

**RSPO PRINCIPLE AND CRITERIA
PUBLIC SUMMARY REPORT**

- Initial Assessment**
- Annual Surveillance Assessment (2)**
- Recertification Assessment** (Choose an item.)
- Extension of Scope**

Client Company name (Parent Company): FGV Holdings Berhad
Client company Address: FGV Holdings Berhad, Wisma FGV, Level 20 West, Jalan Raja Laut, 50350, Kuala Lumpur, Malaysia.
Certification Unit: Belitong Palm Oil Mill and Supply Base
Location of Certification Unit: Kilang Kelapa Sawit Belitong KM 28, Jalan Kluang/Kota Tinggi 86000 Kluang Johor Darul Takzim, Malaysia.
Date of Final Report: 23/03/2021

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Section 1: Scope of the Certification Assessment

1. Company Details			
Parent Company	FGV Holdings Berhad		
RSPO Membership Number	1-0225-16-000-00	Membership Approval Date	27/12/2016
Address	FGV Holdings Berhad, Wisma FGV, Level 20 West, Jalan Raja Laut, 50350, Kuala Lumpur, Malaysia.		
Palm Oil Mill / Group Manager / Estate (Certification Unit)	FGV Palm Industries Sdn Bhd - Belitong Palm Oil Mill FGV Plantation (Malaysia) Bukit Tongkat B Estate FGV Agricultural Services Sdn Bhd Ulu Belitong Estate		
Location / Address	Belitong Palm Oil Mill, KM 28, Jalan Kluang/Kota Tinggi, 86000 Kluang, Johor Darul Takzim .		
Website	http://www.fgvholdings.com		
Management Representative	Mr Ameer Izyanif Bin Hamzah	E-mail	ameer.h@fgvholdings.com
Telephone	03-27891338	Facsimile	+603 2789 0001

2. Certification Information			
Certificate Number	RSPO 693230	Date of First Certification	07/02/2019
		Certificate Start Date	07/02/2019
		Certificate Expiry Date	06/02/2024
Scope of Certification	Palm Oil & Palm Kernel Production		
Visit Objectives	The objective of the ASA 2 assessment is to conduct a certification assessment to ensure the elements of the scope of registration and the requirements of the management standard are effectively addressed by FGV PISB Belitong POM and Supply Base's management system and the ability of the management system to ensure the organisation meets applicable statutory, regulatory and contractual requirements and as applicable, to identify areas for potential improvement of the management system.		
Assessment Cycle	<input type="checkbox"/> Initial Assessment <input type="checkbox"/> Recertification Assessment (Choose an item.) <input checked="" type="checkbox"/> Annual Surveillance Assessment (RA Choose an item. ; ASA 2) <input type="checkbox"/> Scope Extension		
Applicable Standards	<input type="checkbox"/> RSPO P&C 2018 for the Production of Sustainable Palm Oil <input checked="" type="checkbox"/> Malaysia National Interpretation 2019 for RSPO P&C 2018 for the Production of Sustainable Palm Oil <input type="checkbox"/> Group Certification 2016 <input type="checkbox"/> RSPO Independent Smallholders Standard 2019		
Supply Chain Module	<input type="checkbox"/> Identity Preserved <input checked="" type="checkbox"/> Mass Balance		

3. Other Certifications			
Certificate Number	Standard(s)	Certificate Issued by	Expiry Date
MSPO 693232	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 3	BSI Services Malaysia Sdn Bhd	20/05/2024
MSPO 693234	MS 2530-4 Malaysian Sustainable Palm Oil (MSPO) Part 4		20/05/2024
SCCS03429	MSPO SCCS 2018	Trans Certification International Sdn Bhd	26/03/2025

4. Location(s) of Mill & Supply Bases			
Name (Mill / Supply Base)	Location	GPS Coordinates	
		Latitude	Longitude
FGVPISB Belitong Palm Oil Mill	Kilang Sawit Belitong, KM 28, Jalan Kluang/Kota Tinggi 86000 Kluang, Johor	1° 56' 18.00" N	103° 29' 55.00" E
FGVPM Bukit Tongkat B Estate	Ladang FGVPM Bukit Tongkat B, 86000 Kluang, Johor	1° 56' 29.00" N	103° 30' 14.00" E
FGVASSB Ulu Belitong Estate	Stesen FASSB Ulu Belitong, 86000 Kluang, Johor	1° 56' 22.00" N	103° 28' 39.00" E

5. Description of Supply Base					
Estate	Total Planted (Mature + Immature) (ha)	HCV (ha)	Infrastructure & Other (ha)	Total Area (ha)	% of Planted
FGVPM Bukit Tongkat B Estate	970.25	0	267.60	1,237.85	78%
FGVASSB Ulu Belitong Estate	127.37	0	20.33	147.70	86%
Total	1,097.62	0	284.93	1385.55	79%

Note:

1. FGVPM Bkt Tongkat Estate:

- Previous Total Planted (2019), 1,070.66 Ha reduction (-100.41 Ha), whereby for the year 2020 reduced to 970.25 Ha due to remapping by LMU.
- Previous Total Area (2019), 1,242.52 Ha reduction (-4.67 Ha), whereby for the year 2020 reduced to 1,237.85 Ha due to remapping by LMU (-1.92 Ha removed from surrounding areas & 6.59 Ha returned to state government)

2. FGVASSB Ulu Belitong Estate:

- Previous Total Planted (2019), 124.28 Ha increased (+3.09 Ha), whereby for the year 2020 increased to 127.37 Ha due to remapping by LMU.

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- Previous Total Area (2019), 133.42 Ha increased (+14.28) Ha, whereby for the year 2020 increased to 147.70 Ha due to remapping by LMU.

6. Plantings & Cycle

Estate	Age (Years)					Mature	Immature
	0 - 3	4 - 10	11 - 20	21 - 25	26 - 30		
FGVPM Bukit Tongkat B Estate	176.15	678.29	0	0	115.81	794.10	176.15
FGVASSB Ulu Belitong Estate	0	81.33	46.04	0	0	127.37	0
Total (ha)	176.15	759.62	46.04	0	115.81	921.47	176.15

7. Certified Tonnage of FFB (Own Certified Scope)

Estate	Tonnage / year			
	Estimated (Feb 2020 – Jan 2021)	Actual (Nov 2019 – Nov 2020)		Forecast (Feb 2021 – Jan 2022)
		Previous license period (Nov 2019 – Jan 2020)	Current license period (Feb 2020 – Nov 2020)	
FGVPM Bukit Tongkat B Estate	20,780.00	3,719.43	15,247.37	22,000.00
FGVASSB Ulu Belitong Estate	1,400.00	870.18	3,121.62	3,000.00
Total	22,180.00	22,958.60		25,000.00

8. Certified Tonnage of FFB (from other certified unit(s))

Estate	Tonnage / year			
	Estimated (Feb 2020 – Jan 2021)	Actual (Nov 2019 – Nov 2020)		Forecast (Feb 2021 – Jan 2022)
		Previous license period (Nov 2019 – Jan 2020)	Current license period (Feb 2020 – Nov 2020)	
	N/A			N/A
Nil		-	-	
Total		-		

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9. Non-Certified Tonnage of FFB (outside supplier – excluded from certificate)				
Independent FFB Supplier	Tonnage / year			
	Estimated (Feb 2020 – Jan 2021)	Actual (Nov 2019 – Nov 2020)		Forecast (Feb 2021 – Jan 2022)
	NA	<i>Previous license period</i> (Nov 2019 – Jan 2020)	<i>Current license period</i> (Feb 2020 – Nov 2020)	NA
FELDA Bukit Permai		4,098.90	17,227.21	
FELDA Ulu Punggeli		6,575.89	29,743.59	
FELDA Bukit Tongkat		4,503.32	18,931.18	
FELDA Ulu Belitong		7,980.40	35,681.13	
FELDA Layang-layang		3,089.86	12,184.92	
FELDA Ayer Hitam		391.04	1,619.09	
Collection Centre/Smallholders		35,844.58	95,640.28	
Total	NA	273,511.39		NA

10. Certified Tonnage				
Mill Capacity: 50 MT/hr	Estimated (Feb 2020 – Jan 2021)	Actual (Nov 2019 – Nov 2020)		Forecast (Feb 2021 – Jan 2022)
	FFB	FFB		FFB
	22,180.00	<i>Previous license period</i> (Nov 2019 – Jan 2020)	<i>Current license period</i> (Feb 2020 – Nov 2020)	25,000.00
		4,589.61	18,368.99	
	CPO (OER: 20.50 %)	CPO (OER: 18.21 %)		CPO (OER: 20.5 %)
	4,546.90	897.17	3,283.26	5,125.00
	PK (KER: 5.00 %)	PK (KER: 4.77 %)		PK (KER: 5.50 %)
	1,109.00	223.02	871.27	1,375.00
TOTAL	N/A			N/A

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11. Actual Sold Volume (CPO)					
Current License Period (Feb 2020 – Nov 2020)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
CPO (MT)	-	-	-	3,097.50	3,097.50
Previous License Period (Nov 2019 – Jan 2020)					
CPO (MT)	248.80	-	-	493.30	742.10
Total	248.80	-	-	3,590.80	3,839.60

12. Actual Sold Volume (PK)					
Current License Period (Feb 2020 – Nov 2020)					
	RSPO Certified	Other Schemes Certified		Conventional	Total
		ISCC	Others		
PK (MT)	752.31	-	-	-	752.31
Previous License Period (Nov 2019 – Jan 2020)					
PK (MT)	225.27	-	-	-	225.27
Total	977.58	-	-	-	977.58

13. Independent Smallholders Certification Claims		
	Credit	Physical Volume (MT)
IS-CSPO	-	-
IS-CSPKO	-	-
IS-CSPKE	-	-

Section 2: Assessment Process

Certification Body:

BSI Services Malaysia Sdn. Bhd. (ASI Accreditation Number: ASI-ACC-067)
Suite 29.01 Level 29, The Gardens North Tower,
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 84,000 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.

2.1 Assessment Methodology, Programme, Site Visits

The on-site assessment was conducted on 15th December 2020 till 18th December 2020 . The audit programme is included as Section 2.3.

The approach to the audit was to treat the mill and supply base as an RSPO Certification Unit. A range of occupational health and safety, environmental, best practice management, and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas, local communities engagement and workers welfare and safety.

The Critical NC close out assessment was conducted remotely on 24th February 2021. The assessment was conducted remotely due to the Movement Control Order implemented in various states within the country which restricted interstate travelling. The remote assessment was deemed necessary for the safety of the client and auditors. The audit programs are included in Section 2.3.

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 for the Production of Sustainable Palm Oil (MYNI 2019) was used to guide the assessment 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 (and smallholders) of its supply base.

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

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

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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 Belitong Palm Oil Mill	✓	✓	✓	✓	✓
FGVPM Bukit Tongkat B Estate	✓	✓	✓	✓	✓
FGVASSB Ulu Belitong Estate	✓	✓	✓	✓	✓

Tentative Date of Next Visit: December 13, 2021 - December 16, 2021

Total No. of Mandays: 10 Mandays

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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>
Vijay Kanna Pakirisamy	Trainee Lead Auditor	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 Occupational, Health & Safety and estate best practises. He is fluent in Bahasa Malaysia and English languages.
Hu Ning Shing	Team Member	She holds Bachelor Degree in Science majoring in Applied Chemistry, graduated from University of Malaya in 2011. She has 5 years working experience in rubber and palm oil industry. She also has the experiences as auditor for several standards including ISO 9001, MSPO and RSPO in her previous certification body. She completed the ISO 9001 Lead Auditor Course on 2016, Endorsed RSPO P&C Lead Auditor Course in 2012 and Endorsed RSPO SCCS Lead Auditor Course in 2015. She has been involved in RSPO auditing since November 2015 at various companies in Malaysia. During this assessment, she assessed the legal issues, social issues, worker’s welfare and stakeholder consultation. She is fluent in Bahasa Malaysia and English languages.
Valence Shem	Team Member	He holds Bachelor Degree in Industrial Technology, graduated from University of Science Malaysia in 1998 and has 9 years working experience in oil palm plantation industry. He has been in the management system auditing line since 2009 for various standards such as ISO 140001, RSPO P&C, RSPO SCCS and SMETA. He completed the ISO 14001 Lead Auditor Course in 2008, ISO 9001 Lead Auditor Course in 2013, Endorsed RSPO P&C Lead Auditor Course in 2011, Endorsed RSPO SCCS Lead Assessor Course in 2012 and MSPO Awareness Training in 2014. He had been involved in RSPO auditing since 2009 in various companies in Malaysia. During this assessment, he assessed on the aspects of legal, environmental & biodiversity, agriculture best practices and the supply chain element. He is able to communicate in Bahasa Malaysia and English.

Accompanying Persons:

Name	Role
-	-

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2.3 Assessment Plan

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

Date	Time	Subjects	(VKP)	(HNS)	(VSH)
Monday, 14/12/2020	1500 - 2000	Travel from KL to Kluang and check in Hotel.	✓	✓	✓
Tuesday, 15/12/2020	0730 - 0830	Travel from Kluang to FGVPIB Belitong POM	✓	✓	✓
	0830 - 0900	Opening Meeting: <ul style="list-style-type: none"> • Opening Presentation by Audit Team Leader. • Confirmation of assessment scope and finalize Audit plan (including stakeholder’s consultation). 	✓	✓	✓
	0900 - 1230	FGVPIB Belitong POM 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, Lab, weighbridge and palm product storage area, etc.	✓	✓	✓
	1230 - 1330	Lunch	✓	✓	✓
	1330 - 1700	FGVPIB Belitong POM Document Review P1 – P7: SOPs, Review on SEIA documents and records, wage records, employee data, training records, legal permits, mill inspection and internal monitoring records, CIP & implementation.	✓	✓	✓
	1700 - 1730	Interim Closing Briefing	✓	✓	✓
Wednesday 16/12/2020	0830 - 1230	Bukit Tongkat B Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, etc. Meeting with stakeholders (Government, village rep, smallholders, Union Leader, contractor etc.)	✓	✓	✓

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Date	Time	Subjects	(VKP)	(HNS)	(VSH)
	1230 - 1330	Lunch	✓	✓	✓
	1330 - 1700	Document review P1 – P7: (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.)	✓	✓	✓
	1700 - 1730	Interim Closing Briefing	✓	✓	✓
Thursday 17/12/2020	0830 - 1230	Ulu Belitong Estate: Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH & ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc.), agrochemical mixing area, Scheduled waste management, worker housing, clinic, Landfill, , etc.	✓	✓	✓
	1230 - 1330	Lunch	✓	✓	✓
	1330 - 1700	Document review P1 – P7: (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.)	✓	✓	✓
	1700 - 1730	Interim Closing Briefing	✓	✓	✓
Friday 18/12/2020	0830 - 1100	Belitong POM RSPO Supply Chain Site visit: Incoming of FFB and outgoing of CSPO & CSPK – weighbridge, ramp, storage area, loading bays, etc. Documentation review: RSPO SCC general requirements, internal audit, management review, sales and purchasing documents, mass balance accounting and other relevant documents and records.	✓	✓	✓
	1100 - 1130	Verify any outstanding issues & Preparation for closing meeting	✓	✓	✓
	1130 - 1200	Closing meeting	✓	✓	✓

Critical Non-Conformity Remote Verification Assessment Plan

Date	Time	Subjects	VKP	ICT
Wednesday 24.02.2021	1000 – 1030	Opening Meeting: Opening Presentation by Audit team leader. (via Microsoft Teams) Confirmation of assessment scope and finalize Audit plan	✓	Microsoft Teams
	1030 - 1230	Verification on Critical NC: <ul style="list-style-type: none"> • 2002375-202012-M1 • 2002375-202012-M2 • 2002375-202012-M3 • 2002375-202012-M4 • 2002375-202012-M5 • Site observation, workers interview (through Microsoft Teams & Whatsapp Call) Document review – implemented evidence	✓	Microsoft Teams & WhatsApp
	1230 - 1330	Lunch Break	✓	-
	1330 - 1600	Document review – implemented evidence	✓	Microsoft Teams & WhatsApp
	1600 - 1630	Closing Meeting	✓	Microsoft Teams

Section 3: Assessment Findings

3.1 Normative requirement applied for this assessment:

- FGV Holdings Berhad Multiple Management Units / Time Bound Plan
- RSPO Principle and Criteria (P&C) 2018 for the Production of Sustainable Palm Oil
- RSPO Group Certification Standard 2016
- Malaysia National Interpretation (2019) for RSPO P&C 2018
- Independent Smallholder Standard 2019

3.2 Multiple Management Units and Time Bound Plan

Requirement	Assessment	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?	No. This was due to the decision by the Complaints Panel (CP) of the Roundtable on Sustainable Palm Oil (RSPO) to re-suspend the certification of FGV's Serting Mill Complex, and to suspend all certification processes for currently uncertified FGV mills. This decision was communicated to FGV on 13th January 2020. FGV on the other hand has submitted its appeal to the RSPO on 3rd April 2020. However, as of the date of the assessment, the suspension still persists and all currently uncertified FGV mills had involuntarily missed the target to get certified within five years period after obtaining RSPO membership. Details of mills complex affected are shown in Appendix B.	No
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 new acquisitions since the last audit. The previous acquisitions involved Asian Plantations Ltd which was announced since April 2017, hence, certifications plan made available for the acquired unit to be certified within 2020. However, due to the above, the plan has been postponed to a later date until the suspension relief.	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?	Yes, as above, changes to the time-bound plan were mainly due to suspension. The latest available ACOP 2019 report has reflective of specific justification that the certification processes have been delayed by compliance on human rights issues which take time to be resolved.	Complied
Have there been any isolated lapses in implementation of the plan? If yes a Minor non-compliance shall be raised	No any isolated lapses in implementation of the plan except the involuntarily suspension of certification plan for uncertified mills complex due to the above.	No Major NC raised since it is the RSPO CP decision.

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<p>Have there been any fundamental failure (e.g. unable to justify delay in planning the assessments) to proceed with implementation of the plan? If yes a Major non-compliance shall be raised</p>	<p>No any fundamental failure to proceed with implementation of the plan except the involuntarily suspension of certification plan for uncertified mills complex due to the above.</p>	<p>No Major NC raised since it is the RSPO CP decision.</p>																					
<p>Un-Certified Units or Holdings</p>																							
<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 7 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. FGV already brief this issue to RSPO secretariat. As per time bound plan.</p>	<p>Complied</p>																					
<p>Any new plantings since January 1st 2010 shall comply with the RSPO New Plantings Procedure.</p>	<p>New plantings since January 1st 2010 involved the following areas:</p> <table border="1" data-bbox="536 925 1249 1928"> <thead> <tr> <th>Area</th> <th>Ha</th> <th>Status</th> <th>Reference</th> </tr> </thead> <tbody> <tr> <td>Ladang FGVPM Tembangau 05</td> <td>45.84</td> <td>HCVRN Closed - Cannot undergo development</td> <td rowspan="5"> HCV Chegar Perah 02 Estate, Bukit Sagu 08 Estate, Tembangau 05 Estate, Selendang 03 Estate, Malaysia - HCV (hcvnetwork.org) </td> </tr> <tr> <td>Ladang FGVPM Chegar Perah 02</td> <td>59.84</td> <td rowspan="4"> HCVRN Closed – Proceed with land clearing. Did not go NPP as this is certified area. </td> </tr> <tr> <td>Ladang FGVPM Selendang 03</td> <td>97.14</td> </tr> <tr> <td>Ladang FGVPM Bukit Sagu 08</td> <td>61.54</td> </tr> <tr> <td>Tawai 01</td> <td>2740.11</td> <td rowspan="2"> Date Final published on 20 January 2020 - FGV did not proceed with NPP. The area will be planted with other crop </td> </tr> <tr> <td>Tawai 02</td> <td>2745.58</td> <td> HCV, Ladang Tawai 1 and Ladang Tawai 2 FGVP, Malaysia - HCV (hcvnetwork.org) </td> </tr> </tbody> </table>	Area	Ha	Status	Reference	Ladang FGVPM Tembangau 05	45.84	HCVRN Closed - Cannot undergo development	HCV Chegar Perah 02 Estate, Bukit Sagu 08 Estate, Tembangau 05 Estate, Selendang 03 Estate, Malaysia - HCV (hcvnetwork.org)	Ladang FGVPM Chegar Perah 02	59.84	HCVRN Closed – Proceed with land clearing. Did not go NPP as this is certified area.	Ladang FGVPM Selendang 03	97.14	Ladang FGVPM Bukit Sagu 08	61.54	Tawai 01	2740.11	Date Final published on 20 January 2020 - FGV did not proceed with NPP. The area will be planted with other crop	Tawai 02	2745.58	HCV, Ladang Tawai 1 and Ladang Tawai 2 FGVP, Malaysia - HCV (hcvnetwork.org)	<p>Complied</p>
Area	Ha	Status	Reference																				
Ladang FGVPM Tembangau 05	45.84	HCVRN Closed - Cannot undergo development	HCV Chegar Perah 02 Estate, Bukit Sagu 08 Estate, Tembangau 05 Estate, Selendang 03 Estate, Malaysia - HCV (hcvnetwork.org)																				
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Tawai 02	2745.58	HCV, Ladang Tawai 1 and Ladang Tawai 2 FGVP, Malaysia - HCV (hcvnetwork.org)																					

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	Asian Plantation Limited	25325	HCVRN Closed - Proceed with Planting subjected to HCSA report for Grand Performance.	Felda Global Venture, Miri Division, Sarawak State, Malaysia - HCV (hcvnetwork.org)	
No issue in the uncertified area (Tawai 01, Tawai 02 & APL) since the new planting was cancelled for Tawai 01 & Tawai 02 and not proceed yet for APL.					
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. <i>Note:</i>	Based on RSPO RACP tracker updated 1 November 2019, no any land conflicts issue reported within FGV Holdings Berhad except for the parent company of FGV ie. Felda with a total of 7 Management Units with potential liability and all 7 LUCAs been submitted and completed its review.				Complied
Any Labor disputes are being resolved through a mutually agreed process, in accordance with RSPO P&C criterion 6.3.	No labour dispute reported in the uncertified units.				Complied
Any Legal non- compliance is being addressed through measures consistent with the requirements of RSPO P&C criteria 2.1	<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>Fixed for Trial on 01.03.2017, 02.03.2017 and 03.03.2017.</p> <p>All process still in progress and CB will verify this issue in next audit or during audit in this mill.</p>				Complied
Did the company conduct internal audit against the uncertified management units requirement? If yes, a positive assurance statement shall be available.	<p>Yes, there have positive assurance statement from internal certification unit.</p> <p>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).</p>				Complied

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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
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3.3 Progress of scheme smallholders and/or outgrowers

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

3.4 Details of Nonconformities

The nonconformities are listed below. The findings summary of the assessment by criteria are listed in Appendix A. During this Assessment there were Five (5) Critical and Three (3) Minor nonconformities raised. The FGVPIB Belitong POM 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 Critical Nonconformity(ies) has been verified for its effectiveness and closed accordingly. The below is the summary of the non-conformity raised during this assessment.

