bbox="1469 978 1888 1353"> <ul style="list-style-type: none"> - PPE perlu digunakan semasa bekerja. PPE yang sesuai perlu dibekalkan mengikut jenis kerja dan latihan penggunaannya perlu diberikan kepada pekerja. - Jalan yang rosak perlu dibaiki terutamanya di kawasan berbukit kerana merbahaya kepada kenderaan yang mengangkut BTB. </td> </tr> </tbody> </table>	Meeting	Date	Issues Raised	KKP 01-2019	27.02.2019	<ul style="list-style-type: none"> - Kebersihan asrama perlu ditingkatkan. - Teguran semasa Audit RSPO yang baru dijalankan perlu diambil tindakan dengan segera. 	KKP 02-2019	28.05.2019	<ul style="list-style-type: none"> - PPE perlu digunakan semasa bekerja. PPE yang sesuai perlu dibekalkan mengikut jenis kerja dan latihan penggunaannya perlu diberikan kepada pekerja. - Jalan yang rosak perlu dibaiki terutamanya di kawasan berbukit kerana merbahaya kepada kenderaan yang mengangkut BTB. 	
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6.7.2	<p>Accident and emergency procedures are in place and instructions are clearly understood by all workers. Accident procedures are available in national languages (English and/or Bahasa Malaysia) and explained in the language understandable to the workforce. Assigned operatives trained in first aid are present in both field and other operations, and first aid equipment is available at worksites. Records of all accidents are kept and periodically reviewed.</p>	<p>Besout POM</p> <p>Accident & Emergency Procedures, Emergency Contact Numbers, Safe Operating Procedures were available on documents and display at the work units such as Boiler Station and Workshop.</p> <p>Fire Drill and ERP Training was conducted on the 31th January 2020. First Kit Training was provided to a total of 12 first aiders on the 9th and 10th December 2019. Fire Fighting training was conducted for the Emergency Response team on the 28 Jan 2020.</p> <p>Visit to the worksites exhibited the worksites such as Office and Boiler Station areas had first aid kits and first aiders on site. The First aid kits were regularly monitored and had sufficient supplies.</p>	Complied						

		<p>Records of all accident were kept and updated on a monthly basis. One accident case involving a workshop foreman was recorded for the year 2019. JKKP 8 Form was submitted to JKKP on 30th January 2020. Accidents are reviewed every 3 months during the Safety and Health Meeting.</p> <p>Besout 6 Estate</p> <p>Accident & Emergency Procedures, Emergency Contact Numbers, Safe Operating Procedures were available on documents and display at the work units such as Chemical Store, Office and Workshop.</p> <p>Fire Drill and ERP Training was conducted on the 30.01.2020. First Kit Training was provided to a total of 10 first aiders on 25th and 26th of July 2018 with issued certificates by <i>Jawatankuasa Latihan Kebangsaan, Ahli Persekutuan Antarabangsa Persatuan-persatuan Palang Merah Dan Bulan Sabit Merah</i> valid till 18th July 2021. Fire Fighting training was conducted for the Emergency Response team on the 20th December 2019.</p> <p>Visit to the worksites exhibited the worksites such as Chemical Store and Workshop areas had first aid kits and first aiders on site. The First aid kits were regularly monitored and had sufficient supplies.</p> <p>Records of all accident were kept and updated on a monthly basis. One accident case involving a replanting worker where the seedling frond hit the eyes causing injury to the eye, was recorded for the year 2019. JKKP 8 was submitted to JKKP on 13 Jan 2020 accordingly. As of the visit 1 case was recorded for the year 2020 where 1 worker slipped and fell while undergoing pruning works. All documents related to the accident including accident investigation reports were sighted during the audit. Accidents are reviewed every 3 months during the Safety and Health Meeting.</p>	
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		<p>Besout 07 Estate</p> <p>Accident & Emergency Procedures, Emergency Contact Numbers, Safe Operating Procedures were available on documents and display at the work units such as Chemical Store, Office and Workshop.</p> <p>Fire Drill and ERP Training was conducted on the 22.08.2018. Basic First Aid Kit and CPR Training was provided to a total of 24 first aiders on 17th of October 2019 by SAC Consultancy Sdn Bhd. Fire Fighting training was conducted for the Emergency Response Team and Foreign Workers on the 20th November 2019.</p> <p>Visit to the worksites exhibited the worksites such as Chemical Store had first aid kits and first aiders on site. The First aid kits were regularly monitored and had sufficient supplies.</p> <p>Records of all accident were kept and updated on a monthly basis. One accident case involving a harvester where he had slipped and fell was recorded for the year 2019. No cases were recorded for 2020 as to date. All documents related to the accident including accident investigation reports were sighted. Accidents are reviewed every 3 months during the Safety and Health Meeting.</p>	
6.7.3	<p>(C) Workers use appropriate personal protective equipment (PPE), which is provided free of charge to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, land preparation, and harvesting. Sanitation facilities for those applying pesticides are available, so that workers can change out of PPE, wash and put on their personal clothing.</p>	<p>All workers were provided with appropriate PPEs as sighted during the site and field visit where the cost are absorbed by the management. Interviews conducted during the site visit at the Mill and Estate showed understanding and approval from the workers of:</p> <ul style="list-style-type: none"> • Required PPEs for each operations • The management absorbs the cost of all PPEs and the workers are entitled to adequate and approved PPEs. 	Complied

		<ul style="list-style-type: none"> The importance of using appropriate PPE at all times during work. Proper storage and disposal methods of PPE. <p>Sampled issuance of PPE are as below :-</p> <table border="1"> <thead> <tr> <th>Operating Unit</th> <th>PPE</th> <th>Name</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Besout POM</td> <td>Safety Shoes Bee Three</td> <td>Abdul Wahab Mat Lodin</td> <td>18.07.2019</td> </tr> <tr> <td>Safety Helmet</td> <td>Mohd Tarmizi Mahwari</td> <td>29.07.2019</td> </tr> <tr> <td>Cotton Gloves</td> <td>Udin Haji Hashim</td> <td>19.12.2019</td> </tr> <tr> <td>Safety Shoes Bee Three</td> <td>Rosli Bin Ahmad Dakati</td> <td>29.07.2019</td> </tr> <tr> <td rowspan="3">Besout 06</td> <td>Nitrile Gloves</td> <td>Muhammad Bazzli Bin Alat Perlindungan Diri</td> <td>10.01.2020</td> </tr> <tr> <td>Safety helmet</td> <td>Kamaluddin Sekh</td> <td>24.01.2020</td> </tr> <tr> <td>Safety Shoes</td> <td>Giasuddin Saikh</td> <td>10.01.2020</td> </tr> </tbody> </table>	Operating Unit	PPE	Name	Date	Besout POM	Safety Shoes Bee Three	Abdul Wahab Mat Lodin	18.07.2019	Safety Helmet	Mohd Tarmizi Mahwari	29.07.2019	Cotton Gloves	Udin Haji Hashim	19.12.2019	Safety Shoes Bee Three	Rosli Bin Ahmad Dakati	29.07.2019	Besout 06	Nitrile Gloves	Muhammad Bazzli Bin Alat Perlindungan Diri	10.01.2020	Safety helmet	Kamaluddin Sekh	24.01.2020	Safety Shoes	Giasuddin Saikh	10.01.2020	
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6.7.4	<p>All workers are provided with medical care and covered by accident insurance. Costs incurred from work-related incidents leading to injury or sickness are covered in accordance with Malaysian law.</p>	<p>Besout POM</p> <p>All workers are given medical care as the mill workers obtain medical care from the Klinik Kesihatan Besout at Besout 3 Est under the expenses of the management.</p> <p>All workers are covered under the Social Security Organisation (SOCSO). SOCSO contribution is done by the FGV Head Quarters. Sample of SOCSO Contribution via payslips were sighted in the estate respectively. Verified deduction for SOCSO are as follows :-</p> <table border="1"> <thead> <tr> <th data-bbox="1046 1278 1471 1337">Name</th> <th data-bbox="1471 1278 1890 1337">Deduction</th> </tr> </thead> </table>	Name	Deduction	Complied																										
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6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics.	Records on Lost Time Accident (LTA) metrics have been verified to be satisfactory. Accident records were found to be updated. All records on Lost Time Accident (LTA) metrics were maintained. The records are as follows :-	Complied						

		Estate	2019	2020 (todate)	
		Besout POM	1 Case (18 Days)	Nil	
		Besout 6 Estate	1 Case (03 Days)	1 Case (05 Days)	
		Besout 7 Estate	1 Case (03 Days)	Nil	
		JKKP 8 Forms have been submitted to JKKP for year ending 2019 respectively.			
Principle 7: Protect, conserve and enhance ecosystem and the environment.					
Criteria 7.1: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.					
7.1.1	(C) IPM plans are implemented and monitored to ensure effective pest control.	<p>IPM Plan are implemented as per <i>Arahan Penguatkuasaan Penanaman Tumbuhan Berfaedah Untuk Kawalan Jangka Panjang Ulat Pemakan Daun; Ref.: (019) FGVPM/Zon1/3-1- 1; Date: 21/8/2017.</i></p> <p>Barn owl and beneficial plants establishments were observed during the field visit in both estates. Records of barn owl population census, rat census and bagworm census were also maintained at the office for verification.</p> <p>Training of those involved in IPM was adequately given through various sessions with available training records such as:</p> <ul style="list-style-type: none"> Besout 06 – IPM training dated 07 November 2019 Besout 06 – Bagworm Control using Acephate (Impact 75) 			Complied