Non-conformity											
NCR Ref #	2002375-202012-M1	Clause & Category (Critical / Minor)	2.1.1 (Critical)								
Date Issued	18/12/2020	Due Date	17/03/2021								
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/02/2021								
Statement of Nonconformity:	Compliance of legal requirements was not demonstrated effectively										
Requirement Reference:	The Unit of Certification complies with legal requirements.										
Objective Evidence:	FGVPIB Belitong POM: Reviewed the Borang Tuntutan Bayaran Kerja dan Kerja Lebih Masa (Bekerja Pada Hari Biasa, Cuti Rehat dan Hari Cuti Kelepasan Am) of the female worker (Employee No.: 1211630) found that she worked after 10pm without the approval from JTK as per Employment Act 1955, Section 34 (1). The detail of the overtime worked as below: <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;">Date</td> <td style="text-align: left;">Time</td> </tr> <tr> <td>17/03/2020</td> <td>5.15pm – 1.15am</td> </tr> <tr> <td>14/10/2020</td> <td>4.15pm – 10.15pm</td> </tr> <tr> <td>20/11/2020</td> <td>6.00pm – 11.35pm</td> </tr> </table>			Date	Time	17/03/2020	5.15pm – 1.15am	14/10/2020	4.15pm – 10.15pm	20/11/2020	6.00pm – 11.35pm
Date	Time										
17/03/2020	5.15pm – 1.15am										
14/10/2020	4.15pm – 10.15pm										
20/11/2020	6.00pm – 11.35pm										
Corrections:	Mill to apply the JTK permit for female work on nightshift.										
Root Cause Analysis:	No monitoring and enforcement from Management & person in charge on compliance with the legal issues.										
Corrective Actions:	<ol style="list-style-type: none"> Letter of Instruction from management to the Assistant Manager and officers appointed for review & legal changes to ensure that every legal requirement in the legal register is reviewed and fully enforced by periodically every 6 months. The management should conduct training and provide information on the duties / responsibilities on compliance and legal register. 										
Assessment Conclusion:	Major NC remote verification: <ol style="list-style-type: none"> The mill has applied to JTK for the permit for 'Nightwork Restriction Exemption for Female Workers'. The application was available for verification dated 02nd February 2021 awaiting approval. 										

	<p>2. The mill has appointed Mohd. Shahariezal Bin Zainudin as the officer for monitoring legal compliances and changes in laws on 3rd February 2021 as stated in the appointment letter undersigned by the Mill Manager.</p> <p>3. The mill has appointed Ms. Suzinorliani Bt Samsudin as the Monitoring Officer to Female Workers at Night as stated in the appointment letter dated 03rd December 2020 undersigned by the Mill Manager.</p> <p>4. A training was conducted on the legal requirements for female workers to work during the night on 03rd December 2020 attended by 5 participants.</p> <p>The evidence provided was deemed to be sufficient therefore the Major Non-conformity was closed.</p>
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Non-conformity			
NCR Ref #	2002375-202012-M2	Clause & Category (Critical / Minor)	6.2.2 (Critical)
Date Issued	18/12/2020	Due Date	17/03/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/02/2021
Statement of Nonconformity:	Payment and condition of employment contract was not implemented effectively.		
Requirement Reference:	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.		
Objective Evidence:	<p>Bukit Tongkat B Estate:</p> <p>The management will be subsidized RM 4 for water bill and RM 6 for electricity every month to all the workers as per the employment contract. However, sampled the payslips for July 2020 found that some of the workers did not receive the subsidize for electricity. The sampled workers as below:</p> <ol style="list-style-type: none"> 1. Employee No.: FW06010155 2. Employee No.: FW06010157 3. Employee No.: FW06010158 4. Employee No.: FW06010134 		
Corrections:	Management to ensure all workers received subsidized RM 4 for water bill and RM 6 for electricity every month as per the employment contract by developing the checklist.		
Root Cause Analysis:	No monitoring and enforcement from management regarding the implementation of payment and condition of employment contract		
Corrective Actions:	<ol style="list-style-type: none"> 1. Appoint person in charge to ensure all workers received subsidized RM 4 for water bill and RM 6 for electricity every month to all the workers as per the employment contract. 		

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	<ol style="list-style-type: none"> 2. The person in charge needs to ensure that employment contract is complied with for each worker. 3. Letter for Instruction from the management, so that all officers make a review when the salary slip has been printed so that the error can be corrected immediately
Assessment Conclusion:	<p>Major NC remote verification:</p> <ol style="list-style-type: none"> 1. The sampled workers have been reimbursed with the entitled subsidies. The worker's payslips for the month of December 2020 was verified to include the reimbursed subsidies. 2. The estate management has appointed Mr. Baktiar Bin Abdul Rahman as the Utility Officer in charge of monitoring the Water and Electricity bills in the estates as stated in the appointment letter dated 22nd December 2020 undersigned by the Estate Manager. 3. A Subsidy Payment Checklist was implemented to monitor the allocation of subsidy for all workers. The checklist for December 2020 and January 2021 was available for verification. 4. A Work Instruction (Doc Number: (01) 3601/JTK/12/2020) was implemented titled Review of Employee's Pay Slip by Estate Supervisor dated 20th December 2020. The work instruction states that all supervisors are accountable to ensure that the workers under their supervision are provided all entitled subsidies. <p>The evidence provided was deemed to be sufficient therefore the Major Non-conformity was closed.</p>

Non-conformity			
NCR Ref #	2002375-202012-M3	Clause & Category (Critical / Minor)	3.6.2 (Critical)
Date Issued	18/12/2020	Due Date	17/03/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/02/2021
Statement of Nonconformity:	Recommendations from the Medical Surveillance Assessment Report were not effectively implemented.		
Requirement Reference:	The effectiveness of the H&S plan to address health and safety risks to people is monitored.		
Objective Evidence:	FGVPIB Belitong POM Based on the medical surveillance report dated January 2020, one worker was resulted to have anaemia and declared temporary unfit to work till further investigation was conducted. The management has not declared that the worker is temporary unfit, and the worker is identified to be still working in the workshop. There were no evidences available that the management have done further investigation or a medical retest for the mentioned worker.		
Corrections:	<ol style="list-style-type: none"> 1. Management to conduct further investigation or a medical retest to one worker which resulted to have anemia and declared temporary unfit to work till further investigation was conducted as reported in the medical surveillance report. 		

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	2. Management need to change the workplaces from operational section to administrative section.
Root Cause Analysis:	Management did not proceed further investigation or a medical retest to one worker which resulted to have anemia and declared temporary unfit to work till further investigation was conducted as reported in the medical surveillance report due to no awareness about this matter to person in charge.
Corrective Actions:	<ol style="list-style-type: none"> 1. To conduct training to person in charge 2. Based on result soon, management need to decide whether that worker can continue the work or not. 3. Management to discuss this issue in the OSHA meeting.
Assessment Conclusion:	<p>Major NC remote verification:</p> <ol style="list-style-type: none"> 1. The worker has been removed from the workshop station to General work as stated in the letter dated 26th December 2020 undesigned by the mill manager. 2. An investigation was conducted by the management on the mentioned worker where a letter dated 16th December 2020 was given to Poliklinik Intan to pursue on the workers condition. The workers has been medically examined with the medical lab results available for verification. Poliklinik Intan has provided a report dated 22nd February 2021 based on the medical investigation conducted and mentioned that the workers was fit and healthy. 3. A briefing was conducted on 26th December 2020 regarding the medical retest for the estate management and workshop personals. 4. Verified the Workers Health & Safety and Environment Meeting dated 16th December 2020 to include the discussion on this issue. <p>The evidence provided was deemed to be sufficient therefore the Major Non-conformity was closed.</p>

Non-conformity			
NCR Ref #	2002375-202012-M4	Clause & Category (Critical / Minor)	3.8.2 (Critical)
Date Issued	18/12/2020	Due Date	17/03/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	25/02/2021
Statement of Nonconformity:	FGVPISB Belitong POM has received some non-certified FFB and claimed the CPO and PK produced from it as RSPO certified products.		
Requirement Reference:	<p>Mass Balance Module</p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. 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.</p>		
Objective Evidence:	Based on the mass balance accounting extracted from the company's MPR (Monthly Performance Report), FGVPISB Belitong POM had received 75.16 mt of FFB from a non-certified area i.e. Ulu Belitong Peringkat 2 plantation between 7/2/2019 to 17/12/2020 as RSPO certified FFB. The CPO & PK produced from that		

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	amount of FFB had been classified and claimed as RSPO certified products by the mill.
Corrections:	<ol style="list-style-type: none"> 1. Mill to identify 75.16 mt FFB Peringkat-2 Ulu Belitong estate and downgrade as Noncertified FFB. 2. To get declaration from Ulu Belitong estate regarding uncertified FFB from Peringkat-2
Root Cause Analysis:	Management did not carry out specific monitoring on a monthly basis from the MPR data
Corrective Actions:	Management to ensure data from MPR is monitored monthly by Assistant Manager and stamped and verified as evidence of monitoring before it is filed.
Assessment Conclusion:	<p>Major NC remote verification:</p> <ol style="list-style-type: none"> 1. FGVASSB has notified the mill via a notification memo titled Notification of FFB status for FGVASSB Ulu Beitong Estate dated 17th December 2020. The memo states that FFB from Peringkat 1 and Peringkat 3 are RSPO Certified while FFB from Peringkat 2 is not FFB certified. 2. The mill has appointed MR. Qayyum Akmal Bin Jefri as the officer to monitor the MPR data as stated in the appointment letter dated 03rd February 2021 undersigned by the mill manager. 3. The mill has appointed Ms. Ain Nur Fatimah Bt Zuraimi as the Traceability Officer to monitor records on traceability of FFB received by the mill as stated in the appointment letter dated 03rd February 2021. 4. The mill has identified 75.16 mt of RSPO Certified FFB for the month of February 2021 and downgraded the FFB as uncertified FFB. This was evident in the MPR data and Mass Balance Sheet provided for verification. <p>The evidence provided was deemed to be sufficient therefore the Major Non-conformity was closed.</p>

Non-conformity			
NCR Ref #	2002375-202012-M5	Clause & Category (Critical / Minor)	3.8.16 (Critical)
Date Issued	18/12/2020	Due Date	17/03/2021
Closed (Yes / No)	Yes	Date of nonconformity Closure	24/02/2021
Statement of Nonconformity:	The date of shipping announcement stated in the company's procedure is not in-line with the standard requirement.		
Requirement Reference:	Registration of Transactions Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date.		

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Objective Evidence:	According to FGV's Supply Chain Procedure, dated 1/9/2019, under "Traceability" topic, the date of announcement shall be made maximum of 1 year after the shipping date. This is not in-line with the standard.
Corrections:	Revised SCCS SOP (based on MYNI 2020) that shows the shipping announcement shall be made in-line with the new RSPO P&C Standard
Root Cause Analysis:	SOP was based on RSPO SCC Standard 2017 which allowed announcements to be made as per own SOP. Revised SOP (based on MYNI 2019) is pending approval stage and will be used once approved.
Corrective Actions:	The Sustainability Regulation Department in Group Sustainability Department FGV, has appointed a personnel to monitor any changes in legal requirements and changes from RSPO Standards.
Assessment Conclusion:	<p>Major NC remote verification:</p> <ol style="list-style-type: none"> 1. The mill has appointed Mohd. Shahariezal Bin Zainudin as the officer for monitoring legal compliances, changes in laws and changes in RSPO requirements as stated in the appointment letter dated 3rd February 2021 undersigned by the Mill Manager. 2. The revised SOP, <i>Prosedur RSPO Supply Chain Certification (Kilang Sawit); Document No: FGV/GSD-SCCD/SOP/007; Dated: 07th January 2021; Version: 1.0; 6.0 Keterangan; 6.3 Pendaftaran Transaksi; 6.3.2 Pengumuman penghantaran product bersijil dilakukan oleh pihak logistik selwat-lewatnya 3 bulan setelah kontrak penghantaran lengkap dalam RSPO Palm Trace.</i> (The announcement of certified products delivery is made by the Logistics Department no longer than 3 months after the complete delivery contract in our RSPO Palm Trace) <p>The evidence provided was deemed to be sufficient therefore the Major Non-conformity was closed.</p>

Non-conformity			
NCR Ref #	2002375-202012-N1	Clause & Category (Critical / Minor)	2.2.2 (Minor)
Date Issued	18/12/2020	Due Date	Next Surveillance Audit
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	Due diligence was not available.		
Requirement Reference:	All contracts, including those for FFB supply, contain specific clauses on meeting applicable legal requirements, and this can be demonstrated by the third party. Evidence of legal due diligence of all contracted third parties, recruitment agencies (licensed/ accredited) for migrant workers, service providers and labour contractors, is available.		
Objective Evidence:	FGVPISB Belitong POM (Hamid Engineering Enterprise)		

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	<p>1. Worker (800921-01-64XX) working on public holiday (23/03/2020 and 08/06/2020) but yet to paid according to Employment Act 1955, Section 60D, Subsection 3(a)(i) as verified through the payslips and Punch Card.</p> <p>Bukit Tongkat B Estate (Zaidan Joyoo Enterprise and Masaki Enterprise)</p> <p>1. Both the contractors have yet to make the EPF and SOCSO contribution to the workers (880822-01-54XX, 890117-01-57XX, 870902-23-55XX and 880412-01-50XX) as required by Employees Provident Fund Act 1991, Section 43 (1) and Employees Social Security Act 1969, Section 7 (1).</p> <p>2. Workers of Zaidan Joyoo Enterprise (880822-01-54XX and 890117-01-57XX) have found work on rest day (06/11/2020 and 13/11/2020) as verified in the Daily Attendance Record for November 2020. However, reviewed the payslips found that they have not pay as per Employment Act 1955, Section 60(3)(d).</p>
Corrections:	<p>1. Management to ensure all workers in comply with employment act especially pay the worker who work on public holiday through monthly payroll review for each employee.</p> <p>2. Awareness to contractor on EPF, SOCSO deduction as well as comply with employment act especially working on public holiday and rest day</p>
Root Cause Analysis:	Understanding and Compliance for Employment Contracts among contractors is unsatisfactory as it is not communicated effectively to the appointed contractors due to lack of meeting involvement or information provided between contractors and projects.
Corrective Actions:	<p>1. Letter of Instruction to the contractor to send a copy of the salary slip or salary information of their employees every month for review by the estate and factory.</p> <p>2. Official instructions to the Assistant Manager to check and monitor the payment of contractor employees' salaries & to conduct regular meetings with contractors that discuss matters relating to Employment Contract compliance.</p>
Assessment Conclusion:	Corrective action plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence of the CAP will be verified during next assessment.

Non-conformity			
NCR Ref #	2002375-202012-N2	Clause & Category (Critical / Minor)	3.4.2 (Minor)
Date Issued	18/12/2020	Due Date	Next Surveillance Audit
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	The social management plan has not completed comprehensively.		

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Requirement Reference:	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.
Objective Evidence:	Impact change of monitoring of the recruitment fee by the sub-agent in source of country was not identified in the management plan.
Corrections:	Conducting SIA assessment and conclude on recruitment fee by the sub-agent in source of country in SIA report.
Root Cause Analysis:	The revision of the existing SIA plan review could not be carried out by the estate management due to lack of skills in conducting a comprehensive social impact assessment and the latest SOP is still in the process of reviewing management approval.
Corrective Actions:	Responsible officers at the estate level can implement and identify new impact changes to provide a more complete management action mitigation plan.
Assessment Conclusion:	Corrective action plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence of the CAP will be verified during next assessment.

Non-conformity			
NCR Ref #	2002375-202012-N3	Clause & Category (Critical / Minor)	7.3.2 (Minor)
Date Issued	18/12/2020	Due Date	Next Surveillance Audit
Closed (Yes / No)	No	Date of nonconformity Closure	"Open"
Statement of Nonconformity:	The proper disposal of waste material was not satisfactorily demonstrated.		
Requirement Reference:	Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.		
Objective Evidence:	Ulu Belitong Estate has appointed a third party (Aeroline Sdn Bhd) to carry out repair/servicing of its machinery. The scheduled wastes generated such as used oil (SW305/306) and used filter (SW410) from the servicing activity were normally taken away by the third-party service provider. However, there is no evidence that the service provider has obtained any forms of authority to take away the scheduled wastes from the DOE.		
Corrections:	The estate management to ensure that third party operating the services & schedule wastes, complies with the requirements of the DOE for the scheduled waste process generated from the estate. (have permit from DOE).		
Root Cause Analysis:	No supervision by management on third party (Aeroline Sdn Bhd) on permit from DOE to carry out the scheduled wastes generated from the estate.		
Corrective Actions:	Understanding and enforcement at the SHO & Procurement Dept to ensure Procurement procedures that have a mandatory list to follow before appointing any vendor to collect scheduled waste.		

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Assessment Conclusion:	Corrective action plan has been reviewed and deemed to be satisfactory to address the Minor Nonconformity. Evidence of the CAP will be verified during next assessment.
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Opportunity for Improvements	
OFI #	Description
OFI 1	Nil

Positive Findings	
PF #	Description
PF 1	Good commitment and corporation from the management.
PF 2	Positive feedbacks from internal and external stakeholders.
PF 3	Well maintained labour quarters at the mill and all estates.
PF 4	Generally well implementation of Good Agricultural Practices (GAP).

3.4.1 Status of Nonconformities Previously Identified and Observations

Non-conformity			
NCR Ref #	1850488-201906-M1	Clause & Category (Critical / Minor)	Indicator 4.6.11 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	Found action to treat related health condition was not been demonstrated		
Requirement Reference:	Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be demonstrated.		
Objective Evidence:	In Medical Surveillance (HQ/11/DOC/00/235) dated 16 Feb 2019, the total workers that involve with medical surveillance was 4 from pesticide sprayer and premix and 9 from manuring. From the result 2 workers was found unfit (FW) however no changes in work for both of them as per interview with management and verification on payslip for month of 07/2019 and 08/2019 The latest medical surveillance by Dr Halim Bin Ishak (JKKP HQ/08/DOC/00/387) was done last on 26 April 2018 however no medical surveillance been conducted for year 2019 thus Major NC been raised		
Corrective Actions:	Review and analysis of the Medical Surveillance Report should be one of the main topics to be discussed in the Occupational Safety, Health Committee meeting.		
Assessment Conclusion:	Major NC onsite verification: The management already sent workers to medical surveillance to Klinik Sulaiman Temerloh (JKKP HQ/08/DOC/00/387), all worker that involve with chemical was fit to work with chemical. For the other 2 workers that unfit already change their work to general work. This Major NC was close accordingly.		

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	<p>ASA 2 Verification:</p> <p>Medical Surveillance were conducted for all workers exposed to hazardous chemicals and fumes. All workers were declared to not have any hazardous exposure to them by the Occupational Health Doctor. The effectiveness of the corrective actions taken was deemed to be satisfactory. Hence the Major Non-Conformity remains closed.</p>
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Non-conformity			
NCR Ref #	1850488-201906-M2	Clause & Category (Critical / Minor)	Indicator 4.7.5 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	First aid equipment were not made available at worksites and the accident record was not kept and periodically review.		
Requirement Reference:	Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Objective Evidence:	Noted during interview and site visit at sterilizer station and workshop station, the operator aware on the nearest first aid box location. However no first aid box in Sterilizer area, the first aid in Workshop available however the item was not complete thus Major NC been raised because repetitive issue. In Mill, Audiometric test been done on 20 Oct 2018 by Industrial Safety Management Services, found 1 workers with hearing impairment with no record of JKKP 7 No accident happen for year 2019 however found 2 workers unfit based on previous year medical surveillance on 10 /11/2018 because of N-Hexane however no record of JKKP 7 and JKKP 8 for both workers.		
Corrective Actions:	The Occupational Safety and Health Officer should review the whole as listed in the Safe Work Procedure every 3 months.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>From the verification on site the management already appoint person in charged for First aid box as per letter Bil: (26)4056/BLT/840A/31 dated 25 December 2019. During site visit in mill the First aid box was in place with adequate tool as per FMA requirement.</p> <p>For JKKP 7 and JKKP 8 the management already updated the report according to letter Bil:(42)4056/BLT/840/11.1 pt3 and Bil: (40)4056/BLT/840A/16.10. The SHO checklist also already been updated as per latest report dated 12 December 2019.Thus Major NC was close accordingly.</p> <p>ASA 2 Verification:</p> <p>Workers trained in first aid were present in the mill and estate operations. Interview with the first aid box holders indicated that they were aware and trained on the usage of the first aid items. Inspection of the first aid box indicated all items were available as per the list and regular monitoring were done by the management to ensure the supplies were frequently replenished. Required JKKP 6, JKKP 7 and JKKP 8 Forms were submitted to DOSH accordingly and available</p>		

	for verification. The effectiveness of the corrective actions taken was deemed to be satisfactory. Hence the Major Non-Conformity remains closed.
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Non-conformity			
NCR Ref #	1850488-201906-M3	Clause & Category (Critical / Minor)	Indicator 2.1.1 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	Some of the legal compliance is not effectively demonstrated.		
Requirement Reference:	Evidence of compliance with relevant legal requirements shall be available.		
Objective Evidence:	<p>In FGVPIBS Belitong POM, there is one female worker (Worker ID: 1210638) has worked overtime on 30/06/2019 from 2215 to 2445 (2.5 hours) which is after 10 pm. FGVPIBS Belitong POM didn't have JTK permit for female work on nightshift.</p> <p>In Bukit Tongkat B Estate, it was found out that Employee ID: FW06010020 has the salary for month January 2019 (RM668.42/25 working days or RM26.74/day) and June 2019 (RM834.54/20 working days or RM41.28/day) less than Worker Minimum Wage Order 2018 which is RM1100/month or RM42.31/day. The warning letters were given to the employee for low productivity on 3, 11 and 16 January 2019 however there is no evidence that employer has made the root cause analysis and further action taken on the low productivity for both months in order to comply with Minimum Wage Order 2018.</p> <p>In Mill, Audiometric test been done on 20 Oct 2018 by Industrial Safety Management Services, found the 2 STS (Standard Threshold Shift) was not send for retest within 3 month as per OSHA 1994 (Noise exposure 2019). As per CHRA recommendation dated May 2016, management need to conduct Chemical exposure monitoring for welding activity however no record of chemical exposure monitoring for welding fume, chromium fume, manganese fume and Ferum fume Thus Major NC been raised.</p> <p>The following was observed in mill which license are expired:</p> <ol style="list-style-type: none"> 1. Electricity generation license 2018/03797 required under Electricity Supply Act 1990 has expired in 14/10/2019. However there is no renewal observed. 2. Weighbridge calibration required under Measurement and Weigh Act 1972 has expired in 18/09/2019. However there is no recalibration observed. 		
Corrective Actions:	<ol style="list-style-type: none"> 1. The management should conduct training and provide information on the duties / responsibilities and required to perform periodically. 2. The management should provide additional work programs according to the estate budget during the low production period. 3. Review and analysis of the Audiometric Test Report should be one of the key agenda items to be discussed in the Occupational Safety, Health Committee meeting at the project level. 4. Establish a monitoring board list of valid licenses / permits in a convenient place. 		
Assessment Conclusion:	Major NC onsite verification:		

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	<p>The License already been updated and available for Electricity Generation and the weighbridge calibration already been done on Nov 2019. Sighted training record regarding to working overtime on at night have been conduct on December 2019. The Workers already sign and understand regarding this matter was verified during interview. Management also already issue letter regarding this issue referred letter Bil:(37)4056/BLT/840/4pt.3.</p> <p>The management already send for STS issue refer letter (36)4056/BLT/840/13 dated 31 December 2019. Sighted letter to conduct chemical exposure monitoring ref no KKSBCEM-119 dated 28 Nov 2019, this chemical exposure monitoring will be done on Feb 2019 by MZ Enviro Testing & Consulting. The of weighbridge already been done and waiting for the result evidence verified as per payment voucher 352100496 same also for license for Electricity supply already been renew referred payment voucher 352100313. Thus Major NC was close accordingly.</p> <p>ASA 2 Verification: During the assessment, the mill and estates showed compliance to all legal requirements. The effectiveness of the corrective actions taken was deemed to be satisfactory. Hence the Major Non-Conformity remains closed.</p>
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Non-conformity			
NCR Ref #	1850488-201906-M4	Clause & Category (Critical / Minor)	Indicator 6.5.3 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	The housing inspection conducted was not effective.		
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:	<p>During site visit at housing area, it was found out that domestic wastes were disposed behind the house Blk 11a, 11B, 11C and 11D Jalan Antoi, Blk 02 2A, 2B, 2C and 2D Jalan Antoi (FGVPISB Belitong POM) and Block Seri Alamanda & Dahlia (Bukit Tongkat B Estate) but not captured in the housing inspection record.</p> <p>In Ulu Belitong estate the housing inspection was not conducted in weekly basis. Example sighted for month October (7/10/19, 15/10/19 & 25/10/29), September (11/09/19 & 24/09/19), August (15/08/2019), July (18/08/2019), June 13/6/2019) and May (21/05/2019).</p>		
Corrective Actions:	Evaluate the effectiveness of the training after training is given to workers and it is recorded.		
Assessment Conclusion:	<p>Major NC onsite verification: Sighted record training on awareness for domestic waste record dated 13 Feb 2020 with evaluation with same dated. management also issue the letter regarding this matter dated (26)4056/BLT/840A/31. During site visit no sighted any domestic at back of house, thus Major NC was close accordingly.</p> <p>ASA 2 Verification:</p>		

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	During the site visit to the workers quarters in the mill and estate it was noticed that all domestic waste were thrown into the dustbins provided and disposed in accordance with the waste management plan. Housing Inspection records were available and effectively implemented by all the operating units. The effectiveness of the corrective actions taken was deemed to be satisfactory. Hence the Major Non-Conformity remains closed.
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Non-conformity			
NCR Ref #	1850488-201906-M5	Clause & Category (Critical / Minor)	Indicator 5.1.1 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	EAI documented is not sufficient to cover the activities and determining the impact.		
Requirement Reference:	An environmental impact assessment (EIA) shall be documented.		
Objective Evidence:	<p>The EAI was not sufficiently and appropriately assessed:</p> <ol style="list-style-type: none"> 1. The EAI at mill does not include the disposal of EFB. During the field assessment, it was observed EFB was on burning due to dry season at the mill. However, in the EAI there is no evaluation of this impact and management of this impact is not available. 2. The EAI at mill does not include chemical / lubricant storage at mill. During the field assessment, it was observed that there is no secondary containment. 3. In Bukit Tongkat B estate, there was no sufficient data to demonstrate the determination on the number of case reported to determine the scoring of the impact. 		
Corrective Actions:	The management should conduct training on the identification of the environmental impact of the personnel responsible.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>The record of aspect and impact was available dated 21 Jan 2020, as per FPI/L4/QOHSE-1.7Pind.0. The training already been arranged refer letter (37)4056/BLT/840/13 dated 2 Jan 2020. The major NC was close accordingly.</p> <p>ASA 2 Verification:</p> <p>The environmental aspects and impacts of fire breakout at EFB stockyard and chemical/lubricants spillage at store have been included in the latest Identification of Environmental Aspects and Evaluation of Significance Form [FPI/L4/QOSHE-1.7 Pend. 0] dated 6/4/2020. Based on site visit, it was observed that the EFB conveyor had been repaired and working well. Therefore, the risk of fire breakout was minimized. At the chemical store, secondary containment has been well maintained and no trace of spillage seen. Thus, the NCR remains closed.</p>		

Non-conformity			
NCR Ref #	1850488-201906-M6	Clause & Category (Critical / Minor)	Indicator 5.1.2 Major

Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	No management plan was available. This is was previously raised as Minor and not successfully closed. Hence escalated to Major.		
Requirement Reference:	Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.		
Objective Evidence:	<p>In Bukit Tongkat B estate there is not management plan found for those significant impact:</p> <ol style="list-style-type: none"> 1. Circle weeding – it was identified to have score of 32 and 24 for resources depletion and land/water contamination. However no management plan was found. 2. Killing Amplified palm – it as identified to have land/water contamination. However no management plan was found. 		
Corrective Actions:	The management to conduct training to identify aspects of the environmental impact of the personnel responsible and to evaluate the effectiveness of the training once the training has been given and recorded.		
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>Sighted the training already been done on 18 December 2019 with evaluation training record FGV/FGVPM/IV/IMS/15/5.4 Pind 0. The record of management plan for both activity was available dated Dec 2019. Thus Major NC close accordingly.</p> <p>ASA 2 Verification:</p> <p>Based on samples of activity from the EAI, the management plans were established in accordance to the evaluation scoring. Thus, the NCR remains closed.</p>		

Non-conformity			
NCR Ref #	1850488-201906-M7	Clause & Category (Critical / Minor)	Indicator 5.3.3 Major
Closed (Yes / No)	Yes	Date of nonconformity Closure	14/02/2020
Statement of Nonconformity:	Waste disposal is not according to the management plan. This is was previously raised as Minor and not successfully closed. Hence escalated to Major		
Requirement Reference:	A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented.		
Objective Evidence:	<p>Field observation at mill and estate evident the below:</p> <ol style="list-style-type: none"> 1. Waste from contractor’s work are disposed at decanter cake disposal area. 2. At mill, the first generation dates for Scheduled waste SW410, SW 409 and SW 305 are not clear. Furthermore the usage of label is not consistent. 3. At the MBR plant, spotted traces of burning waste. 4. Observed 3 oil drums are disposed at scrap yard. 5. N-Hexane emptied containers are found in chemical stores rather than scheduled waste store. 		

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	<p>6. At Bukit Tongkat B, there is no label and first generation date for scheduled waste SW409 (contaminated gloves and PPE).</p> <p>7. SW410 at Ulu Belitong, first generation date is 28/03/2019. As on the day of the audit, it has not been disposed.</p>
Corrective Actions:	Competent person from nearby locations provide training to mill/estate on schedule waste management.
Assessment Conclusion:	<p>Major NC onsite verification:</p> <p>The Scheduled waste training already been done on 3 Jan 2020. the implementation was verified during site verification, sighted the store of scheduled waste was followed according to Scheduled waste Reg 2005 and the waste was dispose accordingly. Thus major NC was close accordingly.</p> <p>ASA 2 Verification:</p> <p>The waste management plan was verified to have identified all waste generated within the mill and estate. The management plan included the action plan to manage each waste. During the assessment it was verified that all waste have been responsibly managed in accordance with the management plan and the legal requirements. The effectiveness of the corrective actions taken was deemed to be satisfactory. Hence the Major Non-Conformity remains closed.</p>

Non-conformity			
NCR Ref #	1850488-201906-N1	Clause & Category (Critical / Minor)	Indicator 2.1.3 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	18/12/2020
Statement of Nonconformity:	The mechanism to ensure compliance of the legal requirement cannot be demonstrated.		
Requirement Reference:	A mechanism for ensuring compliance shall be implemented.		
Objective Evidence:	As per the Register of Legal and Other Requirements dated 05/06/2019, the prove of compliance and status of compliance is not available. Interview with assistance manager also shows that he was not sure how compliance can be achieved.		
Corrective Actions:	The management should conduct training and provide information on the duties/responsibilities and required to perform periodically.		
Assessment Conclusion:	<p>ASA 2 Verification</p> <p>FGVPM has appointed Mohd. Nafi Bin Mutalip as the Person In-charge for monitoring the legal compliances in the estate as stated in the appointment letter dated 01/01/2020 (Doc Number: (02)(E6.2.1) Pegawai Bertanggungjawab, undersigned by the manager, FGV Plantations Bukit Tongkat B. The personal has been trained on the duties and responsibilities as well as on methods to achieve compliances. The corrective action was deemed to be effective and thus the minor non-conformity is closed.</p>		

Non-conformity			
NCR Ref #	1850488-201906-N2	Clause & Category (Critical / Minor)	Indicator 4.4.1 Minor

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Closed (Yes / No)	Yes	Date of nonconformity Closure	18/12/2020
Statement of Nonconformity:	Water management plan are not implemented as per target set by management		
Requirement Reference:	An implemented water management plan shall be in place.		
Objective Evidence:	The target of water consumption at mill is 1.2liter per ton of FFB. However the average water consumed at the mill from January 2019 – October 2019 was 1.425. As interview with assistance manager, there is not water management plan available to meet the target set.		
Corrective Actions:	The mill management should monitor monthly and held discussions with Regional Management on whether the targets set earlier in the year are achievable or need reviewing.		
Assessment Conclusion:	ASA 2 Verification The mill has included its plan for water consumption in its objective, target and programmme. The mill targeted to achieve 1.2 m3/mt FFB water consumption for 2020. As at Nov 2020, the consumption is 1.37 m3/mt FFB. The mill is planning to review its management plan in order to come up with more efficient plans for the following year. Based on the evidence verified, the NCR is closed.		

Non-conformity			
NCR Ref #	1850488-201906-N3	Clause & Category (Critical / Minor)	Indicator 5.2.4 Minor
Closed (Yes / No)	Yes	Date of nonconformity Closure	18/12/2020
Statement of Nonconformity:	The management plant was been created inadequately.		
Requirement Reference:	Where a management plan has been created there shall be ongoing monitoring: <ul style="list-style-type: none"> • The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported; • Outcomes of monitoring shall be fed back into the management plan. 		
Objective Evidence:	Management plan with timeline for implementation was not established at Bukit Tongkat B. Furthermore, in the most reason management review was conducted on 02/10/2019, the monitoring outcome of the conservation was not part of the management review discussion which in this case was not able to decide if monitoring plan needs to be revised or improved or maintained.		
Corrective Actions:	Conduct yearly management review discussions on the current status of the action plan and implementation was done properly.		
Assessment Conclusion:	ASA 2 Verification At Bukit Tongkat B Estate, the bio-diversity management plan has been established with the information of timeline. Among the plans included were to monitor any illegal hunting or encroachment of the conservation area, to maintain the signage and continue to educate employees on RTE. The discussion about the conservation area was also recorded in the management review minutes dated 4/1/2020. Based on the evidence verified, the NCR is closed.		

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Opportunity for Improvement	
OFI#	Description
OFI 1	Nil

3.4.2 Summary of the Nonconformities and Status

CAR Ref.	Category (Critical / Minor)	P&C Indicator	Issued Date	Status & Date (Closure)
1638637-201804-M1	Major	2.1.1	08/06/2018	Closed out on 19/10/2018
1638637-201804-M2	Major	4.7.1	08/06/2018	Closed out on 19/10/2018
1638637-201804-M3	Major	1.2.1	08/06/2018	Closed out on 19/10/2018
1638637-201804-M4	Major	6.5.2	08/06/2018	Closed out on 19/10/2018
1638637-201804-M5	Major	6.12.1	08/06/2018	Closed out on 19/10/2018
1638637-201804-M6	Major	SCCS E.5.1 c	09/06/2018	Closed out on 19/10/2018
1638637-201804-N1	Minor	4.1.3	08/06/2018	Closed out on 14/11/2019
1638637-201804-N2	Minor	4.7.5	08/06/2018	Upgraded to Major NC
1638637-201804-N3	Minor	6.5.3	08/06/2018	Upgraded to Major NC
1638637-201804-N4	Minor	6.12.2	08/06/2018	Closed out on 14/11/2019
1638637-201804-N5	Minor	5.3.3	08/06/2018	Upgraded to Major NC
1638637-201804-N6	Minor	5.1.2	08/06/2018	Upgraded to Major NC
1850488-201906-M1	Major	4.6.11	14/11/2019	Closed out on 14/02/2020
1850488-201906-M2	Major	4.7.5	14/11/2019	Closed out on 14/02/2020
1850488-201906-M3	Major	2.1.1	14/11/2019	Closed out on 14/02/2020
1850488-201906-M4	Major	6.5.3	14/11/2019	Closed out on 14/02/2020
1850488-201906-M5	Major	5.1.1	14/11/2019	Closed out on 14/02/2020
1850488-201906-M6	Major	5.1.2	14/11/2019	Closed out on 14/02/2020
1850488-201906-M7	Major	5.3.3	14/11/2019	Closed out on 14/02/2020
1850488-201906-N1	Minor	2.1.3	14/11/2019	Closed out on 18/12/2020
1850488-201906-N2	Minor	4.4.1	14/11/2019	Closed out on 18/12/2020
1850488-201906-N3	Minor	5.2.4	14/11/2019	Closed out on 18/12/2020
2002375-202012-M1	Critical	2.1.1	18/11/2020	Closed out on 24/02/2021
2002375-202012-M2	Critical	6.2.2	18/11/2020	Closed out on 24/02/2021
2002375-202012-M3	Critical	3.6.2	18/11/2020	Closed out on 24/02/2021
2002375-202012-M4	Critical	3.8.2	18/11/2020	Closed out on 24/02/2021

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2002375-202012-M5	Critical	3.8.16	18/11/2020	Closed out on 24/02/2021
2002375-202012-N1	Minor	2.2.2	18/11/2020	"Open"
2002375-202012-N2	Minor	3.4.2	18/11/2020	"Open"
2002375-202012-N3	Minor	7.3.2	18/11/2020	"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 Belitong POM and Supply Base 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 Field & Mill Workers NUPW Representative Gender Committee Representatives</p>	<p>Union/Contractors Abdul Hamid (Contractor)</p>
<p>Government Departments SK LKTD Ulu Penggeli SK Bukit Tongkat</p>	<p>NGO No complaint by NGO for FGVPISB Belitong POM’s certification unit. Therefore, NGO was not contacted.</p>

Stakeholders comment	
1	<p>Feedbacks: Workers’ Representative – He informed that he has attended regional meeting with the management to discuss the company’s direction such as related to increment and bonus for Year 2020. He has informed all the workers on this matter. There is no grievance from workers. Wages are paid according to Minimum Wage Order 2020.</p> <p>Management Responses: The management noted and will continue to ensure the workers’ welfare and benefit will be taken care.</p> <p>Audit Team Findings:</p>

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	No other issue.
2	Feedbacks: Workers (India & Indonesia) – They informed that they have paid an amount of money to the agent in their home country. Details refer to Indicator 6.6.2. They have signed contract in home country and in Malaysia. Both the contracts are having the same terms and conditions as agreed in home country. Induction training was provided to them and they kept the passport by themselves. They informed that the management treated all the workers with fair and no discrimination. They have been paid accordingly to Minimum Wage Order 2020.
	Management Responses: The management has acted and in progress to control the agents in source country. They will ensure the workers are treated equally.
	Audit Team Findings: Details refer to Indicator 6.6.2.
3	Feedbacks: SK LKTD Ulu Penggeli - Suggestion to conduct awareness to student in school regarding to Palm oil industry and the process in the operation in term education purpose. So far they receive good cooperation and relationship with FGV management. The CSR programme mainly come from FELDA.
	Management Responses: Information noted
	Audit Team Findings: No further issue.
4	Feedbacks: SK Bukit Tongkat – Until today they receive good cooperation and relationship with FGV management. The CSR programme mainly come from FELDA.
	Management Responses: Information noted
	Audit Team Findings: No further 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 as the Certification Unit has undergone the second cycle of replanting.					

Previous land owner / user comment	
-	Feedbacks: NA
	Management Responses: NA
	Audit Team Findings: NA

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 Belitong POM and Supply Base has complied with the RSPO Principles and Criteria 2018 for Sustainable Palm Oil (MYNI 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 Belitong POM and Supply Base is continued.</p>	
Report prepared by	Acceptance of Assessment Conclusion
Name: VIJAY KANNA PAKIRISAMY	Name: AHMAD SHAHRIR BIN LAMAIL
Company Name: BSI SERVICES (M) SDN BHD	Company Name: FGV HOLDING BERHAD
Title: CLIENT MANAGER	Title: SENIOR MANAGER
Signature: 	Signature: <p><i>(I the undersigned, being the most senior relevant management representative of the operation seeking or holding certification, agree with the contents of this report and accept the liability in execution of the procedure in the report.)</i></p> 
Date: 13/03/2021	Date: 15 / 3 / 2021

Appendix A: Summary of Findings

Criterion / Indicator	Assessment Findings	Compliance
Principle 1: Behave ethically and transparently		
Criterion 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.		
1.1.1	<p>(C) Documents that are specified in the RSPO P&C are made available to the public.</p> <p>- Critical (Major) compliance -</p>	<p>FGV has established SOP for information request from relevant stakeholders and documented in '<i>Komunikasi, Penglibatan dan Rundingan</i>' with Doc. No.: FGV/ML-1A/L2-Pr12 dated 01/06/2016. The objective of the SOP is to establish an effective system for communication between company and stakeholder.</p> <p>List of documents that made available upon request are as below:</p> <ol style="list-style-type: none"> 1. Minutes meeting 2. Complaint report 3. Land title 4. Safety and Health Plan 5. HCV report 6. Stakeholder list 7. SEIA assessment report and management plan 8. Policies 9. And etc <p>FGVPISB Belitong POM has issued memo dated 05/12/2020 and displayed at the notice boards in the mill's premise and linesite to inform stakeholders regarding the publicly available documents that could be access by them.</p> <p>Management of Ulu Belitong Estate has carried out a briefing to the local communities on 08/12/2020 regarding the publicly available</p>

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		documents and complaint & grievance procedures. Seen the records of briefing.	
1.1.2	Information is provided in appropriate languages and accessible to relevant stakeholders. - Minor compliance -	Information provided in both English and Bahasa Malaysia and accessible to all stakeholders in FGV PISB Belitong Certification Unit upon request. Policies & guidelines were available in the company's website: https://www.fgvholdings.com/sustainability/policies-guidelines/ .	Complied
1.1.3	(C) Records of requests for information and responses are maintained. - Critical (Major) compliance -	FGV PISB Belitong POM has implemented <i>Rekod Permohonan dan Maklumbalas</i> to record any requests from stakeholders. The general requests were from the settlers and local communities for black soil and fibers. The management has responded to all the requests accordingly.	Complied
1.1.4	(C) Consultation and communication procedures are documented, disclosed, implemented, made available, and explained to all relevant stakeholders by nominated representative. - Critical (Major) compliance -	FGV has established SOP for information request from relevant stakeholders and documented in <i>Komunikasi, Penglibatan dan Rundingan</i> with Doc. No.: FGV/ML-1A/L2-Pr12 dated 01/06/2016. The objective of the SOP is to establish an effective system for communication between company and stakeholder. The stakeholders have been briefed on the procedure during meeting on 24/05/2018 and the workers were briefed on 08/09/2020 in Ulu Belitong Estate. Records of meeting minutes and attendance list were sighted. Besides, Bukit Tongkat B Estate has organized a meeting with contractors on 23/07/2020 to explain on the RSPO & MSPO certification and the company's procedures and policies. Meeting minutes is available.	Complied

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		<p>Assistant Manager of FGV PISB Belitong POM and Ulu Belitong Estate has been appointed as Communication and Social Officer, Appointment letter dated 01/02/2020 and 24/01/2020 was sighted.</p> <p>Clerk of Bukit Tongkat B Estate has been appointed as Communication and Social Officer and appointment letter dated 01/01/2020 was sighted.</p>	
1.1.5	<p>There is a current list of contact and details of stakeholders and their nominated representatives.</p> <p>- Minor compliance -</p>	<p>FGV PISB Belitong POM and Ulu Belitong Estate has developed Stakeholder List dated 02/01/2020 and 22/01/2020 respectively. Details of the stakeholders such as address, contact person and contact numbers are available in the stakeholder list. Stakeholders comprise of government authorities, suppliers, contractors, NGOs, local communities, schools and external FFB suppliers.</p>	Complied
<p>Criterion 1.2: The unit of certification commits to ethical conduct in all business operations and transactions.</p>			
1.2.1	<p>A policy for ethical conduct is in place and implemented in all business operations and transactions, including recruitment and contracts.</p> <p>- Minor compliance -</p>	<p>FGV Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020) was developed. The policy has detailing the responsibility and compliance to the policy and FGV's commitment to sustainability. Besides, Code of Business Conduct and Ethics (CoBCE) for Employees (Policy No.: FGV/GHR/POL/039 dated 1/1/2020) was established which incorporated various aspect of committing to a code of ethical conduct and integrity. Supplier Code of Conduct was available in the company's website (Doc. Version: 01/05/2020) which outlined the business ethics & integrity for all the suppliers with FGV Holdings Berhad.</p>	Complied
1.2.2	<p>A system is in place to monitor compliance and the implementation of the policy and overall ethical business practice.</p> <p>- Minor compliance -</p>	<p>Implementation and monitoring of the compliance of the policy was conducted through agreement and the Supplier Code of Conduct (SCOC). Sampled the SCOC for contractors as below:</p> <ol style="list-style-type: none"> 1. Hamid Engineering & Enterprise 2. Palm Armada Engineering & Supply 	Complied

		3. Bukit Tongkat Enterprise	
Principle 2: Operate legally and respect rights			
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.			
2.1.1	<p>(C) The Unit of Certification complies with legal requirements</p> <p>- Critical (Major) compliance -</p>	<p>FGVPISB Belitong POM and its Supply Bases continued to comply with the legal requirements. Compliance to each applicable law and regulation are monitored by the operating units. The certification unit obtained and renewed license and permits as required by the law. Among others, the licenses/permit viewed were:</p> <p>FGVPISB Belitong POM</p> <ol style="list-style-type: none"> DOE Compliance Schedule License; License Number: 005359; License Valid from 06/06/2020 till 05/06/2021. MPOB License; License Number: 500170904000; License valid from 01/04/2020 till 31/03/2021. Water Diversion or Extraction License (BAKAJ); File Number: BAKAJ/334/300/05/07/08/1; License Number: 08/A/Klg/016; License Valid till 31/12/2020; Maximum abstraction allowed: 1010 m³/day. Diesel & Petrol License: Reference Number: BPGK JH (KLU) 1193 SK; P Serial Number: J 000971; Storage Quantity: Diesel – 22,500 Litre & Petrol – 200 Litre; License Valid from 29/07/2020 till 28/07/2021. <p>FGVASSB Ulu Belitong Estate</p> <ol style="list-style-type: none"> MPOB License; License Number: 503540902000; Estate Area: 147.7 Ha; License Valid from 01/09/2020 till 31/08/2021. 	Non-compliance