		<p>Training dated 07.01.2019</p> <ul style="list-style-type: none"> Besout 07 - Taklimat Racun Acephate 97% (IPM) dated 11.07.2019 Besout 07 – Kursus Latihan Tanaman Pokok Bunga Berfaedah dated 17.10.2019 							
7.1.2	Species referenced in the Global Invasive Species Database and CABI.org are not to be used in managed areas, unless plans to prevent and monitor their spread are implemented.	There were no species referenced in the Global invasive Species database and CABI.org sighted within the estate and POM premises.	Complied						
7.1.3	There is no use of fire for pest control unless in exceptional circumstances, i.e. where no other effective methods exist, and with prior approval of government authorities.	It was identified that there is no use of fire for the pest control at the estates during the visit to the fields.	Complied						
<p>Criteria 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</p>									
7.2.1	(C) Justification of all pesticides used is demonstrated. Selective products and application methods that are specific to the target pest, weed or disease are prioritised.	<p>Justification for all pesticide usage were available under the Manual Lestari 1A, under Document: MSL (Ed.2)-Sec.4(2.0) dated 1 June 2012. In this Justification all chemical such as pesticide, Herbicide and Fungicide is available for each chemical as per below sample:-</p> <table border="1"> <thead> <tr> <th>CATEGORY</th> <th>CHEMICAL TYPE</th> </tr> </thead> <tbody> <tr> <td>Impreta cylindrical (Lalang), Pennisetum polystachyon</td> <td>Glyphosate</td> </tr> <tr> <td>Mikania micranta, Hedyotis</td> <td>2, 4 D Amine</td> </tr> </tbody> </table>	CATEGORY	CHEMICAL TYPE	Impreta cylindrical (Lalang), Pennisetum polystachyon	Glyphosate	Mikania micranta, Hedyotis	2, 4 D Amine	Complied
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7.2.2	(C) Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) are provided.	<p>Pesticide usage (a.i per ha) in Besout 6 & Besout 7 was available and the samples were obtained as below :</p> <table border="1"> <thead> <tr> <th>ESTATE</th> <th>CHEMICAL</th> <th>AREA</th> <th>A.I. / HA</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Besout 06</td> <td>Dipel</td> <td>1108.56</td> <td>0.057</td> </tr> <tr> <td>Alion</td> <td>337.15</td> <td>0.017</td> </tr> <tr> <td>Sodium Chlorate</td> <td>1193.35</td> <td>2.865</td> </tr> <tr> <td>Dithane</td> <td>20.6</td> <td>0.551</td> </tr> <tr> <td rowspan="5">Besout 07</td> <td>Dipel</td> <td>2245.5</td> <td>2.805</td> </tr> <tr> <td>Diuron</td> <td>2245.5</td> <td>0.040</td> </tr> <tr> <td>Cypermethrin</td> <td>2994</td> <td>0.038</td> </tr> <tr> <td>Genee 15</td> <td>748.5</td> <td>2.573</td> </tr> <tr> <td>Kenlon</td> <td>1497</td> <td>0.283</td> </tr> </tbody> </table>	ESTATE	CHEMICAL	AREA	A.I. / HA	Besout 06	Dipel	1108.56	0.057	Alion	337.15	0.017	Sodium Chlorate	1193.35	2.865	Dithane	20.6	0.551	Besout 07	Dipel	2245.5	2.805	Diuron	2245.5	0.040	Cypermethrin	2994	0.038	Genee 15	748.5	2.573	Kenlon	1497	0.283	Complied
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7.2.3	(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.	The estates has implemented a long term chemical reduction plan where they are currently monitoring the usage of chemicals on a monthly basis to ensure reduction of chemical use in the long run.	Complied																																	

		<p>Paraquat was eliminated. In its place, alternatives such as Glyphosate is used instead. Monocrotophos (Class IB) was eliminated and in its place Acephate 97% (Class III) is used instead.</p> <p>The estates also have implemented an IPM Plan to further reduce the use of pesticides. Sighted during the site visit the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at planned areas.</p> <p>In the Mesyuarat Pelan Penambahbaikan Berterusan dated 27.01.2020 it was stated the commitment of the estates to minimize the use of pesticides in the operations through;</p> <ol style="list-style-type: none"> 1. Mengurangkan penggunaan racun paraquat. 2. Tambah sarang burung pungguk jelapang kawalan tikus. 3. Tambah tumbuhan berfaedah (tunera, cassia, antigenen) 4. Menggunakan jentera memotong rumput di lorong tuai. 5. Mengutip dan membunuh larva kumbang badak 6. Memasang perangkap kumbang badak. 	
7.2.4	There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.	No prophylactic use of pesticide were identified in the estates	Complied
7.2.5	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	Referred to Memo dated 8 th may 2017; (27)010810/HQ/JAB.OP.17/Plantations/AM under the title : Prohibition On Using Paraquat Dichloride. This memo was escalated to all FGV plantation to ensure the	Complied

	<p>not used, unless in exceptional circumstances, as validated by a due diligence process, or when authorised by government authorities for pest outbreaks.</p> <p>The due diligence refers to:</p> <ul style="list-style-type: none"> a) Judgment of the threat and verify why this is a major threat b) Why there is no other alternative which can be used c) Which process was applied to verify why there is no other less hazardous alternative d) What is the process to limit the negative impacts of the application e) Estimation of the timescale of the application and steps taken to limit application to the specific outbreak. 	<p>prohibition of Paraquat usage as of 8th May 2017 ;issued approved by Suhaidi Hamzah (Executive Director).</p> <p>Besout 6 and 7 have eliminated the usage of Monocrotophos (Class 1B) which was previously used for controlling the bagworm outbreaks in the estates. The estate currently has planted more beneficial plants and uses Acephate 97% for the trunk injection purpose as an alternative to Monocrotophos.</p>							
7.2.6	<p>(C) Pesticides are only handled, used or applied by persons who have completed the necessary training and are always applied in accordance with the product label. All precautions attached to the products are properly observed, applied, and understood by workers (see Criterion 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p>	<p>Pesticide operators have been given training on the safe handling/application of pesticides including demonstration on the correct PPE usage as listed in the table below. Safety Data Sheet were used and explained to the participants. All precautions attached to the products were again reminded during morning briefings. Interview with pesticide handlers showed adequate understanding on the standard handling procedures of chemicals.</p> <p>The trainings are as below:</p> <table border="1" data-bbox="1048 1246 1888 1313"> <thead> <tr> <th data-bbox="1048 1246 1258 1313">Estate</th> <th data-bbox="1258 1246 1677 1313">Trainings</th> <th data-bbox="1677 1246 1888 1313">Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Estate	Trainings	Date				Complied
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		<p>Besout 06</p> <p>Besout 07</p>	<p>Latihan Pemakaian, Pembersihan, Penyimpanan PPE & Kalibrasi Nozzle</p> <p>Latihan Bilas 3kali & Pengurusan Tong Racun Kosong</p> <p>Penerangan Menggunakan PPE Dengan Betul</p> <p>Latihan Pengendalian Bahan Kimia</p> <p>Kursus Penerangan Bahan Buangan Terjadual dan Sisa Pepejal</p> <p>Taklimat Racun Acephate 97%</p> <p>Latihan Semburan dan Pengendalian Racun Serta Kalibrasi</p>	<p>18.01.2020</p> <p>18.01.2020</p> <p>31.01.2020</p> <p>26.12.2019</p> <p>13.11.2019</p> <p>11.07.2019</p> <p>03.09.2019</p>	
<p>7.2.7</p>	<p>(C) Storage of all pesticides is in accordance with recognised best practices.</p>	<p>Pesticides were found stored in the mill and estate’s Chemical Store in accordance with the Occupational Safety and Health Act 1994 (Act 514) and Pesticides Act 1974 (Act 149) and their Regulations.</p> <p>The stores were at all times locked and at the time of visit the store clerk was seen to unlock the pad-lock to open entrance door for the auditor</p>		<p>Complied</p>	

		to inspect the store. At the entrance door, signage-requiring donning of PPE were visibly posted. The Chemical Store signage with required Hazard Symbols were available at the entrance. The facility ventilation fan was found working with adequate ventilation available, up-to-date chemical register, trade and generic names, and their Safety data Sheet were available during the audit.	
7.2.8	All pesticide containers are properly disposed of and/or handled responsibly if used for other purposes.	<p>With the exception that some empty chemical containers were recycled for premixing pesticides for onward delivery to field, the rest of the empty chemical containers were triple rinsed, pierced and stored in the schedule waste store. These chemical drums are then disposed to licensed recycle stations.</p> <p>Besout 06 - sampled the latest UPPCR Collection Form for disposal of chemical containers dated 31st December 2019 disposed to G-Planter Sdn Bhd.</p> <p>Besout 07 – sampled latest disposal of triple rinsed chemical containers indicated the containers were disposed to Besout 3 Recycle Enterprise. Last dispose date was verified to be on 31st October 2019 for a total of 261kgs of chemical drums.</p>	Complied
7.2.9	(C) Aerial spraying of pesticides is prohibited, unless in exceptional circumstances where no other viable alternatives are available. This requires prior government authority approval. All relevant information is provided to affected local communities at least 48 hours prior to application of aerial spraying.	No aerial spray at all visited estates	Complied
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated.	Besout POM conducted its Medical Surveillance for 45 pesticide operators as per CHRA recommendation dated 22nd April 2019 by Dr. Razif Bin Zainol Abidin (DOSH Reg No : HQ/15/DOC/00/431). The report indicated that all workers are fit to continue work.	Complied

		<p>Besout 6 Estate, Medical Surveillance have been conducted as per CHRA recommendation, latest is on 26th July 2019 (39 pesticide operators) at Poliklinik Sumi by Dr Vigneswaran (HQ/08/DOC/00/311). From the report all workers is fit to work with Organophosphates chemical.</p> <p>For Besout 7 estate, Medical surveillance have been conducted for 40 pesticide operators dated 7 December 2019 by Dr Mohd Khairul Azman Bin Mohd Idros (HQ/17/DOC/00/00134). The report states that none of the employee has ill health effect of the chemical use.</p>	
7.2.11	<p>(C) No work with pesticides is undertaken by persons under the age of 18, pregnant or breastfeeding women or other people that have medical restrictions and they are offered alternative equivalent work.</p>	<p>Estates have issued a memo to all female workers dated 02 Jan 2020 (Bil : (1) E6.2.1) stating '<i>Larangan Mengendali Bahan Kimia Kepada Wanita mengandung Atau Menyusukan Anak</i>' which prohibits female workers that are pregnant or breastfeeding from handling chemicals.</p> <p>It was acknowledged that the pesticide handlers and sprayers in the Besout 6 were all males. In Besout 7, the Female Store Clerk showed awareness that pregnant and breastfeeding women were restricted from handling chemicals. It was verified from records, field visits and interviews that no pregnant or breast feeding woman have been offered work as pesticide operators. Based on the interview with the female workers and staff, it was established that the knowledge of the rights to transfer to alternative duties if they wished to continue working when pregnant or breast-feeding was adequately informed to the workers.</p> <p>All three operating units do not employ workers below the age of 18.</p>	Complied
<p>Criteria 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			

<p>7.3.1</p>	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p>	<p>The mill has identified all waste products and source of pollutions and documented in Identification of Source and Type of Waste. The waste identified as follows:</p> <ul style="list-style-type: none"> i. Scheduled Waste <ul style="list-style-type: none"> - Mill Operation – Used PPE, Used lubricant and hydraulic oil - Office and housing – Lamp, Electronic device ii. Non-schedule waste <ul style="list-style-type: none"> - mill operation – used tyre, scrap iron - office and housing – Paper, Plastic, domestic waste iii. mill byproduct <ul style="list-style-type: none"> - EFB, POME, Shell, Mesocarp fiber <p>The mill and estates visited has established waste management plan base on the identification and source of pollutions and documented in in Identification of Source and Type of Waste. Sighted the implementation of the waste management plan:</p> <ul style="list-style-type: none"> i. The estate applied the EFB in the field. Sighted the EFB records for Besout 7 estate. Todate FFB application as at Nov 2018 was 203.84 ton. ii. Empty chemical container was triple rinse and puncture and stored at designated storage area before disposed through approved contractors. Sighted the records of Inventory and disposal of empty container as at todate 29/1/2020. Latest disposal was conducted on 31/12/2019 by G-Planter with total 114 for 20liter empty container and 1716 pieces of Plastic pesticide 500g. 	<p>Complied</p>
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<p>7.3.2</p>	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p>	<p>The operating units have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>The operating units monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded and submitted to DOE through E-SWISS.</p> <p>Besout POM</p> <p>The mill maintained SOP for handling scheduled wastes has been established entitled Waste Management. Ref doc no. FPI/L2/QOSHE-9.0 rev. 2 dated 3/11/2017 in order to comply with the Environmental Quality Regulations (Scheduled Waste) 2005.</p> <p>The mill have a proper Scheduled Waste Store for storing scheduled waste until time of disposal by DOE authorized waste disposal contractor.</p> <p>The mill monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded and submitted to DOE through E-SWISS. Sighted and verified the monitoring records for the month of December 2019. Sighted the sampled scheduled waste disposal records:</p> <ul style="list-style-type: none"> i. 31/1/2020 for SW 410; C/N no: 2020013109ALJ861 ii. 31/1/2020 for SW 409; C/N no: 2020013109HA50VX iii. 31/1/2020 for SW 410; C/N no: 2020013109QKI9WN <p>Noted during site visit and interview with boiler man, it was noted that the mill conducted test at boiler using Acetic Acid and Phenolphthalein, the contaminated waste water from the test was not identified as SW 322 and the disposal was not conducted properly. Thus NC were raised.</p>	<p>Minor NC</p>
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		<p>Besout 6</p> <p>SOP for handling scheduled wastes has been established entitled Waste Management. Ref doc no. FGVPM/L3/PK-05 in order to comply with the Environmental Quality Regulations (Scheduled Waste) 2005.</p> <p>The estate monitored the generation of scheduled waste on monthly basis. The generation of scheduled waste recorded and submitted to DOE through E-SWISS. Sighted and verified the monitoring records for the month of January 2020. Sighted the sampled scheduled waste disposal records:</p> <p>i. 3/2/2020 for SW 305; C/N no: 20200520516SZ8UF</p> <p>The estate has applied the extension of time for storage of Scheduled Waste more than 180 days from DOE and has been approved as per letter ref. no. AS (B) A11/123/000/018 Jilid 2 (4) dated 24/9/2019.</p>	
7.3.3	The unit of certification does not use open fire for waste disposal.	<p>FGVPM has established Prohibition of Open Burning policy during replanting and documented in Group Sustainability Policy dated 24/8/2017. Ref doc no. FGV/SED/POL/001.</p> <p>Besout POM</p> <p>During site visit at linesite, there was evidence of usage of open fire for waste disposal. The evidence sighted at house no H01, HN01, HN02 and HV01.</p> <p>Besout 6</p> <p>The domestic waste was collected 3 times a week by designated tractors and disposed at designated landfill located at PM01K.</p> <p>Besout 7</p>	Minor NC

		The domestic waste collection was conducted twice a week. The waste was disposed in designated landfill located in PM09P.	
Criteria 7.4:			
Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.			
7.4.1	Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.	Management of soil fertility is guided by FGV's "Manual Ladang Sawit Lestari" (Oil Palm Plantation Sustainability Manual), Third Edition (2017), Section V: Manuring. It covers the applications of fertilizer for various stages of palm age and techniques. Recommendation of type of fertilizers and dosage are given by the agronomy unit through analysis of foliar and soils from the estates.	Complied
7.4.2	Periodic tissue and soil sampling is carried out to monitor and manage changes in soil fertility and plant health.	<p>Besout 06 Estate</p> <p>Leaf sampling is done by Agronomy Advisory Dept FASSB and reported in "Laporan Agronomi FGVP(M) Besout 06". For the 2020 fertilizer recommendation, leaf analysis conducted on 30/08/2019 together with soil analysis to determine the status of nutrients i.e. N, P, K, Ca, Mg and B is used to monitor the changes in soil fertility and plant health.</p> <p>Besout 07 Estate</p> <p>Leaf sampling was done for the year 2019 by Felda Agricultural Services Sdn Bhd on 19 – 22 April 2019. Soil analysis was done on 12.05.2016 by FASSB. The analysis was done to determine the fertilizer requirement for the year 2020.</p>	Complied
7.4.3	A nutrient recycling strategy is in place, which includes the recycling of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), palm residues and optimal use of inorganic fertilisers.	<p>The mill recycles the EFB where the EFB are sent to the supply bases or other growers to be used as mulch in the estates.</p> <p>Both visited estates had a nutrient recycling strategy in place. Palm fronds were stacked in the fields to decompose which serves as natural fertilizer. It was sighted in Besout 07 the EFB was used as a mulch in</p>	Complied

		the fields. Records of application were available and monitored in the estate.																	
7.4.4	Records of fertiliser inputs are maintained.	Straight, compound and mix fertilizer are used at both estates as recommended by the agronomist in the 'Syor Pembajaan'. Progress of fertilizer application is recorded in "Rekod Program Pembajaan" (Manuring Program Records).	Complied																
Criteria 7.5:																			
Practices minimise and control erosion and degradation of soils.																			
7.5.1	(C) Maps identifying marginal and fragile soils, including steep terrain, are available.	<p>Soil maps were available for both Besout 06 & 07. Details of soil series are shown as follows:</p> <table border="1" data-bbox="1048 810 1888 1209"> <thead> <tr> <th>Besout 6</th> <th>Besout 7</th> </tr> </thead> <tbody> <tr> <td>Bungor</td> <td>Bungor</td> </tr> <tr> <td>Bungor/Gambut</td> <td>Merapoh</td> </tr> <tr> <td>Malacca</td> <td>Colloviom</td> </tr> <tr> <td>Colloviom</td> <td>Integrated Low Alluvium</td> </tr> <tr> <td></td> <td>Kedah</td> </tr> <tr> <td></td> <td>Munchong</td> </tr> <tr> <td></td> <td>Malacca</td> </tr> </tbody> </table> <p>Terrain maps were also available and sighted during the audit.</p>	Besout 6	Besout 7	Bungor	Bungor	Bungor/Gambut	Merapoh	Malacca	Colloviom	Colloviom	Integrated Low Alluvium		Kedah		Munchong		Malacca	Complied
Besout 6	Besout 7																		
Bungor	Bungor																		
Bungor/Gambut	Merapoh																		
Malacca	Colloviom																		
Colloviom	Integrated Low Alluvium																		
	Kedah																		
	Munchong																		
	Malacca																		
7.5.2	No replanting on steep slopes (above 25 degrees) unless approved by state governments. In case of replanting is permitted, no replanting in contiguous area of steep terrain	In addressing the difference of the estate terrain, FGVP has a management strategy in place for planting on slopes and to minimize and control erosion and degradation of soils. The strategy in place for	Complied																

	(greater than 25 degrees) larger than 25 Ha within the Unit of Certification.	plantings on slopes between 9 and 25 degrees was stated in <i>Polisi Perlindungan Tanah Curam Dan Rezab Sungai</i> dated 01/6/2014. In addition, there are also guidelines and procedures as stated in <i>Manual Lestari</i> . Both estates complied with this strategy as it was observed that practices to minimize and control erosion and degradation of soils were advocated through proper stacking of fronds, avoidance of blanket spraying, construction terraces, road maintenance, planting of cover crops and maintenance of soft vegetation in interrows. Besout 6 and Besout 7 has no replanting for the year 2019, 2020 and 2021.	
7.5.3	There is no new planting of oil palm on steep terrain.	There is no new planting in the estates that were visited.	Complied
Criteria 7.6:			
Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.			
7.6.1	(C) To demonstrate the long-term suitability of land for palm oil cultivation, soil maps or soil surveys identifying marginal and fragile soils, including steep terrain, are taken into account in plans and operations.	As indicated in the soil maps, there were no marginal or fragile soils in both the estates. It was sighted in Besout 6, the estate have taken into account the land terrain, drainage and road systems in planning the 2017 replanting in field PM17. The appropriate maps and records were available and verified.	Complied
7.6.2	Extensive planting on marginal and fragile soils, is avoided, or, if necessary, done in accordance with the soil management plan for best practices.	As indicated in the soil maps, there were no marginal or fragile soils in both the estates.	Complied
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure.	Soil surveys done by the agronomist FASSB Sdn Bhd and by the management were used as a guideline for land preparation during the 2017 replanting. Topographic information and maps were recorded and	Complied

		used and sighted in the 2017 Replanting Records indicating the usage of these information prior to road and irrigation works.	
Criteria 7.7			
No new planting on peat, regardless of depth after 15 November 2018 and all peatlands are managed responsibly.			
7.7.1	(C) There is no new planting on peat regardless of depth after 15 November 2018 in existing and new development areas.	There is no new planting or new development in the estate visited.	Complied
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat.	Areas of peatland was documented and available in the estate and replanting program maps. The total area of peat for Besout 6 estate is 812.1722 Ha. The inventory has not been reported to RSPO Secretariat as per the RSPO Template.	Minor NC
PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance.			
7.7.3	(C) Subsidence of peat is monitored, documented and minimised.	The map for subsidence poles and monitoring records were sighted during the visit. Sample of peat subsidence pole was verified in field PM17 during the field visit. In accordance with its established procedure and programme, the management continues to carry out its best practices in maintaining the water table of the peat areas. The network of drainage system was sighted to be adequate and water table was monitored and maintained at 50 cm from the ground surface at all times by using piezometers, water level markers, construction of bunds, flap gates and sand bag stop bunds.	Complied
7.7.4	(C) A documented water and ground cover management programme is in place.	Besout POM	Complied