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		<p>FGVPM Bkt Tongkat B Estate</p> <ol style="list-style-type: none"> 1. Diesel Permit; License Reference Number: BPGK JH (KLU) 2303 SK; P Serial Number: J 000903; Storage Capacity: Diesel – 15,000 Litre & Petrol – 200 Litre); License valid from 20/02/2020 till 01/02/2021. 2. MPOB License; License Number: 558895002000; Estate Area: 1242.52 Ha; License valid from 01/03/2020 till 28/02/2021. <p>Felda Palm Industries Sdn Bhd has obtained approval from <i>Jabatan Tenaga Kerja Semenanjung Malaysia</i> for the overtime up to maximum of 130 hours. Approval with Ref. No.: BHG.PU/9/134 Jld 18(17) dated 23/01/2019 was sighted.</p> <p>Besides, FGV Holdings Berhad has obtained approval from <i>Jabatan Tenaga Kerja Semenanjung Malaysia</i> for deduction of wages not more than 50% monthly from the workers. Approval letter with Ref. No.: (6) BHG PU/9/129 dated 10/04/2012 was signed. Seen the consent letter signed by the workers on the deduction of wages.</p> <p>Felda Global Ventures Plantations (Malaysia) Sdn Bhd has obtained the approval for deduction of wages and seen the approval letter with Ref. No.: (22) dlm BHG.PU/9/129 Jld23 dated 26/04/2016 for following items:</p> <ol style="list-style-type: none"> 1. Water and electricity bill after subsidizing by the company of RM 4 for water and RM 6 electricity. 2. Medical fee after subsidized more than RM 200 by the company. <p>FGVPISB Belitong POM:</p>	
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		<p>Reviewed the <i>Borang Tuntutan Bayaran Kerja dan Kerja Lebih Masa (Bekerja Pada Hari Biasa, Cuti Rehat dan Hari Cuti Kelepasan Am)</i> of the female worker (Employee No.: 1211630) found that she worked after 10pm without the approval from JTK as per Employment Act 1955, Section 34 (1). The detail of the overtime worked as below:</p> <table border="1" data-bbox="1137 563 1917 762"> <thead> <tr> <th>Date</th> <th>Time</th> </tr> </thead> <tbody> <tr> <td>17/03/2020</td> <td>5.15pm – 1.15am</td> </tr> <tr> <td>14/10/2020</td> <td>4.15pm – 10.15pm</td> </tr> <tr> <td>20/11/2020</td> <td>6.00pm – 11.35pm</td> </tr> </tbody> </table> <p>Thus, a major NC was raised.</p>	Date	Time	17/03/2020	5.15pm – 1.15am	14/10/2020	4.15pm – 10.15pm	20/11/2020	6.00pm – 11.35pm	
Date	Time										
17/03/2020	5.15pm – 1.15am										
14/10/2020	4.15pm – 10.15pm										
20/11/2020	6.00pm – 11.35pm										
2.1.2	<p>A documented system for ensuring legal compliance is in place. This system has a means to track changes to the laws and regulations.</p> <p>- Minor compliance -</p>	<p>Identification and documentation of applicable legal requirements is guided by Manual Procedure, Legal and Other Requirements (FPI/L2/QOSHE 2.0, 29/11/2016).</p> <p>The applicable legal requirements for the mill and estate were registered in “Daftar Perundangan dan Lain-lain Keperluan” (Register of Legal and Other Requirements) (FPI/L4/QOSHE-2.1 Pind 0) which was last updated on 05/12/2020. The register has info about Legal and Other Requirements, Enforcement Body , Main requirement, Enforcement standard, Penalty (RM), Responsible Departments and Compliance status.</p> <p>Tracking system to identify changes in the relevant regulations were available through the head office, website information and is communicated from the Group Head Office. Sighted the latest review to include new updates for Workers Minimum Standards of Housing and Amenities (Amendment) Act 2019, Minimum Wages Order 2020, Auxiliary Police Regulations 1970 & Akta Pencegahan & Pengawalan Penyakit Berjangkit 1988.</p>	Complied								

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		On the site verification, interviews with office personnel and records indicate that the system is appropriate to the operation. Tracking system on any changes in the law had been well implemented.	
2.1.3	Legal or authorised boundaries are clearly demarcated and visibly maintained, and there is no planting beyond these legal or authorised boundaries. - Minor compliance -	<ol style="list-style-type: none"> 1. FGVPIB Belitong POM is situated on the land owned by Lembaga Kemajuan Tanah Persekutuan (FELDA). There is an agreement between FELDA and Felda Palm Industries Sdn Bhd. dated 25th Nov 2016 which states <i>grants the license to occupy a portion of the land situated within the area identified as Ulu Belitong Scheme measuring approximately 13.51 hectares whereon a building has been built for the purpose of oil palm mill and such other related purposes.</i> Boundary Stone verification was conducted by Geomap GPS Solution dated 03/11/2020. The boundary stones are well maintained and monitored by the mill management monthly. 2. Ulu Belitong Estate boundary was clearly demarcated with fences and roads. The boundary stones were verified to be well maintained by the management. Sighted the boundary at Peringkat 1, Block 10 of Ulu Belitong Estate, adjacent to Felda Settlers Housing Area and FGVPM Bkt Tongkat. 3. FGVPM Bkt Tongkat B Estate's legal boundary was clearly demarcated with fences as sighted at field PM 10H Block 2 adjacent with Felda Bkt Tongkat and PM 00H and PM 14N adjacent with Kluang Forest Reserve. 	Complied
Criterion 2.2: All contractors providing operational services and supplying labour, and Fresh Fruit Bunch (FFB) suppliers, comply with legal requirements.			
2.2.1	A list of contracted parties is maintained. - Minor compliance -	Stakeholder list dated 02/01/2020 and 22/01/2020 which included the contractors & suppliers was developed in FGVPIB Belitong POM and Ulu Belitong Estate. Besides, the list of FFB suppliers were developed and maintained in FGVPIB Belitong POM.	Complied

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<p>2.2.2</p>	<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>- Minor compliance -</p>	<p>The contractors engaged by the company have been signed on the Supplier Code of Conduct (SCOC) where it contains the specific clauses on compliance to anti-trust & competition laws, labour laws and prohibition of forced labour. Sampled the SCOC as below:</p> <ol style="list-style-type: none"> 1. Hamid Engineering & Enterprise 2. Palm Armada Engineering & Supply 3. Bukit Tongkat Enterprise 4. Masaki Enterprise 5. Zaidan Joyoo Enterprise <p>Due diligence of the contractors was not available as below:</p> <p><u>FGVPISB Belitong POM (Hamid Engineering Enterprise)</u></p> <ol style="list-style-type: none"> 1. Worker (800921-01-64XX) working on public holiday (23/03/2020 and 08/06/2020) but yet to paid according to Employment Act 1955, Section 60D, Subsection 3(a)(i) as verified through the payslips and Punch Card. <p><u>Bukit Tongkat B Estate (Zaidan Joyoo Enterprise and Masaki Enterprise)</u></p> <ol style="list-style-type: none"> 1. Both the contractors have yet to make the EPF and SOCSO contribution as required by Employees Provident Fund Act 1991, Section 43 (1) and Employees Social Security Act 1969, Section 7 (1). 2. Workers of Zaidan Joyoo Enterprise (880822-01-54XX and 890117-01-57XX) have found work on rest day (06/11/2020 and 13/11/2020) as verified in the Daily Attendance Record of November 2020. However, reviewed the payslips found that 	<p>Non-compliance</p>
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		<p>they have not pay as per Employment Act 1955, Section 60(3)(d).</p> <p>Thus, a minor NC was raised.</p>	
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>- Minor compliance -</p>	<p>The contractors engaged by the company have been signed on the Supplier Code of Conduct (SCOC) where it contains the specific clauses on prohibition of child labour, forced labour and bonded labour. Sampled the SCOC as below:</p> <ol style="list-style-type: none"> 1. Hamid Engineering & Enterprise 2. Palm Armada Engineering & Supply 3. Bukit Tongkat Enterprise <p>Reviewed the legal identity documentation found that no child labour was used by the contractors.</p>	Complied
<p>Criterion 2.3: All FFB supplies from outside the unit of certification are from legal sources.</p>			
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>- Critical (Major) compliance -</p>	<p>The mill has 2 estates supplying FFB within the certification scope and 20 supply base supplying FFB from outside the certification scope (7 estates and 13 collection centres). The mill has compiled the evidences for all its suppliers on the 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 and valid MPOB license. Sampled the documents as below:</p> <ol style="list-style-type: none"> 1. Felda Ayer Hitam; Estate Area: 368.43 Ha; MPOB License Number: 501152602000; License Valid from 01/04/2020 till 31/03/2021; Geo-location: Lat: 1° 94' 52.60' N, Lon: 103° 23' 38.80 E. 2. Felda Bkt Permai; Estate area: 898.90 Ha; MPOB License Number: 500905002000; License Valid from 01/04/2020 till 	Complied

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		<p>31/03/2021; Geo-location: Lat:1° 56' 22.00' N, Lon: 103° 51' 78.55 E.</p> <p>3. Kim Ma Oil Palm (Transport) Sdn. Bhd.; MPOB License Number: 506460315000; License Valid from 01/04/2020 till 31/03/2021; Geo location: Lot 4822, Jln Kemayan-Triang, Kemayan, 28380 Bera, Pahang. Lat: 3° 14' 32.880' N, Lon: 102° 37' 42.103 E.</p> <p>4. Seng Highland Fruits Trading; MPOB License Number: 589333015000; License Valid from 01/20/2020 till 30/09/2021; Geo Location: HS (M) 12000, Lot PT 24580, Mukim Gali Sempalit Hilir, 27600 Raub, Pahang. Lat: 1° 49' 13.250' N, Lon: 104° 13' 90.80 E.</p>	
2.3.2	<p>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.</p> <p>- Minor compliance -</p>	<p>There are 13 collection centres registered in the mill's list of FFB suppliers. The mill is in the process of obtaining the information mentioned in Indicator 2.3.1 of the indirectly sourced FFB.</p>	Complied
Principle 3: Optimise productivity, efficiency, positive impacts and resilience			
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.			
3.1.1	<p>(C) A business or management plan (minimum three years) is documented that includes, where applicable, a jointly developed business case for Scheme Smallholders.</p> <p>- Critical (Major) compliance -</p>	<p>FGVPISB Belitong POM</p> <p>The mill has available a business management plan in the form of an Annual Budget 2020 to guide the management and expenditure for the year. A 5 years business management plan is available to include Operational Parameters (FFB), FFB Processed, OER, CPO, KER, and PK among others. A 10-year plan (2021 – 2030) is available for FFB process and processing cost.</p> <p>FGVASSB Ulu Belitong Estate</p> <p>The estate has available a business management plan in the form of an annual budget for the year 2020. A 3-year budget forecast for</p>	Complied

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		<p>the year 2021 – 2023 was available which includes Total Crop, Harvesting & Collection Cost and Upkeep & Maintenance Cost.</p> <p>FGVPM Bkt Tongkat Estate</p> <p>The estate has available a business management plan, planned for 5 years (2021 – 2025). The Production Estimation 2021 – 2025 includes estimated FFB tonnage expected to be produced from each of the estate’s fields for the next 5 years, to assist in the estate management planning.</p>																									
3.1.2	<p>An annual replanting programme projected for a minimum of five years with yearly review, is available.</p> <p>- Minor compliance -</p>	<table border="1"> <thead> <tr> <th>Estate</th> <th>2020</th> <th>2021</th> <th>2022</th> <th>2023</th> <th>2024</th> </tr> </thead> <tbody> <tr> <td></td> <td colspan="5" style="text-align: center;">Hectare</td> </tr> <tr> <td>Ulu Belitong Estate</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>nil</td> </tr> <tr> <td>Bkt Tongkat Estate</td> <td>nil</td> <td>nil</td> <td>nil</td> <td>115.81</td> <td>nil</td> </tr> </tbody> </table>	Estate	2020	2021	2022	2023	2024		Hectare					Ulu Belitong Estate	nil	nil	nil	nil	nil	Bkt Tongkat Estate	nil	nil	nil	115.81	nil	Complied
Estate	2020	2021	2022	2023	2024																						
	Hectare																										
Ulu Belitong Estate	nil	nil	nil	nil	nil																						
Bkt Tongkat Estate	nil	nil	nil	115.81	nil																						
3.1.3	<p>The unit of certification holds management reviews at planned intervals appropriate to the scale and nature of the activities undertake.</p> <p>- Minor compliance -</p>	<p>Management Review is conducted annually to address the issues on non-conformities raised during internal audits, customer feedbacks, production performance, environmental & social issues and continuous improvement plans. The management review meeting minutes were available for verification as below:</p> <ol style="list-style-type: none"> 1. FGVPIB Belitong POM: 01/12/2020 2. Ulu Belitong Estate: 04/12/2020 3. FGVPM Bkt Tongkat B Estate: 25/11/2020 	Complied																								
<p>Criterion 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.</p>																											

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<p>3.2.1</p>	<p>(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> <p>- Critical (Major) compliance -</p>	<p>The action plan for continual improvement has been established and implemented by the mill and estate based on considerations of the main social and environmental impacts and opportunities. It was documented in "Objektif Tahunan QOSHE 2020" (QOSHE Annual Objectives 2020). Among the plans established were:</p> <p><u>Mill</u></p> <ul style="list-style-type: none"> - Oil Extraction Rate >20% - Kernel Extraction Rate >5.5% - Zero accident and occupational disease - Zero accident related to fire breakout - To achieve 100% compliance with EQA (Clean Air) Regulations - Water consumption <1.20 Lt/mt FFB <p><u>Estates</u></p> <ul style="list-style-type: none"> - Zero open burning at workers quarters - Ensuring operation cost within the budget - Reduction of pesticide use - To venture new technology e.g. mechanized chisel 	<p>Complied</p>
<p>3.2.2</p>	<p>As part of the monitoring and continuous improvement process, annual reports are submitted to the RSPO Secretariat using the [RSPO metrics template].</p> <p>PROCEDURAL NOTE:</p> <p>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>- Minor Compliance -</p>	<p>The RSPO metrics template has yet to be finalized.</p> <p>RSPO ACOP 2019 has submitted to RSPO Secretariat on 05/06/2020 and approved by RSPO. Refer to the link: https://rspo.org/members/5855/FGV-HOLDINGS-BERHAD.</p> <p>Besides, FGV has posted the progress report dated October 2020 for FGV's Action Plan in response to RSPO's Complaints Panel's Directives of 28 November 2018 in their website, https://www.fgvholdings.com/wp-content/uploads/2020/10/FGVs-Progress-Report-October-2020-</p>	<p>Complied</p>

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		Pertaining-to-RSPO-Complaints-Panels-Directives-of-28-November-2018.pdf.	
Criterion 3.3: Operating procedures are Appropriately documented, consistently implemented and monitored.			
3.3.1	<p>(C) Standard Operating Procedures (SOPs) for the unit of certification are in place.</p> <p>- Critical (Major) compliance -</p>	<p>Documented Standard Operating Procedures (SOPs) for FGVPISB FGVPISB Belitong POM were available and maintained in a file. There were 141 SOPs [doc. No.: FPI/L3/1-01 to FPI/L3/16-01] in total which covered the entire operation of the mill including administration. The SOPs were established on 2/1/2001 and last updated on 23/10/2017.</p> <p>For the estate, "<i>Manual Ladang Sawit Lestari</i>" (Oil Palm Plantation Sustainability Manual), Third Edition, dated 1/9/2017 is in place.</p>	Complied
3.3.2	<p>A mechanism to check consistent implementation of procedures is in place.</p> <p>- Minor Compliance -</p>	<p>Routine supervision is the main mechanism to check consistent implementation of procedures. Apart from that, visits by advisories for mill and plantation (e.g. agronomist), enhance the monitoring of operations. There were also internal audits conducted by a group of internal auditors from SCCD to ensure conformance to sustainability standards.</p>	Complied
3.3.3	<p>Records of monitoring and any actions taken are maintained and available.</p> <p>- Minor Compliance -</p>	<p>Records of monitoring and actions taken were documented in various forms such as agronomist report, internal audit report, management review meetings, workplace inspections, to name a few. All the records were available for verification, e.g.:</p> <ul style="list-style-type: none"> • internal audit was conducted for the mill on 16-17/10/2020 by 2 internal auditors sourced from Sustainability Compliance and Certification Department (SCCD). There were 23 non-conformities raised and the mill is in the process of closing them. • Utilization of "<i>Senarai Semak Pematuhan Syarat Lesen bagi Premis Kilang Kelapa Sawit</i>", required under Clause 12.1 of the 	Complied

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		<p>DOE's compliance schedule. The last report is dated 30/9/2020.</p> <ul style="list-style-type: none"> internal audit was conducted for Ulu Belitong Estate on 18-19/11/2020 by 2 internal auditors sourced from Sustainability Compliance and Certification Department (SCCD). There were 20 non-conformities raised and the mill is in the process of closing them. Agronomist visit report for Ulu Belitong Estate, ref.: (01)FGV/KNA/ADV-REPORT/2020 (FGVAS), dated 30/6/2020 	
<p>Criterion 3.4: 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>			
<p>3.4.1</p>	<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/out-grower scheme, is documented.</p> <p>- Critical (Major) compliance -</p>	<p>There was no new planting reported in Ulu Belitong Estate and Bukit Tongkat B Estate.</p> <p>SIA was conducted on 16/11/2020 for FGVPISB Belitong POM, 23/01/2018 for Ulu Belitong Estate and 24/01/2018 for Bukit Tongkat B Estate by the Sustainability Compliance and Certification Department. The methodology of the assessment was through sampling of stakeholders to be interviewed. Stakeholders were consulted during the stakeholder meeting as well. Positive and negative impacts were identified and incorporated into the Management Plan dated 06/12/2020 for FGVPISB Belitong POM, 01/09/2020 in Ulu Belitong Estate and 10/12/2020 in Bukit Tongkat B Estate.</p> <p><u>Mill</u> Environmental impact assessment was guided by its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0C]. The identification of Environmental Aspects and Evaluation of</p>	<p>Complied</p>

		<p>Significance Form [FPI/L4/QOSHE-1.7 Pind 0] was used to identify and evaluate the environmental aspect and impact. The evaluation was divided by workstations such as loading ramp, sterilizer, trashing & press, incinerator, oil room, bulk storage tank, raw water treatment plant, boiler, ETP, laboratory, diesel tank, workshop, SW store and EFB stock pile to name a few. Significant Environmental Aspect and Impacts Register Form [FPI/L4/QOSHE-1.8 Pind 0] was used to register the mitigation method which basically link to the Manual Operation procedures.</p> <p>The evaluation of EAI was last updated in 6/4/2020 – format of EAI includes</p> <ul style="list-style-type: none"> • Dept./process • Aspect • Impact (type & score) • Usage/discharge quantity (per month or day) • Impact mitigation method and comments <p><u>Estates</u> A form, “<i>Pengenalpastian Aspek dan Penilaian Impek</i>” [form no.: FGV/FGVPM/IV/IMS/15/1.6 Pind 1 was used to evaluate EAI by areas of work e.g. chemical store, fertilizer application, harvesting, chemical spraying and road maintenance. It was last updated in January 2020 for Ulu Belitong and February 2020 for Bukit Tongkat. A form entitled “<i>Borang Daftar Impak (Operasi Ladang)</i>” [doc. No.: 1/2012], is then utilised to establish the control measures of the identified significant aspects.</p>	
<p>3.4.2</p>	<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. - Minor Compliance -</p>	<p>Mitigation measure is established based on identified significant aspect from the environmental aspect and impact evaluation. The mitigation measures were incorporated through various mechanism such as implementation of standard and/or safe</p>	<p>Non-compliance</p>

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		<p>operating procedure, implementation of emergency response plan, water management plan, wastes management plan, bio-diversity management plan, implementation of 3R to name a few.</p> <p>Social Management Plan was developed in FGVPISB Belitong POM and last reviewed on 06/12/2020 and 10/12/2020 in Bukit Tongkat B Estate. The impact/ issue raised during stakeholder consultation were recorded in the management plan. For eg:</p> <ol style="list-style-type: none"> 1. Impact: Maintenance of the water filter has yet to be done in the canteen in POM. Actions to be taken: To carry out the maintenance. Status: The immediate action is to apply SPK to carry out the maintenance. The management has submitted the <i>Permohonan Kelulusan Visa Tambahan Bulan: Disember</i> on 04/12/2020. 2. Impact: Transportation issue to hospital in Kluang. Actions to be taken: Management to provide transport. Status: The management will provide transport whenever necessary. There was no case of emergency that need to send to Kluang Hospital at this moment. <p>Impact change of monitoring of the recruitment fee by the sub-agent in source of country was not identified in the management plan. Thus, a minor NC was raised.</p>	
3.4.3	<p>(C) The social and environmental management and monitoring plan is implemented, reviewed and updated regularly in a participatory way. - Critical (Major) compliance -</p>	<p>The mill and estates were consistently monitoring its effectiveness of mitigation measures through various mechanism such as analysis of ETP final discharge, analysis of monsoon drain discharge, upstream & downstream of river water monitoring, scheduled wastes movements and monitoring of smoke emissions</p>	Complied

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		<p>through CEMS and stack sampling, to name a few. Based on its Environmental Aspect and Impact Evaluation procedure [FPI/L2/QOSHE-1.0], clause 8.1.8, the evaluation will be reviewed should there be any changes of the organization’s activity. The review of the effectiveness of the mitigation plan is done from time to time through various mechanism such as management review meeting and as at when the monitoring results are obtained.</p> <p>The social management plan is reviewed on 06/12/2020 in FGVPISB Belitong POM, 01/09/2020 n Ulu Belitong Estate and 10/12/2020 in Bukit Tongkat B Estate. Actions and monitoring were taken accordingly.</p>	
<p>Criterion 3.5: A system for managing human resources is in place.</p>			
<p>3.5.1</p>	<p>Employment procedures for recruitment, selection, hiring, promotion, retirement and termination are documented and made available to the workers and their representatives where applicable.</p> <p>- Minor Compliance -</p>	<p>FGV has developed <i>Garis Panduan Pengambilan & Perlantikan Pekerja Am G7</i> (Doc No.: 2020/1, Rev. 3 dated 01/05/2020) for the mill of FGV Palm Industries Sdn Bhd. The procedure has explained the process of recruitment of General workers in the mill. Besides, policy for performance management, termination of employment (dated 04/12/2019) and Compensation Policy (dated 01/01/2020) was developed to explain the process of promotion, retirement and termination of employment.</p> <p>In addition, Collective Agreement valid from 01/01/2019 to 31/12/2021 has describe the criteria of promotion, retirement and termination.</p> <p><i>Jabatan Tenaga Kerja</i> FGV has developed a list of Policy and Procedure with the name <i>Senarai Utama Polisi dan SOP Jabatan Tenaga Kerja (JYK). 'Proses Sosialisasi & Temuduga'</i> with Doc. No.: FGV/FGVPM-JTK/SOP/003 dated 01/09/2019 for recruitment of foreign workers is part of the procedure.</p>	<p>Complied</p>

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		<p>Besides, FGV Group has established Guidelines and Procedures for Responsible Recruitment of Foreign Workers dated 27/6/2019 which available in company's website, https://www.fgvholdings.com/wp-content/uploads/2020/02/FGV-Group-Guideline-and-Procedures-For-Responsible-Recruitment-of-Foreign-Workers-Final.pdf. The procedure is to set a guideline and adopt the principles in Group Sustainability Policy including non-discrimination, respect for human rights and labour rights. The procedure has outlined the whole process starting from recruitment, hiring, employment and post-employment.</p>	
3.5.2	<p>Employment procedures are implemented, and records are maintained. - Minor Compliance -</p>	<p>Interviewed with the clerk in FGV PISB Belitong POM confirmed that they displayed job advertisement in the notice board outside the office, community halls and food stalls nearby the mill to inform the local communities on the job vacancy. Seen the sample of advertisement for General Workers where terms and conditions were clearly stated in the advertisement such as the age must be 18 years old and above and the qualification of education must be minimum completed Form 3. Benefits such as wages and other allowances were stated in the advertisement. There were recruitment in the mill on February 2020 and August 2020 and records of recruitment such as Application for Employment Form, copy of identification card, certificates of educations, offer letter and medical report were available.</p> <p>FGV has signed agreement with the approved agents for India and Indonesia and outlined all the terms and conditions in the agreement. In the agreement, the agents agreed not to collect any fees from workers during the recruitment process. The cost of the recruitment process was detailed out in the agreement. Besides, the candidates were briefed on the "Communication Pack" during the pre-employment process. The contents of communication pack</p>	Complied