		<p>Water management plan for the mill was available and focuses on the discharge quality of its effluent to the waterways such as efficient operation of effluent treatment plant and carrying out desludging at planned scheduled.</p> <p>Besout 06 & 07</p> <p>Whereas for the estates, the water management plan focuses on maintaining the riparian zone to minimize pollutant from directly reaching the rivers. The estate has a Water management Plan dated 10.10.2019 for Peat Lands as follows ;</p> <table border="1" data-bbox="1048 703 1888 1241"> <thead> <tr> <th>Sumber Air</th> <th>Impak Kepada Kawasan Tadahan Air / Stakeholder</th> <th>Punca Masalah</th> <th>Pelan Tindakan</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Parit Ladang</td> <td rowspan="2">Banjir Kilat</td> <td>Hujan Lebat</td> <td>Mencuci Parit Pertanian</td> </tr> <tr> <td>Sistem Perparitan tersumbat</td> <td>Pemasangan penanda piezometer</td> </tr> <tr> <td>Parit ladang Kering</td> <td>Kemarau</td> <td>Paras air untuk kesuburan pokok terjejas</td> <td>Memantau Paras Air</td> </tr> <tr> <td></td> <td></td> <td>Kebakaran</td> <td>Membina Stop Bund</td> </tr> </tbody> </table> <p>To manage the peat areas the management has a SOP; Manual Pengurusan Perladangan FGV; Pengurusan Gambut (Peat – SOP (0) dated 15 Mei 2014; Manual Pengurusan Tanah Gambut.</p>	Sumber Air	Impak Kepada Kawasan Tadahan Air / Stakeholder	Punca Masalah	Pelan Tindakan	Parit Ladang	Banjir Kilat	Hujan Lebat	Mencuci Parit Pertanian	Sistem Perparitan tersumbat	Pemasangan penanda piezometer	Parit ladang Kering	Kemarau	Paras air untuk kesuburan pokok terjejas	Memantau Paras Air			Kebakaran	Membina Stop Bund	
Sumber Air	Impak Kepada Kawasan Tadahan Air / Stakeholder	Punca Masalah	Pelan Tindakan																		
Parit Ladang	Banjir Kilat	Hujan Lebat	Mencuci Parit Pertanian																		
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Parit ladang Kering	Kemarau	Paras air untuk kesuburan pokok terjejas	Memantau Paras Air																		
		Kebakaran	Membina Stop Bund																		

<p>7.7.5</p>	<p>(C) For plantations planted on peat, drainability assessments are conducted following the RSPO Drainability Assessment Procedure, or other RSPO recognised methods, at least five years prior to replanting. The assessment result is used to set the timeframe for future replanting, as well as for phasing out of oil palm cultivation at least 40 years, or two cycles, whichever is greater, before reaching the natural gravity drainability limit for peat. When oil palm is phased out, it is replaced with crops suitable for a higher water table (paludiculture) or rehabilitated with natural vegetation.</p> <p>This is subject to transitional (5 years: 2019 to 2024) arrangement stated in the Drainability Assessment Procedure. Within 12 months initial implementation period, company could submit other alternate methodologies to be considered by RSPO for recognition.</p>	<p>Besout 06</p> <p>There are no planned replanting to be done in the peat areas for the next 5 years as stated in the replanting programme.</p>	<p>Complied</p>
<p>7.7.6</p>	<p>(C) All existing plantings on peat are managed according to the RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', version 2 (2018) and associated audit guidance.</p>	<p>To manage the peat areas the management has a SOP; Manual Pengurusan Perladangan FGV; Pengurusan Gambut (Peat – SOP (0) dated 15 Mei 2014; Manual Pengurusan Tanah Gambut. Among the matters stated in the manual are;</p> <ul style="list-style-type: none"> - Pengurusan system pengairan. - Pengurusan paras air di kawasan tanah gambut bagi Ladang Kelapa Sawit - Kaedah Pemasangan Alat Penyukat Paras Air di Parit Pengumpul - Kaedah Pemasangan Alat Penyukat Air di bawah Tanah Gambut (Peizometer) - Mengawal Paras Air Di Dalam Parit Pertanian. 	<p>Complied</p>

		It was verified during the field visit at PM 17 that the peat subsidence pole were as stated in the peat map. Records were available of peat subsidence monitoring and verified during the visit.							
7.7.7	(C) All areas of unplanted and set-aside peatlands in the managed area (regardless of depth) are protected as "peatland conservation areas"; new drainage, road building and power lines by the unit of certification on peat soils is prohibited; peatlands are managed in accordance with the 'RSPO BMPs for Management and Rehabilitation of Natural Vegetation Associated with Oil Palm Cultivation on Peat', version 2 (2018) and associated audit guidance.	All peat areas are fully planted with Oil Palm. There are no peat land conservation or unplanted areas in the estate.	Complied						
Criteria 7.8									
Practices maintain the quality and availability of surface and groundwater.									
7.8.1	A water management plan is in place and implemented to promote more efficient use and continued availability of water sources and to avoid negative impacts on other users in the catchment. The plan addresses the following: a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.	<p>Besout POM</p> <p>The mill has established the water management plan FY 2020. The management focusing on monitoring usage of water and optimize usage of water. Sighted the implementation of the management plan as follows:</p> <p>i. The mill monitor the rainfall on daily basis. Summary of monthly rainfall data as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Rainfall</th> </tr> </thead> <tbody> <tr> <td>Jan 19</td> <td>276.25</td> </tr> <tr> <td>Feb 19</td> <td>183.00</td> </tr> </tbody> </table>	Month	Rainfall	Jan 19	276.25	Feb 19	183.00	Complied
Month	Rainfall								
Jan 19	276.25								
Feb 19	183.00								

		Mar 19	112.75			
		Apr 19	152.75			
		May 19	142.50			
		Jun 19	103.50			
		July 19	94.25			
		Aug 19	61.00			
		Sep 19	86.50			
		Oct 19	128.75			
		Nov 19	135.00			
		Dec 19	180.75			
		<p>The estates visited has established Water Management Plan FY 2020. Latest review was conducted on 5/1/2020. The management was focusing on:</p> <ul style="list-style-type: none"> i. Flash flood in the field ii. Soil erosion at river bank iii. River water quality iv. Soil Moisture v. Water supply and quality at housing area 				

		<p>vi. Flash flood at housing area</p> <p>Sighted the implementation of the management plan as follows:</p> <p>i. Latest river water quality monitoring of Sg Erong was conducted on 18 December 2019 by FGV Agri Services Sdn Bhd and as per procedure with ref. no. ML-1A/L2-PR6 (0) dated March 2012. For Sungai Cawang the water sampling done on 6 Sept 2019 refer certificate on 488/2019W.</p> <p>ii. No evidence of chemical application along the bufferzone as sighted during site visit for Sg. Tawas at PM12H and Sg. Cawang at PR18N.</p>													
	b) Workers have adequate access to clean water.	Workers housing area were provided with adequate clean water supply provided by the 'Lembaga Air Perak'.													
7.8.2	(C) Water courses and wetlands are protected, including maintaining and restoring appropriate riparian and other buffer zones in line with 'RSPO Manual on BMPs for the management and rehabilitation of riparian reserves' (April 2017).	<p>Protection of water course is guided by its established procedure [Ref.: <i>Pengenalpastian Kawasan Cerun dan Rizab Sungai</i> [ML-1A/L2-Pr8(0), pind. 0, 1/6/2016]]. Based on the procedure, the width of buffer zones to be established are as follows:</p> <table border="1" data-bbox="1048 946 1827 1340"> <thead> <tr> <th>River width (m)</th> <th>Buffer zones (m)</th> </tr> </thead> <tbody> <tr> <td>> 40</td> <td>50</td> </tr> <tr> <td>20 – 40</td> <td>40</td> </tr> <tr> <td>10 – 20</td> <td>20</td> </tr> <tr> <td>5 – 10</td> <td>10</td> </tr> <tr> <td>< 5</td> <td>5</td> </tr> </tbody> </table>	River width (m)	Buffer zones (m)	> 40	50	20 – 40	40	10 – 20	20	5 – 10	10	< 5	5	Complied
River width (m)	Buffer zones (m)														
> 40	50														
20 – 40	40														
10 – 20	20														
5 – 10	10														
< 5	5														