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		<p>are such as working terms and conditions and cost to be borne by the company and employees. Seen the presentation slides that presented to the candidates in home country. Interviewed with the workers confirmed that they have been shown with the presentation slides during the pre-employment process.</p>	
<p>Criterion 3.6: An occupational health and safety (H&S) plan is documented, effectively communicated and implemented.</p>			
<p>3.6.1</p>	<p>(C) All operations are risk assessed to identify H&S issues. Mitigation plans and procedures are documented and implemented. - Critical (Major) compliance -</p>	<ol style="list-style-type: none"> 1. FGVPIB Belitong POM HIRADC was available to assess all risks and hazards in the mill operations. Sighted the HIRADC for Covid-19 (Reviewed 23/11/2020), Water Treatment (Reviewed 01/11/2020), Boiler Station (Reviewed 01/11/2020) and Engine Room (Reviewed 01/11/2020). 2. CHRA was conducted by MZ Enviro Testing and Consulting Sdn Bhd (Assessor Registration Number: JKPP HIE 127/171-2(286). on 03/03/2016. The report was received by the management on 14/07/2016 with the CHRA report available for verification. 3. Noise risk Assessment (Dosh Reg: No: JHK 3886) was conducted by MZ Enviro Testing and Consulting Sdn Bhd (NRA Registration Number: HQ/16/PEB/00/158) on 05/02/2020 to determine whether any of the employees are exposed to excessive noise as per Occupational Safety and Health (Noise Exposure) Regulations 2019. The NRA Report (Report Number: HQ/LPROYKPEB/20/00106) was available for verification. 4. Annual Baseline Audiometric Test was conducted by Industry Safety Management Services on 26/09/2020 to ascertain the hearing ability of the employees in certain frequency range as stipulated in the regulations. The results showed that out of 70 workers tested, 1 worker was diagnosed with abnormal 	<p>Complied</p>

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		<p>hearing while no workers were diagnosed with hearing impairment, hearing loss or standard threshold shift.</p> <ol style="list-style-type: none"> 5. Annual Medical Surveillance was conducted for 15 workers of FGV FGVPISB Belitong POM on January 2020 based on the recommendation of the latest CHRA report done in May 2016. The medical surveillance was conducted by MZ Enviro Testing & Consulting (M) Sdn Bhd (OHD: HQ/19/DOC/00/00506). Biological Monitoring were done for workers exposed to n-Hexane, Manganese and Chromium. Results showed that all workers were within the normal limit with no evidence of poisoning. 6. Annual Examination and Testing of Local Exhaust ventilation was conducted on 13/09/2020 by MZ Enviro Testing & Consulting (M) Sdn Bhd (HQ/16/JHII/00/112) as per requirement under USECHH Regulations 2000. The results obtained from the examination concluded that the company has complied with DOSH's USECHH 2000 Regulations 17 for the year 2020. From the airflow measurements, visual assessment and other tests conducted, the system for Fume Hood was deemed to operate effectively. <p>FGVASSB Ulu Belitong Estate</p> <ol style="list-style-type: none"> 1. HIRADC was used to asses all risks identified by the estate. The HIRARC available were FFB Harvesting, Spraying, Manuring, Transport Workers to Estate, Rat Baiting, FFB Platform Construction and Field Grading. All HIRARC were reviewed on 01/01/2020. 2. CHRA Report (Report Reference Number: HQ/17/ASS/00/00002 – 2019/052) was available dated 	
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		<p>03/12/2019. The assessment was conducted by Chan Ying Hou (JKKP HQ/17/ASS/00/00002).</p> <p>FGVPM Bkt Tongkat Estate</p> <ol style="list-style-type: none"> 1. HIRADC was used to assess all the risks and hazards involved in the daily work operations. Appropriate trainings have been provided to the workers based on the control measures derived from the HIRADC. Sighted the HIRADC documents for Skid Tank (Reviewed - 25/02/2020), Computer Usage & Office Cleaning (Reviewed 25/02/2020), Elephant Patrolling (Reviewed – 25/02/2020) and Road Maintenance (Reviewed – 25/02/2020). 2. CHRA Assessment was conducted on 29/09/2020 by Occumed Consultancy & Services Sdn Bhd (DOSH Registration: JKKP HQ/10/ASS/00/8) to assess the risks associated with hazardous chemicals used in the estate. The CHRA Report (Reference Number: JKKP HQ/10/ASS/00/8 2020/078) was available for verification. The recommendations provided by the assessor have been successfully implemented by the management. 	
3.6.2	<p>(C) The effectiveness of the H&S plan to address health and safety risks to people is monitored.</p> <p>- Critical (Major) compliance -</p>	<p>FGVPISB Belitong POM</p> <p>Based on the medical surveillance report dated January 2020, one worker was resulted to have anaemia and declared temporary unfit to work till further investigation was conducted. The management has not declared that the worker is temporary unfit, and the worker is identified to be still working in the workshop. There were no evidences available that the management have done further investigation or a medical retest for the mentioned worker.</p>	Non-compliance
<p>Criterion 3.7: All staff, workers, Scheme Smallholders, out-growers, and contract workers are appropriately trained.</p>			

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3.7.1	<p>(C) A documented programme that provides training is in place, which is accessible to all staff, workers, Scheme Smallholders and out-growers, taking into account gender-specific needs, and which covers applicable aspects of the RSPOP&C, in a form they understand, and which includes assessments of training.</p> <p>- Critical (Major) compliance -</p>	<p>A training programme has been developed and available in the Training Requirement for Operating Units (Mills & Estate). The trainings were sighted to have included Gender Specific Training and involves staffs and workers.</p> <p>Covid-19 training and briefings were sighted at the mill and estates. Interview with the workers and staff indicated that they were aware on the SOP during the RMCO such as social distancing, regular sanitization and use of PPE (Face Mask).</p>	Complied																		
3.7.2	<p>Records of training are maintained.</p> <p>- Minor Compliance -</p>	<p>Records of trainings were maintained by the Mill and all estates as below: -</p> <table border="1" data-bbox="1151 815 1926 1114"> <thead> <tr> <th>FGVPISB Belitong POM Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Line site Fire Training</td> <td>04/12/2020</td> </tr> <tr> <td>Chemical Hazard Training</td> <td>01/12/2020</td> </tr> <tr> <td>Grading Briefing and Training</td> <td>27/10/2020</td> </tr> <tr> <td>Bobcat and Shovel Handling Training</td> <td>07/08/2020</td> </tr> <tr> <td>Safety and Policy Briefing</td> <td>19/09/2020</td> </tr> </tbody> </table> <p>FGVASSB Ulu Belitong Estate</p> <table border="1" data-bbox="1151 1204 1926 1347"> <thead> <tr> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>ERP Training</td> <td>07/08/2020</td> </tr> <tr> <td>Motorcycle Inspection Training</td> <td>07/12/2020</td> </tr> </tbody> </table>	FGVPISB Belitong POM Training	Date	Line site Fire Training	04/12/2020	Chemical Hazard Training	01/12/2020	Grading Briefing and Training	27/10/2020	Bobcat and Shovel Handling Training	07/08/2020	Safety and Policy Briefing	19/09/2020	Training	Date	ERP Training	07/08/2020	Motorcycle Inspection Training	07/12/2020	Complied
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3.7.3	<p>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> <p>- Minor Compliance -</p>	<p>The mill has conducted a RSPO SCCS Training for all relevant personals (Mill Manager, Asst Mill Manager, Weighbridge Clerk, Supervisor, Lab Analyst, FFB Grader and Auxiliary Police) on 17.11.2020. The training was conducted based on the RSPO SCCS requirements and procedures.</p>	Complied																												
<p>Criterion 3.8: Supply chain requirement for mills</p>																															

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(note: All supply chain requirements are considered as Critical (C) . However it will not contribute to suspension if there is more than 5 non-compliance within a principle)			
3.8.1	<p>Identity Preserved Module</p> <p>A mill is deemed to be Identity Preserved (IP) if the FFB processed by the mill are sourced from plantations/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 certified products. If a mill process certified and uncertified FFB without physically separating them, then only Mass Balance Module is applicable.</p>	<p>FGVPISB Belitong POM process FFB from both RSPO certified and uncertified plantations/estates therefore this indicator is not applicable.</p>	Not Applicable
3.8.2	<p>Mass Balance Module</p> <p>A mill is deemed to be Mass Balance (MB) if the mill process FFB from both RSPO certified and uncertified plantations/estates. 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.</p>	<p>FGVPISB Belitong POM receives and process both FFB supplied from Ulu Belitong and Bukit Tongkat B estates (own supply base) and other third parties. Since the last assessment, it did not receive any certified FFB from any third parties. Approximately, the FFB received from its own supply base is less than 10% from the total FFB received.</p> <p>However, FGVPISB Belitong POM has received some non-certified FFB and claimed the CPO and PK produced from it as RSPO certified products.</p> <p>Based on the mass balance accounting extracted from the company's MPR (Monthly Performance Report), FGVPISB Belitong POM had received 75.16 mt of FFB between 7/2/2019 to 17/12/2020 from a non-certified area i.e. Ulu Belitong Peringkat 2 plantation as RSPO certified FFB. The CPO & PK produced from that amount of FFB had been classified and claimed as RSPO certified products by the mill. Thus, a non-conformity report was assigned due to this lapse.</p>	Non-compliance

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3.8.3	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. 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.	The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill is recorded in this public summary report (see Table 10).	Complied
3.8.4	The mill shall also meet all registration and reporting requirements for the appropriate supply chain through the RSPO IT platform.	Registration of transaction is done through the utilisation of RSPO Palmtrace. Verification of the RSPO Palmtrace showed that the mill has met all the registration and reporting requirements.	Complied
3.8.5	<p>Documented procedures</p> <p>The mill shall have written procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. This shall include at minimum the following:</p> <ul style="list-style-type: none"> a) Complete and up to date procedures covering the implementation of all the elements of the supply chain model requirements. b) Complete and up to date records and reports that demonstrate compliance with the supply chain model requirements (including training records). c) 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 mill’s procedures for the implementation of this standard. d) The mill shall have documented procedures for receiving and processing certified and non-certified FFBS including ensuring no contamination in the IP mill. 	<p>FGVPISB Belitong POM has a Standard Operating Procedures available to ensure implementation of RSPO SCCS available in the unit. Sighted the SOP for Mill RSPO SCCS; Doc Number RSPO SCCS; Issue No:3; Revision No: 05; Distribution Date: 01/09/2019. The RSPO SCCS SOP covers the implementation of all the elements of the supply chain model requirements.</p> <p>Complete and up to date records that demonstrated compliance with the supply chain requirements were available and verified. Amongst the records verified was the RSPO SCCS Internal Audit Report, Management Review Meeting Minutes, RSPO SCCS Training Records, Mass Balance Sheets, Weighbridge Tickets of Incoming and Outgoing RSPO products.</p> <p>FGVPISB Belitong POM have appointed 10 personals as the committee members for RSPO SCCS in the mill to be responsible for the implementations of the SCCS requirements and compliance with all applicable requirements. The appointment letter dated 02/03/2020 undersigned by the Mill Manager was available for verification. Interview with the sampled personals (Weighbridge Clerk & Auxiliary Police) indicated that they understood the SCCS procedures.</p>	Complied

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		Procedures for receiving and processing certified and non-certified FFBs including ensuring no false claim is done is mentioned in the SOP for Mill RSPO SCCS; Doc Number RSPO SCCS; Issue No:3; Revision No: 05; Distribution Date: 01/09/2019.	
3.8.6	<p>Internal Audit</p> <p>i) The mill shall have a written procedure to conduct annual internal audit to determine whether the mill:</p> <p>a. Conforms to the requirements in the RSPO Supply Chain Certification Standard and the RSPO Market Communications and Claims Documents.</p> <p>b. Effectively implements and maintains the standard requirements within its organisation.</p> <p>ii) 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 mill shall maintain the internal audit records and reports.</p>	<p>FGV has developed Internal Audit Procedure (Doc. No.: ML-1A/L2-Pr11(0), Rev. 0 dated 1/6/2016) where the objective is to carry out internal audit to ensure implementation of RSPO, ISCC and MSPO. The frequency of the internal audit to be carried out is at least once a year.</p> <p>The latest internal audit was carried out on 17/11/2020 in FGV PISB Belitong POM by Sustainability Compliance & Certification Department. 1 non-conformity was raised for RSPO SCCS. The management have stated the corrective action plan and implemented the corrective action to address the non-conformity. The non-conformity was closed as stated in the management review for SCCS dated 01/12/2020. The internal audit report and management review meeting minutes records were available for verification.</p>	Complied
3.8.7	<p>Purchasing and Goods In</p> <p>i) The mill shall verify and document the tonnage and sources of certified and the tonnage of non-certified FFBs received.</p> <p>ii) The mill shall inform the CB immediately if there is a projected overproduction of certified tonnage.</p> <p>iii) The mill shall have a mechanism in place for handling non-conforming FFB and/or documents.</p>	<p>The mill received FFB from own certified supplying estates and neighbouring settlers.</p> <p><i>Nota Hantaran BTB</i> will be submitted to the mill during incoming of FFB from own supply bases and settlers. Information of the <i>Nota Hantaran BTB</i> was recorded in the WB system and MPR system by the Weighbridge Operator.</p> <p>Verified the certified CPO and PK production record from MPR system found that no overproduction was reported. The total</p>	Complied

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		<p>certified products produced from Feb 2020 to November 2020 for CPO = 3,274.01 MT and PK = 868.84 MT.</p> <p>FGV Group has developed Standard Operating Procedure for Mill RSPO SCC (Doc. No.: RSPO SCC, Issue 3, Rev. 5 dated 01/09/2019) where mechanism for handling of non-conformance material & document was outlined in the procedure. Segregation of certified and non-certified material will be conducted in loading ramp.</p>	
<p>3.8.8</p>	<p>Sales and Goods Out</p> <p>The supplying mill shall ensure that the following minimum information for RSPO certified products is made available in document form. The 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> <ol style="list-style-type: none"> a) The name and address of the buyer; b) The name and address of the seller; c) The loading or shipment / delivery date; d) The date on which the documents were issued; e) RSPO certificate number; f) A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations); g) The quantity of the products delivered; h) Any related transport documentation; i) A unique identification number. 	<p>FGVPISB Belitong POM has ensured the required information is available in document form. Sampled of contracts as below:</p> <p><u>CSPO</u> Sale Order No.: RSPO9G569GAE/119/01 – 1,000 MT</p> <ul style="list-style-type: none"> • The name and address of the buyer: FGVT Bulkers Pasir Gudang • The name and address of the seller: FGV Trading Sdn Bhd – Kilang Sawit Belitong, 86007 Kluang, Johor • The loading or shipment/ delivery date: 02/11/2019 • The date on which the documents were issued: 02/11/2019 • RSPO certificate number: RSPO 693230 • A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): CPO – RSPO SCC (Mass Balance) • The quantity of the products delivered: 39.14 MT • Any related transport documentation: W/B Ticket# H00001224 A unique identification number: W/B Ticket# H00001224 <p><u>CSPK</u> Contract No.: RSPG4327F – 200 MT</p> <ul style="list-style-type: none"> • The name and address of the buyer: FKP – Pasir Gudang 	<p>Complied</p>

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		<ul style="list-style-type: none"> • The name and address of the seller: FGV Trading Sdn Bhd – Kilang Sawit Belitong, 86007 Kluang, Johor • The loading or shipment/ delivery date: 09/10/2020 • The date on which the documents were issued: 09/10/2020 • RSPO certificate number: RSPO 693230 • A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): Palm Kernel – RSPO SCC (Mass Balance) • The quantity of the products delivered: 47.78 MT • Any related transport documentation: W/B Ticket# L00000256 • A unique identification number: W/B Ticket# L00000256 <p>Contract No.: RSPG4066F – 200 MT</p> <ul style="list-style-type: none"> • The name and address of the buyer: FKP – Pasir Gudang • The name and address of the seller: FGV Trading Sdn Bhd – Kilang Sawit Belitong, 86007 Kluang, Johor • The loading or shipment/ delivery date: 30/09/2020 • The date on which the documents were issued: 30/09/2020 • RSPO certificate number: RSPO 693230 • A description of the product, including the applicable supply chain model (Identity Preserved or Mass Balance or the approved abbreviations): Palm Kernel – RSPO SCC (Mass Balance) • The quantity of the products delivered: 48.30 MT • Any related transport documentation: W/B Ticket# L00000249 • A unique identification number: W/B Ticket# L00000249 	
3.8.9	<p>Outsourcing Activities</p> <p>i) The mill shall not outsource its milling activities. In cases where he mill outsources activities to independent third parties (e.g. subcontractors</p>	<p>The mill does not outsource any of the activities to any third parties as verified during the audit. The transport of Certified RSPO CPO</p>	Not Applicable

	<p>for storage, transport or other outsourced activities), the mill holding the certificate shall ensure that the independent third party complies with relevant requirements of this RSPO Supply Chain Certification</p> <p>ii) The mill shall ensure the following:</p> <p>a) The mill has legal ownership of all input material to be included in outsourced processes</p> <p>b) The mill 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 mill to ensure that certification body (CB) has access to the outsourcing contractor or operation if an audit is deemed necessary.</p> <p>c) The mill has a documented control system with explicit procedures for the outsourced process which is communicated to the relevant contractor.</p> <p>d) The mill shall furthermore ensure (e.g. through contractual arrangements) that independent third parties engaged provide relevant access for duly accredited CBs to their respective operations, systems, and all information, when this is announced in advance.</p>	<p>& PK is done by FGV Transport, which is under the mother company of FGV Holdings.</p>	
3.8.10	<p>The mill shall record the names and contact details of all contractors used for the physical handling of RSPO certified oil palm products.</p>	<p>Contractors are only used by the RSPO Certified FFB Suppliers to transport RSPO Certified FFB from the estate to the mill. No other contractors are used to physically handle any RSPO certified oil palm products. Details of the contractors were available in the mill which includes Contractor Name, Driver Name and Lorry Number.</p>	<p>Complied</p>
3.8.11	<p>The mill shall inform its CB in advance prior to conduct of its next audit of the names and contact details of any new contractor used for the physical handling of RSPO certified oil palm products.</p>	<p>There were no new contractors used for the physical handling of RSPO certified products by the Mill.</p>	<p>Complied</p>

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<p>3.8.12</p>	<p>Record keeping</p> <ul style="list-style-type: none"> i) The mill shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of this RSPO Supply Chain Certification Standard requirements. ii) Retention times for all records and reports shall be a minimum of two (2) years and shall comply with relevant legal and regulatory requirements and be able to confirm the certified status of raw materials or products held in stock. iii) For Identity Preserved Module, the mill shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. iv) For Mass Balance Module, the mill: <ul style="list-style-type: none"> a) 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. b) All volumes of certified CPO and PK that are delivered are deducted from the material accounting system according to conversion ratios stated by RSPO. c) The mill can only deliver Mass Balance sales from a positive stock. Positive stock can include product ordered for delivery within three (3) months. However, a mill is allowed to sell short (i.e. product can be sold before it is in stock. 	<p>FGVPISB Belitong POM has maintained the accurate, complete, up-to-date and accessible records and reports covering all aspects of these RSPO Supply Chain Certification requirements.</p> <p>Procedure namely Mill RSPO SCC (Mass Balance), SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 has defined at least 2 years of retention time for all records and report.</p> <p>Mass balance recording is done through utilization of “<i>Lembaran Mass Balance</i>” (Mass Balance Sheet). Computerized system in place with the delivery deducted accordingly. Based on verification of Mass Balance Sheet, it was found that the certified CPO and PK were always delivered from positive stock.</p>	<p>Complied</p>
<p>3.8.13</p>	<p>Extraction Rate</p> <p>The oil extraction rate (OER) and the kernel extraction rate (KER) shall be applied to provide a reliable estimate of the amount of certified CPO and PK from the associated inputs. Mill shall determine and set their own extraction rates based upon past experience, documented and applied it consistently.</p>	<p>The facility is using the actual extraction rate and therefore updating of rates is not necessary.</p>	<p>Complied</p>

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3.8.14	Extraction rates shall be updated periodically to ensure accuracy against actual performance or industry average if appropriate.	The facility is using the actual extraction rate and therefore updating of rates is not necessary.	Complied
3.8.15	Processing For Identity Preserved Module, the mill 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 products, including during transport and storage to strive for 100% separation.	FGVPISB Belitong POM process FFB from both RSPO certified and uncertified plantations/estates therefore this indicator is not applicable.	Not Applicable
3.8.16	Registration of Transactions i) Shipping Announcement in the RSPO IT platform shall be carried out by the mills when RSPO certified products are sold as certified to refineries, crushers, and traders not more than three months after dispatch with the dispatch date being the Bill of Lading or the dispatch documentation date. ii) Remove: RSPO certified volumes sold under different scheme or as conventional, or in case of underproduction, loss or damage shall be removed in the RSPO IT platform.	Shipping announcements by the mill were represented by FGV marketing department located at Kuala Lumpur headquarters. The list of announcements made can be accessed in the RSPO PalmTrace. However, the date of shipping announcement stated in the company's procedure is not in-line with the standard requirement. According to FGV's Supply Chain Procedure, dated 1/9/2019, under "Traceability" topic, the date of announcement shall be made maximum of 1 year after the shipping date. This is not in-line with the standard. Thus, a non-conformity was assigned due to this lapse.	Non-compliance
3.8.17	Claims The mill shall only make claims regarding the production of RSPO certified oil that are in compliance with the RSPO Rules on Market Communications and Claims.	Procedure namely SOP for Mill RSPO SCC, Doc. No: RSPO SCC, dated: 01/09/2019, version: 3.0 was established. There is no claim made for RSPO logo & trademark in FGVPISB Belitong POM.	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.	Not Applicable as corporate communication is managed at FGV Holdings Berhad HQ level.	Not Applicable

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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. <p>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.</p>	Not Applicable as corporate communication is managed at FGV Holdings Berhad HQ level.	Not Applicable
4.3	<p>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.</p>	Not Applicable as corporate communication is managed at FGV Holdings Berhad HQ level.	Not Applicable
4.4	<p>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.</p>	Not Applicable as corporate communication is managed at FGV Holdings Berhad HQ level.	Not Applicable
4.5	<p>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.</p>	Not Applicable as corporate communication is managed at FGV Holdings Berhad HQ level.	Not Applicable
Business to business communications			
5.1	<p>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.</p>	Business to business communication is demonstrated via shipping documentation and invoices to the next supply chain actor or buyer.	Complied
5.2	<p>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.</p>	Shipping documentation verified and conformance with the requirements of RSPO SCCS. In the shipping documents (i.e. weighbridge tickets, delivery order), the name of product/commodity with SCC model (e.g. PK MB) and RSPO certificate number.	Complied