		<p>Both estates visited has established river riparian buffer zone for river flow through the estate. The bufferzone was clearly demarcated. Sighted the bufferzone as follows:</p> <p>Besout 6</p> <p>River riparian bufferzone was sighted for Sg. Erong at PM 13W and PM 14U. No evidence of chemical application was sighted during the visit.</p> <p>Besout 7</p> <p>River riparian bufferzone was sighted for Sg. Cawang at PR 18N. No evidence of chemical application and the vegetation was well established as sighted during the visit.</p>																	
7.8.3	<p>Mill effluent is treated to be in compliance with national regulations. Discharge quality of mill effluent, especially Biochemical Oxygen Demand (BOD), is regularly monitored.</p>	<p>Mill effluent is treated through biological anaerobic treatment. Regular monitoring was conducted as per requirement. Monthly and quarterly report was submitted to DOE accordingly. Sighted the Quarterly Return Form to DOE FY 2019 as follows:</p> <p>3rd quarter:</p> <table border="1" data-bbox="1205 992 1736 1383"> <thead> <tr> <th>Month</th> <th>Parameter</th> <th>Results</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Jul</td> <td>BOD</td> <td>29</td> </tr> <tr> <td>pH</td> <td>8.41</td> </tr> <tr> <td rowspan="2">Aug</td> <td>BOD</td> <td>26</td> </tr> <tr> <td>pH</td> <td>8.33</td> </tr> <tr> <td>Sep</td> <td>BOD</td> <td>27</td> </tr> </tbody> </table>	Month	Parameter	Results	Jul	BOD	29	pH	8.41	Aug	BOD	26	pH	8.33	Sep	BOD	27	Complied
Month	Parameter	Results																	
Jul	BOD	29																	
	pH	8.41																	
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	pH	8.33																	
Sep	BOD	27																	

			pH	8.86																									
7.8.4	Mill water use per tonne of FFB is monitored and recorded.	<p>The mill monitor the water consumption/FFB on monthly basis. sighted the records FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>L/FFB</th> </tr> </thead> <tbody> <tr><td>Jan</td><td>1.12</td></tr> <tr><td>Feb</td><td>1.13</td></tr> <tr><td>Mar</td><td>1.13</td></tr> <tr><td>Apr</td><td>1.13</td></tr> <tr><td>May</td><td>1.13</td></tr> <tr><td>Jun</td><td>1.14</td></tr> <tr><td>Jul</td><td>1.14</td></tr> <tr><td>Aug</td><td>1.13</td></tr> <tr><td>Sep</td><td>1.14</td></tr> <tr><td>Oct</td><td>1.15</td></tr> <tr><td>Nov</td><td>1.14</td></tr> </tbody> </table>			Month	L/FFB	Jan	1.12	Feb	1.13	Mar	1.13	Apr	1.13	May	1.13	Jun	1.14	Jul	1.14	Aug	1.13	Sep	1.14	Oct	1.15	Nov	1.14	Complied
Month	L/FFB																												
Jan	1.12																												
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Sep	1.14																												
Oct	1.15																												
Nov	1.14																												

		Dec	1.15																			
Criteria 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised.																						
7.9.1	A plan for improving efficiency of the use of fossil fuels and to optimize renewable energy is implemented, monitored and documented.	<p>Plan to reduce the usage of the non-renewable energy has been established by using renewable energy such as shell and kernel as fuel for boiler to reduce the usage of diesel.</p> <p>The mill monitored the consumption of diesel usage on monthly basis. Sighted the consumption FY 2019 as follows:</p> <table border="1"> <thead> <tr> <th>Month</th> <th>L/FFB</th> </tr> </thead> <tbody> <tr> <td>Jan</td> <td>0.624</td> </tr> <tr> <td>Feb</td> <td>0.647</td> </tr> <tr> <td>Mar</td> <td>0.446</td> </tr> <tr> <td>Apr</td> <td>0.836</td> </tr> <tr> <td>May</td> <td>0.658</td> </tr> <tr> <td>Jun</td> <td>0.743</td> </tr> <tr> <td>Jul</td> <td>0.860</td> </tr> <tr> <td>Aug</td> <td>0.863</td> </tr> </tbody> </table>		Month	L/FFB	Jan	0.624	Feb	0.647	Mar	0.446	Apr	0.836	May	0.658	Jun	0.743	Jul	0.860	Aug	0.863	Complied
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		<table border="1"> <tr><td>Sep</td><td>0.717</td></tr> <tr><td>Oct</td><td>1.261</td></tr> <tr><td>Nov</td><td>0.056</td></tr> <tr><td>Dec</td><td>0.995</td></tr> </table>	Sep	0.717	Oct	1.261	Nov	0.056	Dec	0.995	<table border="1"> <tr><td>Shell</td><td>Fibre</td></tr> <tr><td>Total</td><td>13185.01 8173.95</td></tr> <tr><td>Ton/FFB</td><td>0.07 0.04</td></tr> </table>	Shell	Fibre	Total	13185.01 8173.95	Ton/FFB	0.07 0.04	<p>Renewable energy used is from biofuel, shell and EFB/fibre for boiler start-up. Sighted the sampled records of renewable energy usage for FY 2019 as follows:</p>	
Sep	0.717																		
Oct	1.261																		
Nov	0.056																		
Dec	0.995																		
Shell	Fibre																		
Total	13185.01 8173.95																		
Ton/FFB	0.07 0.04																		
<p>Criteria 7.10: Plans to reduce pollution and emissions, including greenhouse gases (GHG), are developed, implemented and monitored and new developments are designed to minimise GHG emissions.</p>																			
7.10.1	<p>(C) GHG emissions are identified and assessed for the unit of certification. Plans to reduce or minimize them are implemented, monitored through the Palm GHG calculator and publicly reported.</p>	<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 has been established and implemented. Among the action plans were:</p>			Complied														

		<p>i. To optimise the usage of diesel</p> <p>ii. To conduct training to the employees on chemical handling</p> <p>iii. To send only organic wastes to the landfill</p> <p>Monitoring and reporting of the significant pollutants to water, gaseous emissions to air and contamination on land are in place. Tools and systems used include the DOE online CEMS monitoring for air emissions, water quality at discharge points as per DID regulations and SW disposal were adhering to DOE requirements. Water samples were regularly taken every month and tested by mill environment officer in charge and analysed to ensure compliance to DOE requirements at final discharge points.</p> <p>Monitoring of the GHG quantity was done through RSPO PalmGHG Calculator Version 4.0 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was correct.</p>	
7.10.2	<p>(C) Starting 2014, the carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development are estimated and a plan to minimize them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p>	No new development area at Besout 6 Estate and Besout 7 Estate	Complied
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimize them implemented and monitored.</p>	Other significant pollutant identified is the smoke emission from boiler operation. The mill currently is using multi-stage dust cyclone to minimise the pollutant. Monitoring of quality is done through regular stack sampling. Verification of the stack sampling reports shows that the mill complied with the regulated limit. Sighted the implementation of the management plan as follows:	Complied

		<p>i. the mill monitor the Observed the stack emission monitoring as per DOE requirement:</p> <p>a. Report date: 26/11/2019</p> <p>Report no.: BESOUT-22/11/19</p> <p>Result: Stack 1 – 340 mg/m³</p> <p style="padding-left: 40px;">Stack 2 – 335 mg/m³</p> <p style="padding-left: 40px;">Stack 3 – 337 mg/m³</p>	
Criteria 7.11:			
Fire is not used for preparing land and is prevented in the managed area.			
7.11.1	(C) Land for new planting or replanting is not prepared by burning.	<p>FGVPM has established Prohibition of Open Burning policy during replanting and documented in Group Sustainability Policy dated 24/8/2017. Ref doc no. FGV/SED/POL/001.</p> <p>The previous crop were felled or mowed down, chipped and shredded and windrowed as per 'Manual Ladang Sawit Lestari'. Ref doc. No MLSL (Ed.2) – Sec.2 (6.0) dated 1/6/2012.</p>	Complied
7.11.2	The unit of certification establishes fire prevention and control measures for the areas under its direct management.	Apart from having zero burning policy at corporate level, contractors who are engaged to carry out preparation of land for replanting are also required not to use fire throughout the task through enforceable contract agreement.	Complied
7.11.3	The unit of certification engages with adjacent stakeholders on fire prevention and control measures.	Adjacent stakeholders were approached through stakeholder consultation meeting and given information about zero burning policy.	Complied
Criteria 7.12:			

Land clearing does not cause deforestation or damage any area required to protect or enhance High Conservation Values (HCVs) or High Carbon Stock (HCS) forest. HCVs and HCS forests in the managed area are identified and protected or enhanced.			
7.12.1	<p>(C) Land clearing since November 2005 has not damaged primary forest or any area required to protector enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests</p> <p>A historic Land Use Change Analysis (LUCA) is conducted prior to any new land clearing, in accordance with the RSPO LUCA guidance document.</p>	Not applicable since there is no land clearing after November 2005.	Complied
7.12.2	<p>(C) HCVs, HCS forests and other conservation areas are identified as follows:</p> <p>a) For existing plantations with an HCV assessment conducted by an RSPO-approved assessor and no new land clearing after 15 November 2018, the current HCV assessment of those plantations remains valid.</p>	High Conservation Value/Biodiversity assessment was conducted by CDD Department, FGV Holding Bhd on 23/5/18 (Besout 6) and 25/5/2018 (Besout 7). No HCV identified at FGVP Besout 6 and Besout 7 estate.	Complied
	<p>b) Any new land clearing (in existing plantations or new plantings) after 15 November 2018 is preceded by an HCV-HCS assessment, using the HCSA Toolkit and the HCV-HCSA Assessment Manual. This will include stakeholder consultation and take into account wider landscape-level considerations.</p>	There is no land clearing for new planting development after after 15 November 2018	
<p>PROCEDURAL NOTE for 7.12.2:</p> <p>Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p>			
7.12.3	<i>Indicator is not applicable in Malaysia context.</i>		

7.12.4	<p>(C) Where HCVs, HCS forests after 15 November 2018, peatland and other conservation areas have been identified, they are protected and/or enhanced. An integrated management plan to protect and/or enhance HCVs, HCS forests, peatland and other conservation areas is developed, implemented and adapted where necessary, and contains monitoring requirements. The integrated management plan is reviewed at least once every five years. The integrated management plan is developed in consultation with relevant stakeholders and includes the directly managed area and any relevant wider landscape level considerations (where these are identified).</p>	<p>Based on the report mentioned in Indicator 7.12.2, there is no HCV and RTE species identified at FGVP Besout 6 and Besout 7 estate.</p> <p>Despite having no HCV and RTE identified, management plan 2017-2022 was established, e.g: water management, monitor the spraying activity and manuring near to buffer zone area and survey for estate boundary.</p>	Complied
7.12.5	<p>Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peatland and other conservation areas, there is no reduction of these rights without evidence of a negotiated agreement, obtained through FPIC, encouraging their involvement in the maintenance and management of these conservation areas.</p>	<p>No HCV with existing rights of local communities was identified that needs to be set aside.</p>	Complied
7.12.6	<p>All rare, threatened or endangered (RTE) species are protected, whether or not they are identified in an HCV assessment. A programme to regularly educate the workforce about the status of RTE species is in place. Appropriate disciplinary measures are taken and documented in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect, trade, possess or kill these species.</p>	<p>Based on the biodiversity report, there was no RTE species found in both of the estates. Nonetheless, the monitoring for RTE was established.</p> <p>Education about the status of RTE has been given to workforce through a muster briefing from time to time. Signage to restrict hunting and intrusion have been put up at many places at the estate especially at the points of entry to create awareness among the workers and surrounding communities.</p>	Complied