5.3	<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> <p>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.</p> <p>b. If the distributor or wholesaler is supply chain-certified they should follow the requirements outlined in section 5.2.</p>	<p>FGVPISB Belitong POM is not under distributor or wholesaler category. Thus, this requirement is not applicable.</p>	<p>Not Applicable</p>
Business to consumer communication			
6.1	<p>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.</p>	<p>Not Applicable as the facility does not involve with consumer end product.</p>	<p>Not Applicable</p>
6.2	<p>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.</p>	<p>Not Applicable as the facility does not involve with consumer end product.</p>	<p>Not Applicable</p>
6.3	<p>When on-pack claims on RSPO-certified sustainable oil palm products are used, the RSPO trademark and associated identification number must be present.</p>	<p>Not Applicable as the facility does not involve with consumer end product.</p>	<p>Not Applicable</p>
6.4	<p>Business to consumer communication shall not include information about the claimant’s RSPO membership status.</p>	<p>Not Applicable as the facility does not involve with consumer end product.</p>	<p>Not Applicable</p>

6.5	Members shall not communicate to consumers' information about their suppliers' RSPO membership status.	Not Applicable as the facility does not involve with consumer end product.	Not Applicable
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.	Not Applicable as the facility does not involve with consumer end product.	Not Applicable
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.	Not Applicable as the facility does not involve with consumer end product.	Not Applicable
6.8	RSPO members who are retailers or food service companies can apply for an RSPO trademark license for use in business to consumer communications, provided they can demonstrate the validity of these claims to an RSPO-accredited certification body (CB). This will be 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 .	Not Applicable as the facility does not involve with consumer end product.	Not Applicable
MODULE B – MASS BALANCE SPECIFIC RULES			
Minimum Mass Balance content			
	95% or above of the oil palm content must be RSPO MB-certified.	Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.	Complied

	<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 non-certified volume must be covered by equivalent volume of RSPO Credits.</p>	<p>Oil palm claimed for MB certified contain of 100% CPO or PK MB-certified.</p>	<p>Complied</p>
<p>Labelling and trademark (MB)</p>			
	<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. 	<p>As at to date, no RSPO trademark used by FGVPISB Belitong POM.</p>	<p>Complied</p>
<p>Messaging (MB)</p>			
	<p>Messaging ALLOWED in storytelling in product-related communications includes:</p>	<p>As at to date, no RSPO trademark used by FGVPISB Belitong POM.</p>	<p>Complied</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. <p>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> <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>Principle 4: Respect community and human rights and deliver benefits</p>			
<p>Criterion 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, FFB suppliers and local communities and prohibits intimidation and harassment by the unit of certification and contracted services, including contracted security forces.</p> <p>- Critical (Major) compliance -</p>	<p>FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where the company respect human rights by uphold international human rights principle and standards as encapsulated in the Universal Declaration of Human Rights (UDHR), and other applicable international human rights treaties, subject to the laws and regulations of the countries and territories in which FGV Group operates. FGV is guided by the United Nations Guiding Principles on Business and Human Rights (UNGPs). Briefing of the policy version 3.0 was conducted on 17-18/08/2020 in Ulu Belitong Estate and 22/01/2020 in Bukit Tongkat B Estate. The latest version has yet to be conducted as they received the new policy recently. They are planning to conduct the briefing by end of this month.</p>	<p>Complied</p>

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4.1.2	The unit of certification does not instigate violence or use any form of harassment in their operations. - Minor compliance -	FGV prohibits any form of harassment in their operation as per the policy above. Interviewed with the workers confirmed that no harassment by the management.	Complied
Criterion 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. - Critical (Major) compliance -	FGV has established SOP for " <i>Menangani Aduan dan Rugutan</i> " with Doc. No.: FGV/ML-1A/L2-Pr13 dated 01/06/2016. The procedure is to provide a system for the internal and external stakeholders to lodge complaint and grievances to the management. The complaints will be solved in 14 days (first stage), 14 days (second stage). The complaint has to be resolved within 2 months from the date of discussion in third stage. Besides, whistleblowing e-form was available in https://www.fgvholdings.com/whistleblowing/ for the stakeholders to report a grievance.	Complied
4.2.2	Procedures are in place to ensure that the system is understood by the affected parties, including by illiterate parties. - Minor compliance -	The procedure has been briefed to the external stakeholders on 24/05/2018 during stakeholder meeting, 12/07/2020 to the workers and 08/12/2020 to the local communities in Ulu Belitong Estate, 02/03/2020 to workers in Bukit Tongkat B Estate. Interviewed with the stakeholders confirmed that they are understand on the process of complaint and grievances.	Complied
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. - Minor compliance -	FGVPISB Belitong POM and Ulu Belitong Estate has implemented Complaint Book & Grievances Form to allow the stakeholders to lodge complaint. Sampled the complaint as below: 1. Issue: No water pipe in the loading ramp area dated 03/07/2020. Action Taken: The management has improved the water piping system in the loading ramp area and resolved on 25/08/2020.	Complied

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		<p>Seen the photo evident that the water piping is available in the loading ramp area.</p> <p>2. Issue: Tire of wheelbarrow was broken dated 15/10/2020. Action Taken: The management has replaced the broken tire on 15/10/2020 and seen the Sundry Shop Payment Voucher dated 04/11/2020.</p> <p>Bukit Tongkat B Estate has implemented Complaint & Respond Form to record any complaints. Sampled of the complaint as below:</p> <p>1. Issue: Staff L2 – Socket of fan not functioning on 31/08/2020. Action Taken: The management has requested contractor to carry out the repair work and seen the invoice# I/20/0220 dated 28/09/2020 for the work done. Interviewed with the complainant confirmed that the complaint has resolved.</p>	
4.2.4	<p>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.</p> <p>- Minor compliance -</p>	<p>As per SOP for Complaint & Grievance (Doc no: FGV/ML-1A/L2-Pr13 dated 01/06/2016, under clause 7.1.4 (4th stages) 7.1.4.1 if there is no agreement after complaint lodges to the headquarters, the complaint can be escalated to <i>Jabatan Perhubungan Perusahaan, Kementerian Sumber Manusia</i> or <i>Panel Aduan Persijilan Kelestarian</i> (RSPO or MSPO) as a solution.</p>	Complied
Criterion 4.3: The unit of Certification contributes to local sustainable development as agreed by local communities.			
4.3.1	<p>Contributions to community development that are based on the results of consultation with local communities are demonstrated.</p> <p>- Minor compliance -</p>	<p>Ulu Belitong Estate’s management has made contribution to local communities such as made donation to the event organized by local NGO in the village upon request and provided foods supply (such as rice and noodles) to the workers during the Covid-19 pandemic period. Bukit Tongkat B Estate has made contribution of daily necessity such as rice, sugar, cooking oil and eggs to the workers during the Covid-19 pandemic period.</p>	Complied

Criterion 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.			
4.4.1	<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>- Critical (Major) compliance -</p>	<p>The government leased the land to FELDA for development. As per agreement letter between FELDA and FELDA Palm Industries Sdn Bhd dated 25/11/1996, FELDA granted a portion of land with approximately 13.51 ha for the purpose of oil palm mill. This agreement was valid from 01/01/1994 to 31/12/2023.</p> <p>There was a new leased agreement between FELDA and FGV Agri Services Sdn Bhd dated 02/09/2020 for Ulu Belitong Estate. FELDA has leased a total of 157.12 ha and the validity of agreement is from 01/01/2020 to 30/12/2020. Only 147.70 ha (Peringkat 1 and Peringkat 3) is under certified area and 9.42 ha (Peringkat 2) is not under scope of certification.</p>	Complied
4.4.2	<p>Copies of documents evidencing agreement-making processes and negotiated agreements detailing the FPIC process are available and include:</p>	<p>There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.</p>	Complied
4.4.2a	<p>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> <p>- Minor compliance -</p>	<p>There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.</p>	Complied
4.4.2b	<p>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>	<p>There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It</p>	Complied

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	- Minor compliance -	was verified through the land titles confirmed that there is no any land dispute reported.	
4.4.2c	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. - Minor compliance -	There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.	Complied
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). - Critical (Major) compliance -	Maps with identified legal boundaries were available.	Complied
4.4.4	All relevant information is available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements. - Minor compliance -	There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.	Complied
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. - Critical (Major) compliance -	There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.	Complied
4.4.6	There is evidence that implementation of agreements negotiated through FPIC is annually reviewed in consultation with affected parties. - Minor compliance -	There is no dispute in FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate as the land is belong to FELDA. The estate's land is leased to FGV for Oil Palm Plantation activities. It was verified through the land titles confirmed that there is no any land dispute reported.	Complied

Criterion 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. - Critical (Major) compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
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 access to independent advice through a documented, long-term and two-way process of consultation and negotiation. - Critical (Major) compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
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. - Minor compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
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. - Minor compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
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	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable

	independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands. - Minor compliance -		
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 a new concession or land title to the operator. - Minor compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
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 domain of the federal and state land acquisition legislations. - Minor compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
4.5.8	(C) New lands are not acquired in areas inhabited by communities in voluntary isolation. - Critical (Major) compliance -	There was no new planting in Ulu Belitong Estate and Bukit Tongkat B Estate. There was no acquisition of new land sighted.	Not Applicable
Criterion 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. - Critical (Major) compliance -	FGV has developed procedure on " <i>Pengenalpastian dan penyelesaian pertikaian tanah</i> " with Doc. No. ML-1A/L1-Pr10(0) dated 01/06/2016. The objective of the procedure is to handle and monitor issue raised from local communities on customary or user rights. Procedure on the compensation to the people entitled and monitoring of boundary stone was detailing in the procedure. Compensation will be paid according to basic cost/ acre and market land price.	Complied

4.6.2	<p>(C) A mutually agreed procedure for calculating and distributing fair 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.</p> <p>- Critical (Major) compliance -</p>	Refer to Indicator 4.6.1.	Complied
4.6.3	<p>Evidence is available that equal opportunities are provided to both men and women to hold land titles for scheme small holdings.</p> <p>- Minor compliance -</p>	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit. Boundary stone and trenches were available to demarcate the boundary of land between the neighbouring stakeholders.	Complied
4.6.4	<p>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> <p>- Minor compliance -</p>	No issues related to loss of legal customary rights with indigenous peoples, local communities, settlers and other stakeholders reported during the time of audit. Boundary stone and trenches were available to demarcate the boundary of land between the neighbouring stakeholders.	Complied
<p>Criterion 4.7: 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	<p>(C) A mutually agreed procedure for identifying people entitled to compensation is in place.</p> <p>- Critical (Major) compliance -</p>	FGV has developed procedure on " <i>Pengenalpastian dan penyelesaian pertikaian tanah</i> " with Doc. No. ML-1A/L1-Pr10(0) dated 01/06/2016. The objective of the procedure is to handle and monitor issue raised from local communities on customary or user rights. Procedure on the compensation to the people entitled and monitoring of boundary stone was detailing in the procedure. Compensation will be paid according to basic cost/ acre and market land price.	Complied
4.7.2	<p>(C) A mutually agreed procedure for calculating and distributing fair and gender-equal compensation (monetary or otherwise) is established and</p>	Refer to Indicator 4.7.2.	Complied

	implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. - Critical (Major) compliance -		
4.7.3	Communities that have lost access and rights to land for plantation expansion are given opportunities including employment and supply contracts to benefit from plantation development. - Minor compliance -	There is no customary right land in Ulu Belitong Estate and Bukit Tongkat B Estate. Therefore, the clause is not applicable.	Not Applicable
Criterion 4.8: The right to use the land is demonstrated and is not legitimately contested by local people who can demonstrate that they have legal, customary, or user rights.			
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. - Minor compliance -	There is no customary right land in Ulu Belitong Estate and Bukit Tongkat B Estate. Therefore, the clause is not applicable.	Not Applicable
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. - Critical (Major) compliance -	There is no customary right land in Ulu Belitong Estate and Bukit Tongkat B Estate. Therefore, the clause is not applicable.	Not Applicable
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 rights, these claims will be settled using the relevant requirements (Indicators 4.4.2, 4.4.3 and 4.4.4) - Minor compliance -	There is no customary right land in Ulu Belitong Estate and Bukit Tongkat B Estate. Therefore, the clause is not applicable.	Not Applicable

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4.8.4	For any conflict or dispute over the land, the extent of the disputed area is mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable). - Minor compliance -	There is no customary right land in Ulu Belitong Estate and Bukit Tongkat B Estate. Therefore, the clause is not applicable.	Not Applicable
Principle 5: Support smallholder inclusion			
Criterion 5.1: The unit of certification deals fairly and transparently with all smallholders (Independent and Scheme) and other local businesses.			
5.1.1	Current and previous period prices paid for FFB are publicly available and accessible by smallholders. - Minor compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.1.2	(C) Evidence is available that the unit of certification explains the FFB pricing to smallholders on request from individual smallholders (at least once a year or upon request). - Critical (Major) compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.1.3	(C) Fair pricing, calculated as a portion of the international CPO price less costs is provided to smallholders in the supply base and documented. - Critical (Major) compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
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. - Critical (Major) compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.1.5	Contracts are fair, legal and transparent and have an agreed timeframe. - Minor compliance -	Contract Agreement between FGV PISB Belitong POM and FFB Suppliers were available for verification. The contract agreement	Complied

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		<p>states the pricing of FFB that the oil mill uses to make payments. Sighted the contract agreements as below:</p> <ol style="list-style-type: none"> 1. Kim Ma Oil Palm (Transport) Sdn Bhd; Doc Number: (45) FGVPIB/FFBPD/8668; Date: 04/03/2019 2. Eng Huat Latex Concentrate Sdn Bhd; Doc Number: (109) FGVPIB/FFBPD/7767; Date: 04/03/2019 3. Bakti Mas Bina Sdn Bhd; Doc Number: (64) FGVPIB/FFBPD/8877; Date: 04/03/2019. 	
5.1.6	<p>(C) Agreed payments are made in a timely manner and receipts specifying price, weight, deductions and amount paid are given. - Critical (Major) compliance -</p>	<p>The contracts states that payments will be done within 60 days after the invoice is provided to the management. As of now, payments for FFB Suppliers are done on a weekly basis. The Payment Advice were verified to include the date, pass number, lorry number, OER, total FFB, FFB Price, penalty and total amount paid. Verified the payment records as below:</p> <ol style="list-style-type: none"> 1. FFB Supplier: BKF Sdn Bhd <ul style="list-style-type: none"> • Doc Date: 14/09/2020 • Payment Date: 23/09/2020 • Document Number: 350056242 2. FFB Supplier: Norrodin Family Sdn. Bhd. <ul style="list-style-type: none"> • Doc Date: 14/09/2020 • Payment Date: 23/09/2020 • Document Number: 350056239 	Complied

<p>5.1.7</p>	<p>Weighbridges used for determining payment to smallholders are verified by an independent third party on a regular basis (this can be government). - Minor compliance -</p>	<p>There are 2 weighbridges at FGVPISB Belitong POM used to weight the FFB received from FFB Suppliers. The weighbridge is calibrated annually to ensure the accuracy of the readings. Verified the records of weighbridge calibration as below:</p> <p><u>Weighbridge 1 (60 Mt)</u></p> <ol style="list-style-type: none"> 1. Receipt Number: B 1501281 2. Weighbridge Serial Number: 200850750 3. Safety Label Number: Q 014893 2.1K 4. Date: 29/07/2020 5. Calibrated by: Metrology Corporation Malaysia Sdn. Bhd. <p><u>Weighbridge 2 (80 Mt)</u></p> <ol style="list-style-type: none"> 1. Receipt Number: B 1501963 2. Weighbridge Serial Number: 0037008 – 6ON 3. Safety Label Number: Q 014944 2.1K 4. Date: 18/09/2020 5. Calibrated by: Metrology Corportation Malaysia Sdn. Bhd. 	<p>Complied</p>
<p>5.1.8</p>	<p>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. - Minor compliance -</p>	<p>There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.</p>	<p>Not Applicable</p>
<p>5.1.9</p>	<p>(C) The unit of certification has a grievance mechanism for smallholders and all grievances raised are dealt with in a timely manner. - Critical (Major) compliance -</p>	<p>There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.</p>	<p>Not Applicable</p>

Criterion 5.2: The unit of certification supports improved livelihoods of smallholders and their inclusion in sustainable palm oil value chains.

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5.2.1	The Company consults with interested smallholders (irrespective of type) within the Unit of Certification, 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. - Minor compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.2.2	The unit of certification develops and implements smallholder support programme to improve smallholder livelihood and build their capacity to enhance productivity, quality, organisational and managerial competencies, and specific elements of RSPO certification (including the RSPO Independent Smallholder Standard or RISS). - Minor compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.2.3	Where applicable, the unit of certification provides support to smallholders to promote legality of FFB production. - Minor compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.2.4	(C) Evidence exists that the unit of certification trains Scheme Smallholders on pesticide handling. - Critical (Major) compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
5.2.5	The unit of certification regularly reviews and publicly reports on the progress of the Smallholder support programme. - Minor compliance -	There are no smallholders in the Unit of Certification as defined by RSPO P&C 2018 (MYNI 2019). Therefore, this indicator is not applicable.	Not Applicable
Principle 6: Respect workers' rights and conditions			
Criterion 6.1: Any form of discrimination is prohibited.			
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.	FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where no person shall be subjected to any discrimination in employment, including hiring, compensation, advancement, training, disciplinary action,	Complied

	- Critical (Major) compliance -	termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, gender identity, nationality, political opinion, social group, ethnic origin, reproductive rights or other forms of discrimination. Briefing of the policy version 3.0 was conducted on 17-18/08/2020 in Ulu Belitong Estate and 22/01/2020 in Bukit Tongkat B Estate. The latest version has yet to be conducted as they received the new policy recently. They are planning to conduct the briefing by end of this month.	
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. - Critical (Major) compliance -	Interview and verified through salary slips shows that there is no discrimination in terms of salary payment especially for similar work scope. FGV has committed that no recruitment fee imposed to foreign workers. Please refer to indicator 6.6.1 for more detail assessment.	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. - Minor compliance -	Employment procedure was established, and details refer to indicator 3.5.1 and 3.5.2. Besides, Collective Agreement (valid from 01/01/2019 to 31/12/2021) has clearly mentioned the criteria of promotion based on the capability, qualification and performance of interview of the candidates.	Complied
6.1.4	Pregnancy testing is not conducted as a discriminatory measure and is only permissible when it is legally mandated. Alternative equivalent employment is offered for pregnant women. - Minor compliance -	There is no female worker works in mill process and estate operation. Female workers mainly work in the office of mill and estate. No pregnancy test been conducted for job selection. 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.	Complied
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. - Critical (Major) compliance -	Gender Committee was established in FGVPISB Belitong POM to discuss the issues raised by female workers and raise awareness. Meeting and activities were conducted by the committee. The last meeting was conducted on 02/03/2020 in FGVPISB Belitong POM. Meeting minutes was sighted. Flowchart of Handling Complaint and Grievances related to sexual harassment was briefed during the	Complied

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		<p>meeting. No issue related to sexual harassment and violence was reported during the meeting. Briefing of the new mother's needs was conducted to the committee. Interviewed with the female workers confirmed that no case of sexual harassment and violence reported.</p> <p>Ulu Belitong Estate and Bukit Tongkat B Estate has established Gender Committee and last meeting was conducted on 25/06/2020 and 13/02/2020. Seen the meeting minutes and found no issue reported. Awareness of sexual harassment and violence was given during the meeting. Interviewed with the female staff confirmed that no case of sexual harassment and violence was reported.</p>	
6.1.6	<p>There is evidence of equal pay for the same work scope.</p> <p>- Minor compliance -</p>	<p>The female workers employed in FGV are local Malaysian. Female workers employed are office clerk and caretaker for the housing. Reviewed payslips in FGV PISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate which consists of male and female workers found that their salary is the same for the same job scope. They were paid according to the Minimum Wage Order 2020 without any discrimination. This has verified through interviewed with both the male and female workers.</p>	Complied
<p>Criterion 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).</p>			
6.2.1	<p>(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 Bahasa Malaysia) and explained to them in language they understand.</p> <p>- Critical (Major) compliance -</p>	<p>FGV Palm Industries Sdn Bhd has sign the Collective Agreement with <i>Kesatuan Pekerja-pekerja FGV Palm Industries Sdn Bhd Semenanjung</i> which valid from 01/01/2019 to 31/12/2021 (FGV PISB Belitong POM) and FGV Plantations (Malaysia) Sdn Bhd has signed Collective Agreement <i>Kesatuan Pekerja-pekerja FGV Plantations (Malaysia) Sdn Bhd Semenanjung</i> which valid from 01/01/2019 to 31/12/2021. Details such as promotion, notice</p>	Complied

		<p>period, resignation, annual leave and overtime were outlined in the agreement. Sample of workers agreement are reviewed, and the agreements are signed in Bahasa Malaysia and the local language of the foreign workers.</p> <p>Interview with workers confirmed that they have signed the agreement and the content of agreement and Collective Agreement was briefed to them. All the workers have given a copy of the Collective Agreement.</p> <p>The foreign workers have been briefed and signed the agreement in their home country in the local language during the pre-employment process and prior to Malaysia. This has verified with the workers confirmed that the terms and conditions were briefed during the pre-employment process and when they signed the contract.</p>	
6.2.2	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>Sample of workers agreement are reviewed, and the agreements are signed in their local language (i.e. Hindi, Bahasa Malaysia/Indonesia).</p> <p>Please refer to indicator 6.6.1 for more details.</p> <p>Bukit Tongkat B Estate:</p> <p>The management will be subsidized RM 4 for water bill and RM 6 for electricity every month to all the workers as per the employment contract. However, sampled the payslips for July 2020 found that some of the workers did not receive the subsidize for electricity. The sampled workers as below:</p> <ol style="list-style-type: none"> 1. Employee No.: FW06010155 2. Employee No.: FW06010157 3. Employee No.: FW06010158 4. Employee No.: FW06010134 	Non-compliance

		Thus, a major NC was raised.	
6.2.3	<p>(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.</p> <p>- Critical (Major) compliance -</p>	35 samples for checkroll workers and contractor’s workers in various operations including harvester, field workers and general workers were verified. Overtime count was appropriate, and deduction was deducted fairly following the agreement and approval from the Department of Human Resource. The workers have the public holiday entitlement as per the employment contract and legal requirements.	Complied
6.2.4	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>All workers are provided with housing facilities that furnish with sanitation facilities, water supplies, electricity and amenities such praying house. Water and electricity are connected to the national supply and grid. Water usage is subsidized by the company and these conditions are stated in the collective agreement. Interview with workers confirms that there is no issue related to the payment of water and electricity.</p> <p>As the estates are located township, any medical attention needed will be referred to government clinic or Panel Clinic.</p> <p>Linesite inspection was conducted once a week by using the Housing Cleanliness Checklist for FGVPISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate. Reviewed the records of weekly inspection of housing.</p>	Complied
6.2.5	<p>The unit of certification makes efforts to improve workers' access to adequate, sufficient and affordable food.</p> <p>- Minor compliance -</p>	Location of mill and estate was inside the vicinity of FGV Settlers village and access to town is available by public transport. Groceries shops and restaurants are sighted, and the workers are easily access to adequate, sufficient and affordable food.	Complied
6.2.6	<p>A DLW is paid to all workers, including piece rate/quotas, for whom the calculation is based on achievable quotas during regular work hours.</p>	Belitong Complex has established the prevailing wage calculation to include all the in-kind benefits provided to the workers. Sampled the prevailing wages for benefit of Housing – RM 350 for local workers	Complied