7.12.7	The status of HCVs, HCS forests after 15 November 2018, other natural ecosystems, peatland conservation areas and RTE species is monitored. Outcomes of this monitoring are fed back into the management plan.	Based on the report mentioned in Indicator 7.12.2, there is no HCV and RTE species identified at FGVP Besout 6 and Besout 7 estate. Despite having no HCV and RTE identified, management plan 2017-2022 was established, e.g: water management, monitor the spraying activity and manuring near to buffer zone area and survey for estate boundary.	Complied
7.12.8	(C) Where there has been land clearing without prior HCV assessment since November 2005, or without prior HCV-HCSA assessment since 15 November 2018, the Remediation and Compensation Procedure (RaCP) applies.	Not applicable since there is no land clearing after November 2005.	NA

Appendix B: Approved Time Bound Plan

Time Bound Plan Forecast For RSPO Certification of All FGV Palm Oil Mills & Supply Bases					
	Palm Oil Mill	Supply bases (estates, plantations, associations)			
		Internal			
		FFB Supplier	Certification Year	Certification standard	Status
1	KS Selancar 2B	FGVPM Selancar 06	2017	MYNI 2019	Certified
		FGVPM Selancar 08	2017	MYNI 2019	
		FGVPM Selancar 09	2017	MYNI 2019	
2	KS Aring A	FGVPM Aring 02	2017	MYNI 2019	Certified
		FGVPM Aring 03	2017	MYNI 2019	
		FGVPM Aring 04	2017	MYNI 2019	
		FGVPM Aring 05	2017	MYNI 2019	
		FGVPM Aring 06	2017	MYNI 2019	
		FGVPM Aring 08	2017	MYNI 2019	
		FGVPM Aring 10	2017	MYNI 2019	
		FGVPM Aring 11	2017	MYNI 2019	
		FGVPM Aring 15	2017	MYNI 2019	
3	KS Selendang	FGVPM Selendang 3	2017	MYNI 2019	Certified
		FGVPM Selendang 4	2017	MYNI 2019	
		FGVPM Selendang 5	2017	MYNI 2019	
		FGVPM Berabong 1	2017	MYNI 2019	

4	KS Bukit Sagu	FGVPM Bukit Sagu 04	2017	MYNI 2019	Certified
		FGVPM Bukit Sagu 06	2017	MYNI 2019	
		FGVPM Bukit Sagu 07	2017	MYNI 2019	
		FGVPM Bukit Sagu 08	2017	MYNI 2019	
5	KS Keratong 9	FGVPM Bera Selatan 05	2017	MYNI 2019	Certified
		FGVPM Bera Selatan 07	2017	MYNI 2019	
		FGVPM Merchong	2017	MYNI 2019	
		FGVPM Keratong Timur	2017	MYNI 2019	
		FASSB Merchong	2017	MYNI 2019	
6	KS Lepar Utara 6	FGVPM Lepar Utara 07	2017	MYNI 2019	Certified
		FGVPM Lepar Utara 08	2017	MYNI 2019	
		FGVPM Lepar Utara 09	2017	MYNI 2019	
		FGVPM Lepar Utara 11	2017	MYNI 2019	
7	KS Maokil	FGVPM Maokil 6	2018	MYNI 2019	Certified
		FGVPM Maokil 7	2018	MYNI 2019	
8	KS Kemasul	FGVPM Mengkarak 1	2018	MYNI 2019	Certified
		FGVPM Mengkarak 2	2018	MYNI 2019	
9	KS Krau	FGVPM Krau 2	2018	MYNI 2019	Certified
		FGVPM Krau 4	2018	MYNI 2019	
10	KS Lepar Hilir	FGVPM Lepar Hilir 5	2017	MYNI 2019	Certified
		FGVPM Lepar Hilir 6	2017	MYNI 2019	
		FGVPM Lepar Hilir 8	2017	MYNI 2019	

11	KS Triang	FGVPM Triang 2	2017	MYNI 2019	Certified
		FGVPM Triang Selatan 1	2017	MYNI 2019	
		FGVPM Triang 4	2017	MYNI 2019	
12	KS Kechau B	FGVPM Kechau 02	2017	MYNI 2019	Certified
		FGVPM Kechau 03	2017	MYNI 2019	
		FGVPM Kechau 06	2017	MYNI 2019	
		FGVPM Kechau 07	2017	MYNI 2019	
		FGVPM Kechau 08	2017	MYNI 2019	
		FGVPM Kechau 09	2017	MYNI 2019	
		FGVPM Kechau 10	2017	MYNI 2019	
		FGVPM Kechau 11	2017	MYNI 2019	
		FGVPM Telang 01	2017	MYNI 2019	
		FGVPM Chegar Perah 02	2017	MYNI 2019	
		FASSB Telang	2017	MYNI 2019	
13	KS Palong Timur	FGVPM Palong Timur 4/5	2018	MYNI 2019	Certified
		FGVPM Palong Timur 6	2018	MYNI 2019	
14	Besout	FGVPM Besout 06	2018	MYNI 2019	Certified
		FGVPM Besout 07	2018	MYNI 2019	
15	KS Neram	FGVPM Cherul 03	2018	MYNI 2019	Certified
16	KS Chini 3	FGVPM Terapai 1	2018	MYNI 2019	Certified
		FGVPM Chini Timur 4	2018	MYNI 2019	
17	KS Chiku	FGVPM Ciku 4	2018	MYNI 2019	Certified

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		FGVPM Ciku 8	2018	MYNI 2019	
18	KS Keratong 2	FGVPM Bera Selatan 3	2018	MYNI 2019	Certified
19	KS Serting	FGVPM Palong 17	2018	MYNI 2019	Certified
		FGVPM Palong 18	2018	MYNI 2019	
		FGVPM Palong 21	2018	MYNI 2019	
		FGVPM Serting Hilir 08	2018	MYNI 2019	
20	KS Keratong 3	FGVPM Keratong 11	2018	MYNI 2019	Certified
21	KS Kerteh	FASSB Kerteh	2019	MYNI 2019	Certified
		FGVPM Semaring 01	2019	MYNI 2019	
22	KS Kota Gelanggi	FASSB PPPTR	2018	MYNI 2019	Certified
		FASSB Kota Gelanggi 5/6	2018	MYNI 2019	
23	KS Jengka 21	FASSB Jengka 24/25	2021	MYNI 2019	Main Audit
24	KS Peggeli	FGVPM Inas Selatan	2021	MYNI 2019	Main Audit
25	KS Belitong	FASSB Ulu Belitong	2019	MYNI 2019	Certified
		FGVPM Bukit Tongkat B	2019	MYNI 2019	
26	KS Kulai	FASSB Bkt Besar/Taib Andak	2018	MYNI 2019	Certified
27	KS Adela	FGVPM Kledang 2	2018	MYNI 2019	Certified
28	KS Serting Hilir	FGVPM Tembangau 03	2021	MYNI 2019	Main Audit
		FGVPM Tembangau 05	2021	MYNI 2019	
		FGVPM Tembangau 06	2021	MYNI 2019	
		FGVPM Tembangau 07	2021	MYNI 2019	
		FGVPM Tembangau 08	2021	MYNI 2019	

		FGVPM Tembangau 09	2021	MYNI 2019	
		FGVPM Serting Hilir 8	2021	MYNI 2019	
		FGVPM Serting Hilir 9	2021	MYNI 2019	
		FASSB Serting Hilir	2021	MYNI 2019	
29	KS Bukit Kepayang	FGVPM Terapai 3	2018	MYNI 2019	Certified
30	KS Jerangau Baru	FGVPM Rantau Abang 1	2018	MYNI 2019	Certified
		FGVPM Rantau Abang 2	2018	MYNI 2019	
		FGVPM Chador 1	2018	MYNI 2019	
31	KS Tenggaroh	FGVPM Tenggaroh 9	2018	MYNI 2019	Certified
		FGVPM Tenggaroh 11	2018	MYNI 2019	
		FGVPM Tenggaroh 13	2018	MYNI 2019	
32	KS Nitar	FGVPM Nitar Timur	2018	MYNI 2019	Certified
33	KS Chalok	FGVPM Setiu 1	2018	MYNI 2019	Certified
34	KS Waha	FGVPM Bukit Aping Selatan	2018	MYNI 2019	Certified
35	KS Sampadi	FGVPM Sampadi 1	2021	MYNI 2019	Internal Audit
		FGVPM Sampadi 3	2021	MYNI 2019	
		FGVPM Sampadi 4	2021	MYNI 2019	
		FGVPM Sampadi 5	2021	MYNI 2019	
		FGVPM Sampadi 6	2021	MYNI 2019	
36	KS Mempaga	n/a	n/a	n/a	Internal Audit
		n/a	n/a	n/a	
37	KS Kalabakan	FGVPM Kalabakan Utara 01	2020	MYNI 2019	Internal Audit

		FGVPM Kalabakan Selatan	2020	MYNI 2019	
38	KS Kembara Sakti	FGVPM Sahabat 30	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 35	2020	MYNI 2019	
		FGVPM Sahabat 40	2020	MYNI 2019	
		FGVPM Sahabat 41	2020	MYNI 2019	
		FGVPM Sahabat 42	2020	MYNI 2019	
		FGVPM Sahabat 30	2020	MYNI 2019	
39	KS Nilam Permata	FGVPM Sahabat 50	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 51	2020	MYNI 2019	
		FGVPM Sahabat 52	2020	MYNI 2019	
		FGVPM Sahabat 53	2020	MYNI 2019	
		FGVPM Sahabat 54	2020	MYNI 2019	
40	KS Hamparan Badai	FGVPM Sahabat 23	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 24	2020	MYNI 2019	
		FGVPM Sahabat 26	2020	MYNI 2019	
		FGVPM Sahabat 28	2020	MYNI 2019	
		FGVPM Sahabat 31	2020	MYNI 2019	
		FGVPM Sahabat 33	2020	MYNI 2019	
		FGVPM Sahabat 34	2020	MYNI 2019	
		FASSB Tambisan Sahabat 59	2020	MYNI 2019	
		FGVPM Sahabat 21	2020	MYNI 2019	
		FGVPM Sahabat 22	2020	MYNI 2019	

41	KS Mercu Puspita	FGVPM Sahabat 07	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 46	2020	MYNI 2019	
		FGVPM Sahabat 48	2020	MYNI 2019	
		FASSB Sahabat 06	2020	MYNI 2019	
42	KS Lancang Kemudi	FGVPM Sahabat 10	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 36	2020	MYNI 2019	
		FGVPM Sahabat 38	2020	MYNI 2019	
		FGVPM Sahabat 39	2020	MYNI 2019	
		FGVPM Sahabat 44	2020	MYNI 2019	
		FGVPM Sahabat 45	2020	MYNI 2019	
43	KS Embara Budi	FGVPM Sahabat 11	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat 12	2020	MYNI 2019	
		FGVPM Sahabat 17	2020	MYNI 2019	
		FGVPM Sahabat 56	2020	MYNI 2019	
		FGVPM Sahabat 20	2020	MYNI 2019	
		FGVPM Sahabat 25	2020	MYNI 2019	
		FASSB Sahabat 17	2020	MYNI 2019	
44	KS Baiduri Ayu	FGVPM Sahabat	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat	2020	MYNI 2019	
		FGVPM Sahabat	2020	MYNI 2019	
45	KS Umas	FGVPM Sahabat	2020	MYNI 2019	Internal Audit
		FGVPM Sahabat	2020	MYNI 2019	

46	KS Tenggaroh Timur	FGVPM Tenggaroh 12	2020	MYNI 2019	Internal Audit
		FGVPM Tenggaroh Timur 2	2020	MYNI 2019	
47	KS Selancar 2A	n/a	n/a	n/a	Internal Audit
48	KS Bukit Mendi	n/a	n/a	n/a	Internal Audit
49	KS Jengka 8	n/a	n/a	n/a	Internal Audit
50	KS Jengka 18	n/a	n/a	n/a	Internal Audit
51	KS Jengka 3	n/a	n/a	n/a	Internal Audit
52	KS Padang Piol	n/a	n/a	n/a	Internal Audit
53	KS Tersang	n/a	n/a	n/a	Internal Audit
54	KS Pontian Fico	Pontian Fico	2022	MYNI 2019	Internal Audit
		Pontian Subok	2022	MYNI 2019	
		Pontian Orico	2022	MYNI 2019	
		Pontian Pendirosa	2022	MYNI 2019	
		Pontian Kuril	2022	MYNI 2019	
		Pontian Hilco	2022	MYNI 2019	
		Rawajaya Sdn Bhd	2022	MYNI 2019	
		Blossom	2022	MYNI 2019	
55	KS Tementi	FGVPM Bera Selatan 1	2022	MYNI 2019	Internal Audit
		FGVPM Bera Selatan 4	2022	MYNI 2019	
56	KS Kemahang	n/a	n/a	n/a	Internal Audit
57	KS Chini 2	n/a	n/a	n/a	Internal Audit
58	KS Jerangau Barat	n/a	n/a	n/a	Internal Audit

59	KS Trolak	n/a	n/a	n/a	Internal Audit
60	KS Semenchu	n/a	n/a	n/a	Internal Audit
61	KS Panching	n/a	n/a	n/a	Internal Audit
62	KS Air Tawar	n/a	n/a	n/a	Internal Audit
63	KS Lok Heng	n/a	n/a	n/a	Internal Audit
64	KS Sg Tenggi	n/a	n/a	n/a	Internal Audit
65	KS Pasoh	n/a	n/a	n/a	Internal Audit
66	KS Kahang	n/a	n/a	n/a	Internal Audit
67	Asian Plantation Milling Sdn Bhd	Incosetia Sdn Bhd	2021	Group Cert	Internal Audit
		Kronos Plantations Sdn Bhd	2021	Group Cert	
		Fortune Plantation Sdn Bhd	2021	Group Cert	
		BJ Corporation Sdn Bhd	2021	Group Cert	
68	Tanah Emas Oil Palm Processing	Tanah Emas Corporation Berhad (TECB)	2021	Group Cert	Internal Audit
		Ladang Kluang	2021	Group Cert	
		Yapidmas D	2021	Group Cert	
		Sri Mosta 1	2021	Group Cert	
		Sri Mosta 2	2021	Group Cert	
		Sri Mosta 3	2021	Group Cert	
		Cepat Ringgit A	2021	Group Cert	
		Cepat Ringgit B	2021	Group Cert	
		Cepat Ringgit D	2021	Group Cert	

		Karamuak	2021	Group Cert	
		Sg Milian	2021	Group Cert	
		Sg Imbak	2021	Group Cert	
		Kuamut	2021	Group Cert	
69	PT Citra Niaga Perkasa	TBA	2021	INA-NIWG	Internal Audit
70	PT Temilia Agro Abadi	TBA	2021	INA-NIWG	Internal Audit
71	FGV estate without mill (Paloh)	Paloh	2021	INA-NIWG	Internal Audit

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in 2019 for FGVPIBS Besout Palm Oil Mill and supply base was calculated using the PalmGHG Calculator version 3.0.1. The assessment team had verified the data input in the PalmGHG Calculator against operations records. PalmGHG Calculation Options selected 'Full version' and 'Exclude LUC Emission' calculation option is not applied. The records verified includes:

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

The summary of the Net GHG emitted in 2019 for FGVPIBS Besout Palm Oil Mill and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.90
PKO	1.90

Extraction	%
OER	20.16
KER	5.35

Production	t/yr
FFB Process	183267.53
CPO Produced	36946.73
PKO Produced	9804.81

Land Use	Ha
OP Planted Area	3993.96
OP Planted on peat	652.25
Conservation (forested)	11.98
Conservation (non-forested)	0.00
Total	4658.19

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	45117.03	1.15	0.00	0.00	0.00	0.00	45117.03	1.15
CO ₂ Emission from fertilizer	2193.87	0.06	0.00	0.00	0.00	0.00	2193.87	0.06
NO ₂ Emission (Peat)	4882.59	0.12	0.00	0.00	0.00	0.00	4882.59	0.12
NO ₂ Emission (Fertiliser)	1560.09	0.04	0.00	0.00	0.00	0.00	1560.09	0.04
Fuel Consumption	363.40	0.01	0.00	0.00	0.00	0.00	363.40	0.01
Peat Oxidation	35612.85	0.91	0.00	0.00	0.00	0.00	35612.85	0.91
Sink								
Crop Sequestration	-42764.95	-1.09	0.00	0.00	0.00	0.00	-42764.95	-1.09
Conservation Sequestration	-109.86	0.00	0.00	0.00	0.00	0.00	-109.86	0.00

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Total	46855.02	1.20	0.00	0.00	0.00	0.00	46855.02	1.20
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*Note: Includes both estates and smallholders

Summary of Mill Emission and Credit

	tCO ₂ e	tCO ₂ e/tFFB
Emission		
POME	0.00	0.00
Fuel Consumption	118.48	0.00
Grid Electricity Utilization	0.00	0.00
Credit		
Export of Grid Electricity	0.00	0.00
Sales of PKS	0.00	0.00
Sales of EFB	0.00	0.00
Total	118.48	0.00

Summary of Kernel Crusher Emission and Credit (if applicable)

Emissions	tCO₂e
PK from own mill	0.00
PK from other source	0.00
Fuel Consumptions	0.00
Total Crusher emissions	0.00

*This mill has no kernel crusher operation.

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

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

Appendix D: Supply Chain Declaration

A. Monthly Records of Certified and Uncertified FFB Received since the last audit				
No.	Month - Year	Volume of FFB from certified supply bases (mt)	Volume of FFB from uncertified supply bases (mt)	Total FFB/Month (mt)
01.	Feb 2019	3179.38	12387.78	15567.16
02.	March 2019	3109.16	12325.12	15434.28
03.	April 2019	2683.90	10468.06	13151.96
04.	May 2019	3640.55	11817.94	15458.49
05.	June 2019	4234.55	13835.28	18069.83
06.	July 2019	4039.61	13313.47	17353.08
07.	Aug 2019	3553.97	12665.91	16219.88
08.	Sept 2019	2918.63	11603.22	14521.85
09.	Oct 2019	2275.27	10192.8	12468.07
10.	Nov 2019	2524.31	10895.29	13419.60
11.	Dec 2019	3200.00	11770.00	14970.00
12.	Jan 2020	3200.00	11960.00	15160.00
	TOTAL	38559.33	143234.90	181794.20

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
01.	Feb 2019	651.77	174.87
02.	March 2019	629.60	165.41
03.	April 2019	174.87	127.49
04.	May 2019	165.41	183.48
05.	June 2019	174.87	221.04
06.	July 2019	165.41	215.31
07.	Aug 2019	174.87	195.47
08.	Sept 2019	165.41	161.40
09.	Oct 2019	174.87	126.96
10.	Nov 2019	165.41	140.86
11.	Dec 2019	174.87	169.60
12.	Jan 2020	165.41	169.60
	TOTAL	7,772.62	2,051.48

C. Records of Certified CPO & PK Sold under PalmTrace to Buyers since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-2c03cbd4-8b2f	0	83.9
2	Kuala Lumpur Kepong Berhad / KLK Oleo	TR-4a528eec-56d2	239.94	0
3	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-26972d50-8969	0	291.59
4	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-f4e4ff8e-d898	0	40.47
5	Kuala Lumpur Kepong Berhad / KLK Oleo	TR-09fe2ca1-c10b	42.23	0
6	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-4a11f83a-49cb	0	284.79
7	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-8d03c6f2-6cb4	0	228.49
8	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-2c549845-f67b	0	207.81
9	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-2072362a-9c09	0	183
10	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-cbc3657b-2c72	0	41.8
11	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-d2ed816a-8ebd	0	218.36
12	FGV Kernel Products Sdn Bhd – Kilang Isi Sawit Pandamaran	TR-9ac8bbbee-2ae9	0	80.11
Total			282.17	1,660.32