<p>PROCEDURAL NOTE:</p> <p>STATEMENT FROM THE RSPO STANDARDS STANDING COMMITTEE REGARDING INDICATOR 6.2.6 ON DECENT LIVING WAGE</p> <p>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 endeavour 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 exist (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).</p> <p><i>Where a GLWC living wage standard (benchmark), or one that fulfils 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.</i></p> <p>In the absence of such benchmarks, the RSPO will collaborate with the GLWC and/or local experts on developing oil palm industry benchmarks (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). 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.</p> <p><i>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 Wage (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).</i></p>	<p>and RM 150 for foreign workers & Sport & Receptions is RM 81.50 for both local and foreign workers. The prevailing wages is more than the Minimum Wage Order 2020.</p>	
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	<p>Once these 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:</p> <ul style="list-style-type: none"> • 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 a specific section as a pilot project; the pilot will then be evaluated and adapted before eventual scale up of the living wage implementation. <p>- Minor compliance -</p>		
6.2.7	<p>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.</p> <p>- Minor compliance -</p>	<p>There are no casual workers hire in FGV PISB Belitong POM, Ulu Belitong Estate and Bukit Tongkat B Estate. All the employees are permanent employee. Sorters in POM and FFB Lorry Driver in estates was carried out by contractors where the workers are permanent.</p>	Complied
<p>Criterion 6.3: 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	<p>(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.</p> <p>- Critical (Major) compliance -</p>	<p>FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where FGV recognizes and respects employees' rights to freedom of association and to collective bargaining. Briefing of the policy version 3.0 was conducted on 17-18/08/2020 in Ulu Belitong Estate and 22/01/2020 in Bukit Tongkat B Estate. The latest version has yet to be conducted as they received the new policy recently. They are planning to conduct the briefing by end of this month.</p>	Complied

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6.3.2	<p>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.</p> <p>- Minor compliance -</p>	<p>There was a meeting conducted on 14/09/2020 between Kesatuan Pekerja-pekerja FGV Palm Industries Sdn Bhd and the management. Meeting minutes has yet to be distributed to the representatives.</p> <p>FGV Palm Industries Sdn Bhd has made a collective agreement with the Kesatuan Pekerja-pekerja FGV Palm Industries Sdn Bhd Semenanjung which valid from 01/01/2019 to 31/12/2021. Therefore, Workers' Association was established to act as a channel for the workers to express their issues related to work.</p> <p>The last meeting was conducted on 28/09/2020 in mill and meeting minutes was sighted. Interviewed with the Chairman confirmed that there was no issue reported during the meeting. He briefed to the workers regarding the increment and OT pay-out will be postponed to October 2020 as directed by the CEO of FGV.</p> <p>Meeting between the management and workers in Ulu Belitong was conducted on 27/08/2020. Meeting minutes was sighted. There were questions raised by the workers and responded by the management on the spot. No other issue reported.</p>	Complied
6.3.3	<p>Management does not interfere with the formation or operation of registered unions/ labour organisations or associations, or other freely elected representatives for all workers including migrant and contract workers.</p> <p>- Minor compliance -</p>	<p>Interviewed with the Chairman of Workers' Association in FGV PISB Belitong POM confirmed that the election was carried out by the workers without any interference from the management.</p>	Complied
<p>Criterion 6.4: Children are not employed or exploited.</p>			

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. - Minor compliance -	FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where the company commits to employ only persons of the age of 18 and above and they recognize the Malaysia laws allow for young persons to be engaged in certain forms of employment. Therefore, no person shall be employed under the age of 15. Besides, the contractors have signed on the Supplier Code of Conduct where the specific clause is available. Refer to Indicator 2.2.3.	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. - Critical (Major) compliance -	Refer to Indicator 6.4.1. For recruitment of foreign workers, the main criteria must be within 18 – 45 years old. Before interview for local worker, they are required to submit copy of certificate of education and identification card for age verification. Reviewed the master list of employees found that no child labour was employed.	Complied
6.4.3	(C) Young persons may be employed only for non- hazardous work, with protective restrictions in place for that work. - Critical (Major) compliance -	Verification on the passport details, identity card details and worker list confirmed there is no young person employed or found during this assessment.	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. - Minor compliance -	The management has communicated the Group Sustainability Policy and Supplier Code of Conduct (SCOC) to the third party, FFB suppliers and local communities during stakeholder meetings and before providing services to the company.	Complied
Criterion 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. - Critical (Major) compliance -	FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where the company shall not tolerate any form of harassment and abuse including physical, sexual, psychological or verbal. Everyone shall be treated with respect and signity. Briefing of the policy version 3.0 was conducted	Complied

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		on 17-18/08/2020 in Ulu Belitong Estate. The latest version has yet to be conducted as they received the new policy recently. They are planning to conduct the briefing by end of this month.	
6.5.2	<p>(C) A policy to protect the reproductive rights of all, especially of women, is implemented and communicated to all levels of the workforce.</p> <p>- Critical (Major) compliance -</p>	<p>FGV has developed Group Sustainability Policy (Policy No.: FGV/SED/POL/001 dated 17/11/2020 where no person shall be subjected to any discrimination in employment, including hiring, compensation, advancement, training, disciplinary action, termination or retirement, on the basis of gender, race, religion, age, disability, sexual orientation, gender identity, nationality, political opinion, social group, ethnic origin, reproductive rights or other forms of discrimination. Briefing of the policy version 3.0 was conducted on 17-18/08/2020 in Ulu Belitong Estate and 22/01/2020 in Bukit Tongkat B Estate. The latest version has yet to be conducted as they received the new policy recently. They are planning to conduct the briefing by end of this month.</p>	Complied
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>- Minor compliance -</p>	<p>The female workers were briefed on the assessment during the Gender Committee meeting conducted on 02/03/2020. Assessment of new mother’s needs was conducted on 02/04/2020 in FGVPISB Belitong POM where there were two new mothers in the mill. Questionnaire was done to identify their needs as a new mother. As verified in the questionnaire found that refrigerator was available in the office for the new mother to keep the breastmilk. Other than that, there was no any specific need for them. This has been verified through interviewed with the new mothers.</p> <p>There was a new mother in Ulu Belitong Estate working in the office. Currently, she is in 8-months pregnancy. Questionnaire was carried out on 10/06/2020 to seek for her needs as new mother. She has requested some needs and the management has approved the</p>	Complied

		requests on 02/07/2020. Records of the assessment was maintained.	
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>- Minor compliance -</p>	<p>FGV has established 'Prosedur Menangani Aduan Melalui Jawatankuasa Wanita' with Doc. No.: ML-1A/L2-PR10(1) dated Jan 2020. The objective of the procedure is to establish a mechanism to handle any issues related to gender for all the employees and housewives living in the compound. Channel of complaint lodge has outlined in the procedure such as verbal and written. The appointed committee need to forward the complaint to Regional Gender Committee within 1 week from the date of complain received. If the case is unresolved, the committee will forward the case to <i>Talian Nur (Kementerian Pembangunan Wanita, Keluarga & Masyarakat)</i> through 15999/ SUHAKAM/ <i>Jabatan Tenaga Kerja Semenanjung Malaysia</i>. The management will protect the identity of the complainant if they wish not to reveal.</p>	Complied
Criterion 6.6: No forms of forced or trafficked labour are used.			
6.6.1	<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 for termination of employment • Debt bondage • Withholding of wages <p>- Critical (Major) compliance -</p>	<p>Sample of employment contracts for checkroll foreign workers has clearly stated the passport is responsible to keep and protect their own passport. FGV will bare all recruitment fees such as medical, transportation from airport to Malaysia, visa as stated in the Communications Pack which will briefed to the candidates during pre-employment process in home country and agreement with the agent in source country. Workers have signed agreement in home country where the terms and conditions are identical without any contract substitution. Overtime is based on request of workers and as per FGV's policy, developed Overtime Policy (Policy No.: FGV/GHC/POL/006, Rev. 4 dated 01/01/2020) to comply with the Employment Act 1955. there is no debt and wages withholding through interviewed with the workers. The workers can terminate</p>	Complied

		<p>the contract with 30 days of notice period without any penalty of termination.</p> <p>Interviewed with the foreign workers in Bukit Tongkat B Estate confirmed that they kept the passport by themselves unless when there is a need to renew the permit.</p>	
6.6.2	<p>(C) Where temporary or migrant workers are employed, a specific labour policy and/or procedures are established and implemented.</p> <p>- Critical (Major) compliance -</p>	<p>FGV Group has developed Guidelines and Procedures for Responsible Recruitment of Foreign Workers dated 27/6/2019. The guidelines are adopted the principles embedded in the Group Sustainability Policy including non-discrimination, respect for human rights and labour rights as well as health and safety. Workers will be signed on the contract of employment and that is non-transferable to other workers and cannot be substituted. The appointed recruitment agent in the source country shall bear all the costs during recruitment process. Workers will undergo orientation program and briefed on their rights, terms and conditions in the contract of employment and relevant labour and immigration laws. All necessities and accommodation will be provided to the workers in accordance with the legal requirements and standards to ensure decent living conditions for workers. Interviewed with the new workers employed confirmed that they were treated equally, signed agreement in home country where the terms and conditions are identical without any contract substitution, provide decent living conditions and induction training during their arrival in One-Stop Centre.</p> <p>Interviewed with workers employed on October 2019 and January 2020 in Bukit Tongkat B Estate informed that they have paid 55,000 India Rupee, 65,000 India Rupee and 3 million Rupiah to the agent/sub-agent for medical, passport and transportation cost from airport in home country to Malaysia. As explained by the representative of</p>	Complied

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		<p>JTK from FGV, they have signed agreement with the approved agents for India and Indonesia and outlined all the terms and conditions in the agreement. In the agreement, the agents agreed not to collect any fees from workers during the recruitment process. The cost of the recruitment process was detailed out in the agreement. Besides, the candidates were briefed on the "Communication Pack" during the pre-employment process. The contents of communication pack are such as working terms and conditions and cost to be borne by the company and employees. Seen the presentation slides that presented to the candidates in home country and this has confirmed with the workers. Besides, the company has taken initiative to carry out Foreign Labour Recruitment Verification Audit to ensure the compliance of the agents. The representatives from Sustainability Compliance & Certification Enforcement – Group Sustainability Division have conducted the audit on 5 – 7/11/2019 to the agents in Indonesia. Findings were raised, and action plan was developed accordingly. FGV has planned to conduct the audit in India. However, due to outbreak of Covid-19 pandemic and travel restriction, the plan has been postponed. In additional, FGV has conducted briefing on the Communication Packs and the company's policies to agents engaged by FGV on 10 – 12/10/2020 (Agents of India) and 16/10/2020 (Agents of Indonesia). Furthermore, FGV will implementing Employee Declaration Form where the workers have to fill in the Declaration Form before they depart to Malaysia and this have to be signed by the agents as well.</p>	
Criterion 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	(C) The responsible person(s) for H&S is identified. There are records of regular meetings between the responsible person(s) and workers.	<u>FGVPISB Belitong POM</u> 1. The Mill Manager, Mr. Amran Bin Shariff has been appointed as the OSH Chairman, as per appointment letter (Doc Number:	Complied

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	<p>Concerns of all parties about health, safety and welfare are discussed at these meetings, and any issues raised are recorded.</p> <p>- Critical (Major) compliance -</p>	<p>(17) 4110/PZ2/840B/1) dated 01/01/2020 undersigned by the General Manager (Zone 2), together with Employer and Employee representative based on their work units as members of the safety committee.</p> <p>2. Regular meetings were conducted every 3 months to discuss Health and Safety Issues. Sighted JKKP Meeting Minutes dated 01/12/2020 (04-2020), 13/08/2020 (03-2020), 19/05/2020 (02-2020), 12/02/2020 (01-2020).</p> <p><u>FGVASSB Ulu Belitong Estate</u></p> <p>1. The management have appointed the Stesen Bukit Besar Manager as the Safety Ambassador for the Safety Committee. Sighted the appointment letter dated 02/01/2020 undersigned by the Caretaker R&D Division.</p> <p>2. Regular meetings were conducted every 3 months to discuss Health and Safety Issues. Sighted JKKP Meeting Minutes dated 18/09/2020 (02-2020) and 01/06/2020 (01-2020).</p> <p><u>FGVPM Bkt Tongkat Estate</u></p> <p>1. The Estate Manager, En. Hadi Helmi Bin Che Hassan as the Chairman for the OSH Committee in the estate as per appointment letter dated 01/04/2019 (Doc Number: 38/9520/HSE/FGVPM/WM/2019) undersigned by the General Manager (Mersing Zone). Appointment letters for all other committee members were available and verified during the assessment.</p>	
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		<p>2. Regular OSH Meetings with the OSH Committee members to address all OSH related issues in the estate. The OSH Meeting minutes were available and verified as conducted on 05/11/2020 (4-2020), 10/08/2020 (3-2020), 18/05/2020 (2-2020) and 25/02/2020 (1-2020).</p>	
<p>6.7.2</p>	<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>- Minor compliance -</p>	<p><u>FGVPISB Belitong POM</u></p> <ol style="list-style-type: none"> 1. Accident and emergency procedures were available and sighted at the Mill Office and the Mill Compound. There is a formation of ERP Team for Recue, Management and Extinguishment. The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. Fire Drill Training was conducted on 04/12/2020 for all workers. 2. Workers trained in first aid were present in the mill at specific locations. Interview with the first aid box holders indicated that they were aware and trained on the usage of the first aid items. Inspection of the first aid box indicated all items were available as per the list and regular monitoring were done by the management to ensure the supplies were frequently replenished. Training for all first aid kit holders were conducted on 25/02/2020. 3. There were no accident cases for the year 2019 in the mill. The JKKP 8 form was sighted to have been submitted to JKKP accordingly. There were 2 accident case reported for the year 2020. The JKKP 6 form has been submitted to JKKP. The accident investigation has been done and the workers involved retrained based on the revised HIRADC. <p><u>FGVASSB Ulu Belitong Estate</u></p>	<p>Complied</p>

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		<ol style="list-style-type: none"> 1. Accident and emergency procedures were available and sighted at the Estate Office and Stores. There is a formation of ERP Team emergency incidences that could occur in the estate. The ERP Team was appointed, and the organizational chart was displayed at the notice board together with the emergency contacts. ERP training was conducted on 07/08/2020 2. Workers trained in first aid were present in the mill at specific locations. There were 3 trained first aiders in the estate. Sighted the certificate for the first aiders trained by Certified Emergency Response Training Academy on 21 & 22/02/2019 with the certificate valid till 21/02/2022. Interview with the first aid box holders indicated that they were aware and trained on the usage of the first aid items. Inspection of the first aid box indicated all items were available as per the list and regular monitoring were done by the management to ensure the supplies were frequently replenished. 3. There were 2 accident cases for the year 2019 reported in the estate involving harvesting operations. The JKPP 8 form has been submitted to DOSH for the year ending 2019. As of to date there were no accident reported for the year 2020. <p><u>FGVPM Bkt Tongkat Estate</u></p> <ol style="list-style-type: none"> 1. Emergency Response Plans were available in the estate to effectively handle and manage incidences such as fire, spillage and flood. The ERP Plans were available in the notice boards at the office and stores, sighted during the visit. Interview with the store clerk and mandores indicated that they were aware on the ERP procedures. Fire extinguishers were available at the office, stores and workers housing. Monthly monitoring of fire extinguishers was conducted by the management to monitor 	
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		<p>the pressure and expiry date of the extinguishers. Fire Fighting training was conducted on 05/03/2020 for all staffs and workers. There is a formation of Emergency Response Team in the estate to attend to incidences such as fire in the estate.</p> <ol style="list-style-type: none"> 2. First aid kits were available in the office and stores together with the mandores of the operations such as harvesting and spraying as verified during site visit. Interview with the mandores indicate they were well trained on the techniques on first aid kit usage. The estate had 1 first aider trained by Malaysian Red Crescent. Verified the first aider certificate (Serial number: (PPC01) 00124; trained for First Aid Introduction and Cardiopulmonary Resuscitation; valid from 20/10/2018 till 25/06/2021. First aid trainings were conducted for staffs and mandores on 03/03/2020. 3. There were no accidents reported in the estate for the year 2019 and 2020. The JKPP 8 form was verified with no report of accidents or incidences. The form has been submitted to DOSH accordingly. 	
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>- Critical (Major) compliance -</p>	<p>All workers were provided with appropriate PPE where the cost is covered by the management. Interviews conducted during the site visit at the mill and estate showed the understanding from the workers that:</p> <ul style="list-style-type: none"> • The management absorbs the cost of all PPEs and the workers are entitled to work-appropriate PPEs. • The importance of using appropriate PPE at all times during work. • Proper storage and disposal methods of PPE. 	Complied

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		<ul style="list-style-type: none"> The importance of using the sanitation area to wash the PPE and themselves prior to returning home. 							
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>- Minor compliance -</p>	<p>FGVPISB Belitong POM</p> <p>All workers were provided with medical care in the mill. Workers are all covered by SOCSO. Monthly SOCSO deductions were sighted in the worker's payslips and the monthly contribution to SOCSO was verified. The latest SOCSO contribution for FGVPISB Belitong POM and supplying estates was available for verification.</p> <p>FGVASSB Ulu Belitong Estate</p> <p>Verified the SOCSO contribution for FSSB Ulu Belitong Estate for the month of October 2020; Date: 06/11/2020; Doc Number: (020) 820105001/03/01 Pt 3 – Perkeso.</p> <p>FGVPM Bkt Tongkat Estate</p> <p>As stated in the contract agreement between the workers, they are provided with medical care born by the management for occupational injuries. Whereas for non-occupational injuries, the management is allowed to deduct from the workers wages if the medical cost is more than the subsidised amount provided by the management which is RM 200.00 per person every year. Verified the JKKP Permit for wages deduction (Reference Number: (22) dlm BHG. PU/9/129 Jld 23 dated 26/04/2016). The management contributes SOCSO for all workers in the estate. Verified the SOCSO contribution for FGVPM Bkt Tongkat B Estate as below:</p> <table border="1" data-bbox="1137 1316 1939 1364"> <thead> <tr> <th>Month</th> <th>Total Workers</th> <th>Contribution</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Month	Total Workers	Contribution				Complied
Month	Total Workers	Contribution							

		August 2020	88	RM 1,830.20		
		September 2020	88	RM 1,646.00		
		October 2020	82	RM 1,520.20		
6.7.5	Occupational injuries are recorded using Lost Time Accident (LTA) metrics. - Minor compliance -	Occupational Injuries were recorded as below:			Complied	
		Operating Unit	2019		2020	
			Cases	Days	Cases	Days
		FGVPISB Belitong POM	nil	nil	2	49
		FGVASSB Ulu Belitong Estate	2	2	nil	nil
		Bkt Tongkat B Estate	nil	nil	nil	nil
Principle 7: Protect, conserve and enhance ecosystems and the environment						
Criterion 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. - Critical (Major) compliance -	<u>FGVASSB Ulu Belitong Estate</u> IPM plan was available and implemented in the estate. The IPM Management Plan was verified which included: <ol style="list-style-type: none"> To control the pest damage at below 5%. To plan and implement IPM methods to control pest. Prioritise biological control to reduce the use of chemicals. Conduct census to identify targeted areas to increase effectiveness. Provide correct and accurate training in managing pest in the estate. 				Complied

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		<p><u>FGVPM Bkt Tongkat B Estate</u></p> <p>IPM plan was available in the document "Integrated Pest Management Plan 2020". The plan recorded the objectives of the plan which includes:</p> <ol style="list-style-type: none"> 1. To control the population of pest below 5% pest damage on crops. 2. Action plans and integrated controls in managing pest. 3. Prioritise biological controls to reduce the use of chemicals. 4. Conduct census to identify target areas to increase effectiveness. 5. Conduct training on proper control of pest. 	
7.1.2	<p>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.</p> <p>- Minor compliance -</p>	<p>The estates conducted assessment on list of species invasiveness used for biological control. No invasive species listed in the CABI.org introduced in the estate.</p> <p>Flora species were used for IPM such as Tunera subulata, Cassia cobanensis and Antigonan leptopus.</p>	Complied
7.1.3	<p>There is no use of fire for pest control unless in exceptional circumstances such as plantation sanitation, i.e. where no other effective methods exist, and with prior approval of government authorities.</p> <p>- Minor compliance -</p>	<p>No evidence and records of fire usage for pest control at all three estates visited.</p>	Complied
<p>Criterion 7.2: Pesticides are used in ways that do not endanger health of workers, families, communities or the environment.</p>			
7.2.1	<p>(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> <p>- Critical (Major) compliance -</p>	<p>Justification for all pesticide available under Manual Lestari 1A, under Document: ML- 1A/L3-GP1(0) dated March 2012. In this, justification all chemical such as Pesticide, Herbicide and Fungicides are available for each chemical.</p>	Complied

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7.2.2	<p>(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> <p>- Critical (Major) compliance -</p>	<p>Records of pesticides used and a.i per Ha is monitored on a monthly basis in the yearly Pesticide Records for Jan 2020 till Nov 2020 (To-date). The records were sampled and available for verification as below:</p> <table border="1" data-bbox="1137 491 1928 772"> <thead> <tr> <th>Chemicals (Active Ingredient)</th> <th>FGVASSB UBE</th> <th>FGVPM BTE</th> </tr> </thead> <tbody> <tr> <td>Glyphosate isopropylamine</td> <td>1.068</td> <td>0.1838</td> </tr> <tr> <td>Metsulfuron methyl</td> <td>8.098</td> <td>0.7238</td> </tr> <tr> <td>Triclopyr butoxy ethyl ester</td> <td>0.340</td> <td>0.1073</td> </tr> <tr> <td>Chlorophacinone</td> <td>-</td> <td>0.000</td> </tr> </tbody> </table>	Chemicals (Active Ingredient)	FGVASSB UBE	FGVPM BTE	Glyphosate isopropylamine	1.068	0.1838	Metsulfuron methyl	8.098	0.7238	Triclopyr butoxy ethyl ester	0.340	0.1073	Chlorophacinone	-	0.000	Complied
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7.2.3	<p>(C) Any use of pesticides is minimised as part of a plan, eliminated where possible, in accordance with IPM plans.</p> <p>- Critical (Major) compliance -</p>	<p>The estates have implemented an Integrated Pest Management Plan and a Continuous Improvement Plan where they have stated the intention to reduce the usage of chemical through implementation of Integrated Pest Management Plan.</p> <p>Sighted during the site visit at the estate, the establishment of beneficial plants along the estate roads and immature areas as well as barn owl boxes placed at strategic areas.</p> <p>Paraquat was eliminated. In its place, alternatives such as Glyphosate is used instead.</p>	Complied															
7.2.4	<p>There is no prophylactic use of pesticides, unless in exceptional circumstances, as identified in national best practice guidelines.</p> <p>- Minor compliance -</p>	<p>There is no prophylactic use of pesticides in all estates visited.</p>	Complied															
7.2.5	<p>Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, unless in exceptional circumstances, as validated</p>	<p>Sighted in the Chemical Registers showed that only class II, III & IV pesticides were used at the mill and estate. During the site visit to the chemical stores it was justified that there were only class II,</p>	Complied															