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

E. Records of CPO & PK Sold as conventional to Buyers since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	FELDA IFFCO SDN BHD	2430.27	
2	PORT KLANG BULK INST	1637.75	
3	KCP PANDAMARAN		751.00
4	FELDA IFFCO SDN BHD	2388.57	
5	PALM OLEO SDN BHD	239.38	
6	PORT KLANG BULK INST	1098.63	
7	FIMA BULKING SERVICES	35.11	
8	KCP PANDAMARAN		1033.16
9	FELDA IFFCO SDN BHD	2766.04	
10	PALM OLEO SDN BHD	42.23	
11	PORT KLANG BULK INST	37.88	
12	KCP PANDAMARAN		568.70
13	FELDA IFFCO SDN BHD	1615.60	
14	PORT KLANG BULK INST	1546.76	
15	KCP PANDAMARAN		847.66
16	FELDA IFFCO SDN BHD	2617.79	
17	PORT KLANG BULK INST	997.82	
18	KCP PANDAMARAN		874.59
19	FELDA IFFCO SDN BHD	2144.52	
20	PORT KLANG BULK INST	1319.34	
21	KCP PANDAMARAN		940.18
22	FELDA IFFCO SDN BHD	1340.21	
23	PORT KLANG BULK INST	2179.97	
24	KCP PANDAMARAN		933.39
25	FELDA IFFCO SDN BHD	757.65	
26	PORT KLANG BULK INST	2425.99	
27	KCP PANDAMARAN		919.99

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28	FELDA IFFCO SDN BHD	789.34	
29	PORT KLANG BULK INST	1101.67	
30	KCP PANDAMARAN		431.31
31	NGO CHEW HONG	82.39	
32	FELDA IFFCO SDN BHD	2486.35	
33	PORT KLANG BULK INST	959.62	
34	KCP PANDAMARAN		924.51
	Total	33040.88	8224.49

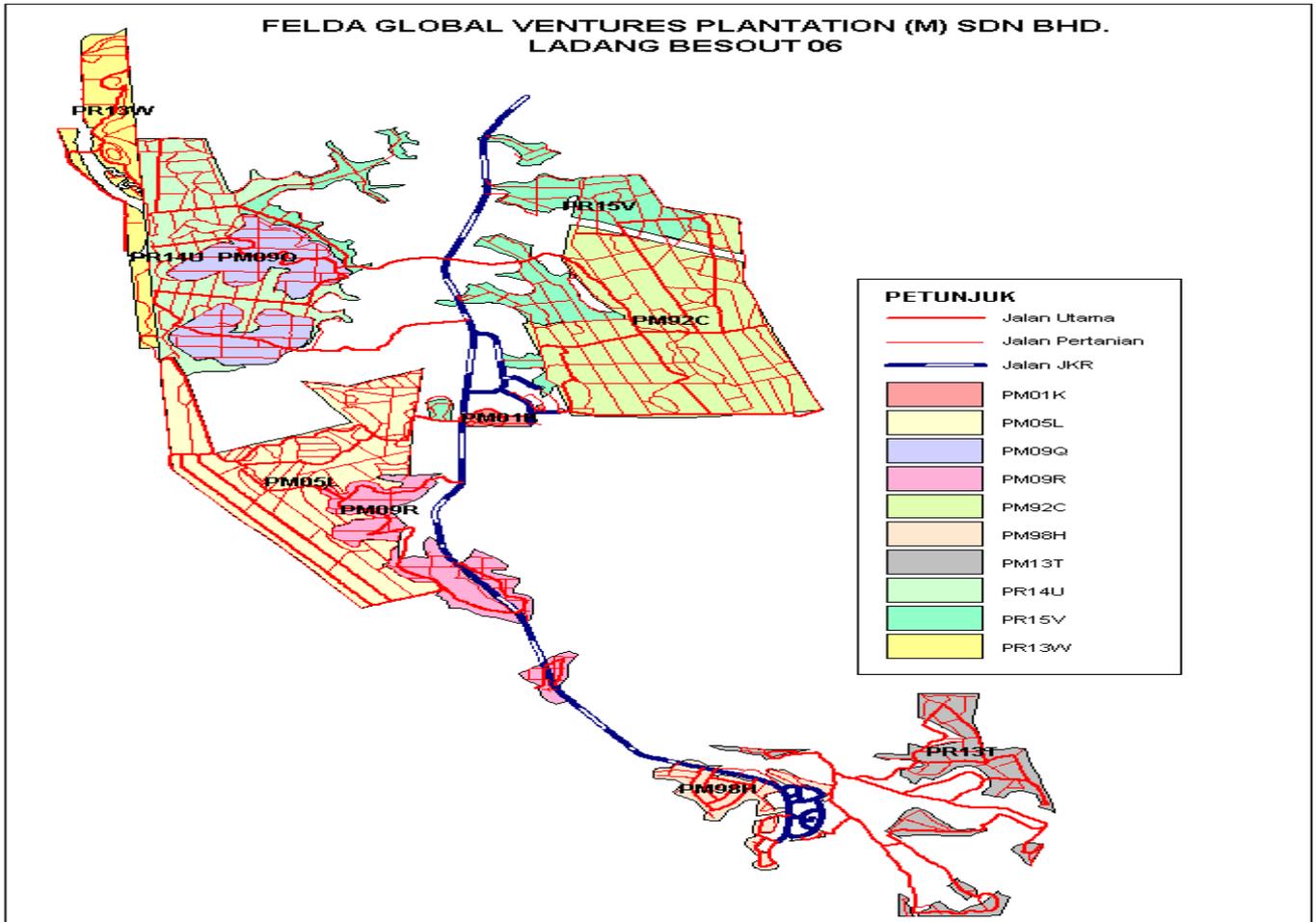
F. Records of Certified CPO Sold under RSPO Credits to Buyers since the last audit (if any)

No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
N/A	N/A	N/A	N/A

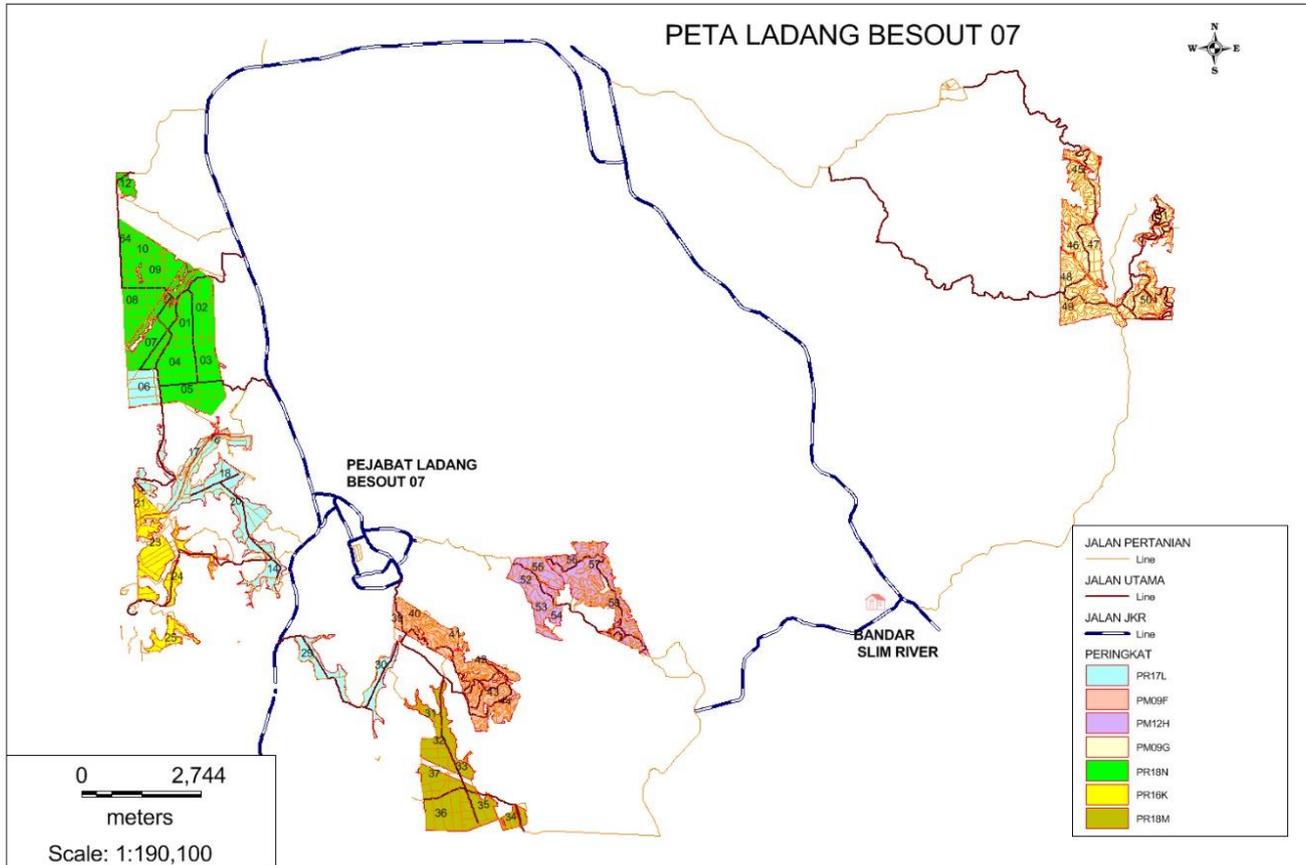
Appendix E: Location Map of FGV PISB Besout Palm Oil Mill Certification Unit and Supply bases



Appendix F: FGVPM Besout 6 Estate Field Map



Appendix G: FGVPM Besout 7 Estate Field Map



Appendix H: List of Smallholder Sampled

N/A

Appendix I: List of Abbreviations

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