	<p>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>- Minor compliance -</p>	<p>III and IV chemicals being used. Paraquat was eliminated. In its place, alternatives such as Glyphosate was used instead.</p>												
<p>7.2.6</p>	<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 Criteria 3.6). Personnel applying pesticides must show evidence of regular updates on the knowledge about the activity they carry out.</p> <p>- Critical (Major) compliance -</p>	<p>Pesticide operators are given training on the safe handling and application of the pesticides. Suitable personal protective equipment's and application equipment provided to the operators. All precautions attached to the products explained to operators and understood by them. This was noted during the interview with workers in the estates.</p> <p>Sampled the training conducted for pesticide handlers as below: -</p> <p>FGVASSB Ulu Belitong Estate</p> <table border="1" data-bbox="1137 1139 1930 1362"> <thead> <tr> <th>Estate</th> <th>Training</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td rowspan="2">FGVASSB Belitong Estate</td> <td>Spraying Safe Operating Training</td> <td>03/02/2020</td> </tr> <tr> <td>PPE Training</td> <td>04/02/2020</td> </tr> <tr> <td></td> <td>Spraying Training</td> <td>10/02/2020</td> </tr> </tbody> </table>	Estate	Training	Date	FGVASSB Belitong Estate	Spraying Safe Operating Training	03/02/2020	PPE Training	04/02/2020		Spraying Training	10/02/2020	<p>Complied</p>
Estate	Training	Date												
FGVASSB Belitong Estate	Spraying Safe Operating Training	03/02/2020												
	PPE Training	04/02/2020												
	Spraying Training	10/02/2020												

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		FGVPM Bkt Tongkat Estate	PPE Training	16/01/2020	
7.2.7	(C) Storage of all pesticides is in accordance with recognised best practices. - Critical (Major) compliance -	Pesticides were found stored in the mill and all 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. 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 auditor 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.			Complied
7.2.8	All pesticide containers are triple rinsed and punctured before being disposed of and/or handled responsibly if used for other purposes. - Minor compliance -	Pesticide containers are reused as premixed chemical containers and the excess are disposed through recycle wastes vendors after triple-rinsed procedure has been undergone.			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. - Critical (Major) compliance -	No aerial spraying for pesticide were done in FGVASSB Belitong Estate and FGVPM Bkt Tongkat Estate.			Complied
7.2.10	(C) Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, is demonstrated. - Critical (Major) compliance -	<u>FGVASSB Ulu Belitong Estate</u> The medical surveillance was conducted for 2 workers exposed to hazardous chemicals in the estate on 26/11/2019 by Dr. Halim Bin Ishak (HQ/08/DOC/00/387) @ Klinik Sulaiman. The cholinesterase test results indicated that both workers had no chemical contamination to themselves and were fit to work. Annual Medical			Complied

		<p>Surveillance was planned for the year 2020 for the 2 workers exposed to chemicals. The request letter to conduct biological monitoring and medical surveillance on chemicals hazardous to health dated 20/10/2020 (Doc. Number: HSE/PPPTR/B/16 [Batch-2] Medical Surveillance) was available for verification. The proposed date for the medical surveillance was to be conducted on 18th November 2020. Due to the surge in Covid 19 cases in surrounding areas, the medical surveillance has been postponed to 23/12/2020.</p> <p><u>FGVPM Bkt Tongkat Estate</u></p> <p>The medical surveillance was conducted for a total of 16 workers on 27.12.2019. The 16 workers consist of 2 workers exposed to pesticides, 5 workers exposed to pesticides and fertilisers and 9 workers exposed to fertilisers only. The medical surveillance was conducted by Falck Bestari Helthcare Sdn Bhd. The medical surveillance report dated 02/02/2020 stated that the results for all the workers were normal.</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>- Critical (Major) compliance -</p>	<p>Pesticide handlers and sprayers in the estates were noted to be men only. It was verified from records, field inspections and interviews that no pregnant or breast-feeding woman had been offered work as pesticide operator.</p>	Complied
<p>Criterion 7.3: Waste is reduced, recycled, reused and disposed of in an environmentally and socially responsible manner.</p>			
7.3.1	<p>A waste management plan which includes reduction, recycling, reusing, and disposal based on toxicity and hazardous characteristics, is documented and implemented.</p> <p>- Minor compliance -</p>	<p>The types of wastes were generally identified through the evaluation of environmental aspect and impact as mentioned in Indicator 3.4.2. Thereafter, documented in "<i>Pelan Pengurusan Sisa Domestik dan Bahan Buangan</i>" (Management Plan for Domestic Wates and Waste Products) form. The form has the information about:</p>	Complied

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		<ul style="list-style-type: none"> Type of wastes – e.g. fertilizer bags, plastic, glass, iron, paper, used PPE, HDPE containers, organic wastes, POME, EFB, shell, fibre, used oil, used oil filter Method of disposal – generally to reduce, reuse and recycle <p>Apart from that, there is also a procedure entitled “<i>Pelupusan Sisa Domestik</i>” (Domestic Wastes Disposal) [FGV/ML-1A/L2-Pr23, issue 1, rev. 0, 1/6/2016] and “<i>Garis Panduan Pembinaan Lubang Sampah</i>” (Guideline for Landfill Preparation” (ML-1A/L3-GP2(0), rev. 0, 1/6/2016) used as guidance to avoid or reduce pollution. Based on site visit at the landfill at the estates, it was observed that the rubbish pits were located far from residential area and natural waterway.</p>	
7.3.2	<p>Proper disposal of waste material, according to procedures that are fully understood by workers and managers, is demonstrated.</p> <p>- Minor compliance -</p>	<p>FGV Palm Industries Sdn. Bhd (FGVPISB) and FGV Plantation (Malaysia) Sdn. Bhd. has established SOP Labelling, Handling, Storage, Transfer and Disposal of SW, No Documents ML-1A/L2-Pr19(0) dated 1st June 2019. The objective of SOP is to provide instruction in term of handling i.e. labelling, storing and disposal of toxic wastes.</p> <p>Sighted letter from Department of Environment, Putrajaya to FGV Plantations (M) Sdn. Bhd dated 30th October 2019 for Application for collection of scheduled wastes centrally in the plantation sector of FGV. The request has been approved by the Department of Environment, Putrajaya for “To establish a Centralised Waste Collection Centre subject to conditions subject to Department of Environment letter”.</p> <p>Proper disposal of waste material, according to procedures has been briefed during muster ground briefing for employees during morning muster call.</p> <p>However, it was found that Ulu Belitong Estate has appointed a third party (Aeroline Sdn Bhd) to carry out repair/servicing of its</p>	Non-compliance

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		<p>machinery. The scheduled wastes generated such as used oil (SW305/306) and used filter (SW410) from the servicing activity were normally taken away by the third-party service provider. However, there is no evidence that the service provider has obtained any forms of authority from the DOE to take away the scheduled wastes. Thus, a non-conformity was raised due to this lapse.</p>	
7.3.3	<p>The unit of certification does not use open fire for waste disposal.</p> <p>- Minor compliance -</p>	<p>There was no use of fire for disposal of wastes observed in the operating unit.</p>	Complied
<p>Criterion 7.4: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p>			
7.4.1	<p>Good agriculture practices, as contained in SOPs, are followed to manage soil fertility to optimise yield and minimise environmental impacts.</p> <p>- Minor compliance -</p>	<p>Management of soil fertility is guided by FGV's "<i>Manual Ladang Sawit Lestar</i>" (Oil Palm Plantation Sustainability Manual), Third Edition (2017), Section V: Manuring. It covers the applications of fertiliser for various stages of palm age and techniques. Recommendation of type of fertilisers and dosage is given by the agronomy unit through analysis of foliar and soil.</p>	Complied
7.4.2	<p>Periodic tissue and soil sampling is carried out by Companies to monitor and manage changes in soil fertility and plant health.</p> <p>- Minor compliance -</p>	<p>Leaf and soil analysis were done on 12/7/2020 (Ulu Belitong) and 13/2/2020 (Bukit Tongkat) to monitor the changes in soil fertility and plant health as well as to generate the Manuring Recommendation 2021.</p>	Complied
7.4.3	<p>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> <p>- Minor compliance -</p>	<p>Application of EFB was in place as part of the nutrient recycling strategy. Records of mulching was recorded in "<i>Penaburan Tandan Kosong Ladang Sawit Ulu Belitong</i>" (EFB Application at Ulu Belitong Estate) where information such as quantity of EFB and Field number is available.</p>	Complied
7.4.4	<p>Records of fertiliser inputs are maintained.</p> <p>- Minor compliance -</p>	<p>Straight, compound and mix fertilizer are used at the estates. Progress of fertiliser application is recorded in "<i>Buku Rekod Kerja Penaburan Baja</i>" (Manuring Records Book). Based on sampled</p>	Complied

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		records, the progress of manuring was in line with the programme. The total fertiliser to be applied recommended by the agronomist was around 9 kg/palm/year.	
Criterion 7.5: Practices minimise and control erosion and degradation of soils.			
7.5.1	<p>(C) Maps identifying marginal and fragile soils, including steep terrain, are available.</p> <p>- Critical (Major) compliance -</p>	<p><u>Ulu Belitong</u></p> <p>Maps indicating the types of soil and steep terrain were available for verification. The maps were produced by FGV's Geoinformatics FGV R&D PPP, Tun Razak. Among the major soils identified to be present in the estate are Tai Tak, Lating and Renggam series to name a few. Based on terrain maps, there is no slope more than 25 degree in the estate.</p> <p><u>Bukit Tongkat</u></p> <p>Maps indicating the types of soil and steep terrain were available for verification. The maps were produced by FGV's Land Management Unit (LMU). Among the major soils identified to be present in the estate are Renggam and L/Alluvium series to name a few. Based on terrain maps, there is no slope more than 25 degree in the estate.</p>	Complied
7.5.2	<p>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 (greater than 25 degrees) larger than 25 Ha within the Unit of Certification.</p> <p>- Minor compliance -</p>	<p>There is no replanting done by the sampled estates since the last assessment. Replanting is planned to be carried out in 2021 and 2023 for Ulu Belitong and Bukit Tongkat respectively.</p>	Complied
7.5.3	<p>There is no new planting of oil palm on steep terrain.</p> <p>- Minor compliance -</p>	<p>No new planting within the sampled estates since 15 Nov 2019.</p>	Complied

Criterion 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. - Critical (Major) compliance -	Soil maps were available at the sampled estates. Based on the maps, 100% of the soil at the estate is of mineral type. There is no soil categorized as fragile or marginal.	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. - Minor compliance -	Not applicable as there are no marginal or fragile soils within the estate as indicated in the soil map.	Not Applicable
7.6.3	Soil surveys and topographic information guide the planning of drainage and irrigation systems, roads and other infrastructure. - Minor compliance -	Not applicable as there are no marginal or fragile soils within the estate as indicated in the soil map.	Not Applicable
Criterion 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. - Critical (Major) compliance -	Not applicable as there is no planting on peat soil within the estates.	Not Applicable
7.7.2	Areas of peat within the managed areas are inventoried, documented and reported (effective from 15 November 2018) to RSPO Secretariat. PROCEDURAL NOTE: Maps and other documentation of peat soils are provided, prepared and shared in line with RSPO Peatland Working Group (PLWG) audit guidance (see Procedural Note for 7.7.5 below). - Minor compliance -	Not applicable as there is no planting on peat soil within the estates.	Not Applicable
7.7.3	(C) Subsidence of peat is monitored, documented and minimised. - Critical (Major) compliance -	Not applicable as there is no planting on peat soil within the estates.	Not Applicable

7.7.4	<p>(C) A documented water and ground cover management programme is in place. - Critical (Major) compliance -</p>	Not applicable as there is no planting on peat soil within the estates.	Not Applicable
7.7.5	<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. 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. - Critical (Major) compliance -</p>	Not applicable as there is no planting on peat soil within the estates.	Not Applicable
7.7.6	<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 (2019) and associated audit guidance. - Critical (Major) compliance -</p>	Not applicable as there is no planting on peat soil within the estates.	Not Applicable
7.7.7	<p>(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 (2019) and associated audit guidance.</p>	Not applicable as there is no planting on peat soil within the estates.	Not Applicable

	- Critical (Major) compliance -		
Criterion 7.8: Practices maintain the quality and availability of surface and groundwater.			
7.8.1	<p>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:</p> <p>a) The unit of certification does not restrict access to clean water or contribute to pollution of water used by communities.</p> <p>b) Workers have adequate access to clean water.</p> <p>- Minor compliance -</p>	<p>Water Management Plan for the mill for year 2020 was available for verification. The plan consists of the management of quality and availability of water which includes the identification source of water used, efficiency of water usage, identification of renewable source of water and impact to water catchment area & waterways, and action plan of water shortage at staff quarters. The water supply for the mill staff quarters is from the public domain.</p> <p>At the estates, the plans were documented in "<i>Pelan Pengurusan Air Tahun 2020</i>". The objectives were mainly focusing on river (Sembrong and Penggeli) water quality. Among the plans established were:</p> <ul style="list-style-type: none"> • Desilting field drainage • Restriction of chemical application within the riparian zone • Conservation of buffer zone • Preventing EFB mulching close to water ways • Construction of silt pits in the field • Maintaining good piping lines of water supply <p>The quality of incoming and outgoing river water crossing the estates was analysed once a year by the estates. Among the parameters tested were pH, BOD, COD, TSS, AN and DO.</p> <p>Water supply for workers is obtained from the public domain (Syarikat Air Johor).</p>	Complied
7.8.2	<p>(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</p>	<p>Protection of water course is guided by its established procedure [Ref.: <i>Pengenalpastian Kawasan Cerun dan Rizab Sungai</i> [ML-</p>	Complied

	<p>reserves' (April 2017) or applicable National legislation or specific environmental permit. Smallholders may replant existing planted areas provided there is no evidence of environmental deterioration having occurred during the previous cycle.</p> <p>- Critical (Major) compliance -</p>	<p>1A/L2-Pr8(0), rev. 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="1274 435 1787 735"> <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	
River width (m)	Buffer zones (m)														
> 40	50														
20 – 40	40														
10 – 20	20														
5 – 10	10														
< 5	5														
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>- Minor compliance -</p>	<p>The mill applies the biological system with anaerobic lagoon and equipped with bio-polishing plant for its treatment of effluent. The quality of discharged effluent was analysed every month and the parameters are T, pH, BOD, COD, TS, SS, O&G, AN and TN. Based on quarterly report to the DOE, generally the mill has complied with the regulated limit. Based on the past 12 months results, the highest BOD reading was 21 ppm while the lowest was 7 ppm.</p>	Complied												
7.8.4	<p>Mill water use per tonne of FFB is monitored and recorded.</p> <p>- Minor compliance -</p>	<p>The mill has been monitoring its consumption of water on daily basis. Based on the daily records, the consumption is as follows:</p> <ul style="list-style-type: none"> • 2018: 1.46 mt/mt FFB • 2019 (as at November): 1.21 mt/mt FFB 	Complied												
<p>Criterion 7.9: Efficiency of fossil fuel use and the use of renewable energy is optimised</p>															
7.9.1	<p>A plan for efficiency of the use of fossil fuels and to optimise renewable energy is implemented, monitored and documented.</p> <p>- Minor compliance -</p>	<p>The mill and estates consistently monitored their fossil fuel consumption and kept records in order to get the information about efficient consumption. Among the management plans to improve efficiency were:</p>	Complied												

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		<ul style="list-style-type: none"> • To control diesel consumptions by mill’s vehicles, water pump and ETP area • To ensure efficiency of the ETP pump operation • to ensure mill operation is running smoothly without interruption, therefore maximise the usage of turbine and eventually minimise the usage of generator set • to practice maintenance of machinery (such as tractors, vehicles and shovel) on schedule • continuous education to operators who handle the machinery, therefore the unnecessary running hours can be minimised <p>The diesel consumption for all the operating units for Jan-Dec 2020, were available. The figures are as follows: Mill: 0.73 lt/mt FFB Ulu Belitong: 0.92 lt/mt FFB Bukit Tongkat B: 1.64 lt/mt FFB</p>	
<p>Criterion 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 minimise them are implemented, monitored through the Palm GHG calculator and publicly reported. - Critical (Major) compliance -</p>	<p>Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel/fuel and fertilizer. Their usage has been recorded and documented at each of the operating units. The plan to reduce or minimise the GHG emission has been established and incorporated with its plan to prevent pollution. Among the action plans were:</p> <ul style="list-style-type: none"> • To optimise the usage of diesel • To ensure efficiency of ETP by not processing FFB more than licensed limit • To conduct training to the employees on chemical handling 	Complied

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		<ul style="list-style-type: none"> Increasing the application of EFB in mulching therefore reduce inorganic fertilisers consumption <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 which is submitted to the RSPO Secretariat. Based on verification of various record, the data in the RSPO PalmGHG Calculator was accurate.</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 minimise them prepared and implemented (following the RSPO GHG Assessment Procedure for New Development).</p> <p>- Critical (Major) compliance -</p>	Not applicable since no new development by the certification unit.	Not Applicable
7.10.3	<p>(C) Other significant pollutants are identified and plans to reduce or minimise them implemented and monitored.</p> <p>- Critical (Major) compliance -</p>	<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 and ambient air monitoring. Verification of the stack sampling reports shows that the mill complied with the regulated limit. The reference number of the reports are as follows:</p> <p>Stack Sampling ETD/FPISB/SE/2019/10/19848, dated 1/11/2019, Boiler 1 ETD/FPISB/SE/2019/10/19848, dated 1/11/2019, Boiler 2</p>	Complied

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		<p>Ambient Air monitoring reports ETD/A/FPIKSB/2019-10/19806, dated 16/10/2019 ETD/A/FPIKSB/2019-07/19481, dated 29/7/2019</p> <p>No sampling/monitoring in the period of Jan-Jun 2020 due to the government Movement Control Order (MCO).</p>	
Criterion 7.11: Fire is not used for preparing land and is prevented in the managed area			
7.11.1	<p>(C) Land for new planting or replanting is not prepared by burning. - Critical (Major) compliance -</p>	NA as no new planting nor replanting activity in the sampled estates.	Not Applicable
7.11.2	<p>The unit of certification establishes fire prevention and control measures for the areas directly managed by the unit of certification. - Minor compliance -</p>	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. Nonetheless, there is no replanting activity at the visited estates.	Complied
7.11.3	<p>The unit of certification engages with adjacent stakeholders on fire prevention and control measures. - Minor compliance -</p>	Adjacent stakeholders were approached through stakeholder consultation meeting and given information about zero burning policy.	Complied
Criterion 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 protect or enhance HCVs. Land clearing since 15 November 2018 has not damaged HCVs or HCS forests. 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.	Not Applicable

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	- Critical (Major) compliance -		
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> <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> <p>PROCEDURAL NOTE: Requirement is further clarified under the Interpretation of Indicator 7.12.2 and Annex 5 (approved by BOG on 12 June 2019).</p> <p>- Critical (Major) compliance -</p>	<p>Assessment on HCV was conducted by the FGVASSB’s Sustainability Department in 2012 and the report is dated 17/9/2012. Another assessment on biodiversity was conducted internally for the estates (25/1/2018 for Ulu Belitong and 24/01/2018 for Bukit Tongkat) by FGVHB’s SCC Dept.</p> <p>Based on the reports, at Ulu Belitong and Bukit Tongkat, there was no area identified as HCV. Nonetheless, the estates maintained their riparian zones at the main revers i.e. Sungai Sembrong (Ulu Belitong) and Sungai Penggeli (Bukit Tongkat B). Among the wildlife identified and reported in the HCV assessment within the estates were monitor lizards, wild boar, squirrels and cobra.</p> <p>Nonetheless, since Bukit Tongkat estate is located adjacent next to FR Kluang, encroachment of wildlife such as tapir, tiger and elephant were occasionally observed based on report log book entitled “<i>Kehadiran Haiwan Liar di Ladang Felda Bukit Tongkat B</i>”.</p>	Complied
7.12.3	<i>Indicator is not applicable in Malaysia context</i>		Not Applicable
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>- Critical (Major) compliance -</p>	NA since no new development after 15/11/2018.	Not Applicable

7.12.5	Where rights of local communities have been identified in HCV areas, HCS forest after 15 November 2018, peat land 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. - Minor compliance -	NA since no new development after 15/11/2018.	Not Applicable
7.12.6	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. - Minor compliance -	Based on the report mentioned in Indicator 7.12.2, there is no HCV presence at the mill and supply bases. Nonetheless, employees are educated through morning briefing and signage about the restriction of hunting wildlife. Based on interview with employees, they have good understanding on RTE and the possible legal action that can be charge on them should they found to capture, harm, collect, trade, possess or kill the RTE species	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. - Minor compliance -	NA since no new development after 15/11/2018.	Not Applicable
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. - Critical (Major) compliance -	Not applicable since there is no land clearing after November 2005.	Not Applicable

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)			
	FFB Supplier	Certification Year	Certification Standard	Status
KS SELANCAR 2B	FGVPM Selancar 06	2017	MYNI 2014	Certified
	FGVPM Selancar 08	2017	MYNI 2014	
	FGVPM Selancar 09	2017	MYNI 2014	
KS ARING A	FGVPM Aring 02	2017	MYNI 2014	Certified
	FGVPM Aring 15	2017	MYNI 2014	
	FGVPM Aring 03	2017	MYNI 2014	
	FGVPM Aring 04	2017	MYNI 2014	
	FGVPM Aring 05	2017	MYNI 2014	
	FGVPM Aring 06	2017	MYNI 2014	
	FGVPM Aring 08	2017	MYNI 2014	
	FGVPM Aring 10	2017	MYNI 2014	
KS SELENDANG	FGVPM Selendang 3	2018	MYNI 2014	Certified
	FGVPM Selendang 4	2018	MYNI 2014	
	FGVPM Selendang 5	2018	MYNI 2014	
	FGVPM Berabong 1	2018	MYNI 2014	
KS BUKIT SAGU	FGVPM Bukit Sagu 04	2017	MYNI 2014	Certified
	FGVPM Bukit Sagu 6	2017	MYNI 2014	
	FGVPM Bukit Sagu 07	2017	MYNI 2014	
	FGVPM Bukit Sagu 08	2017	MYNI 2014	
KS KERATONG 9	FGVPM Bera Selatan 05	2017	MYNI 2014	Certified
	FGVPM Bera Selatan 07	2017	MYNI 2014	
	FGVPM Merchong	2017	MYNI 2014	
	FGVPM Keratong Timur	2017	MYNI 2014	
	FASSB Merchong	2017	MYNI 2014	
KS LEPAR UTARA 6	FGVPM Lepar Utara 07	2017	MYNI 2014	Certified
	FGVPM Lepar Utara 08	2017	MYNI 2014	
	FGVPM Lepar Utara 09	2017	MYNI 2014	
	FGVPM Lepar Utara 11	2017	MYNI 2014	
KS MOAKIL	FGVPM Moakil 06	2018	MYNI 2014	Certified
	FGVPM Moakil 07	2018	MYNI 2014	
KS KEMASUL	FGVPM Mengkarak 1	2018	MYNI 2014	Certified
	FGVPM Mengkarak 2	2018	MYNI 2014	
KS KRAU	FVGPM Krau 2	2018	MYNI 2014	Certified
	FVGPM Krau 4	2018	MYNI 2014	
KS LEPAR HILIR	FGVPM Lepar Hilir 05	2017	MYNI 2014	Certified
	FGVPM Lepar Hilir 06	2017	MYNI 2014	

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	FGVPM Lepar Hilir 08	2017	MYNI 2014	
KS TRIANG	FGVPM Triang 2	2017	MYNI 2014	Certified
	FGVPM Triang Selatan 1	2017	MYNI 2014	
	FGVPM Triang 4	2017	MYNI 2014	
	FGVPM Kechau 06	2017	MYNI 2014	
KS KECHAU B	FGVPM Kechau 08	2017	MYNI 2014	Certified
	FGVPM Kechau 09	2017	MYNI 2014	
	FGVPM Kechau 10	2017	MYNI 2014	
	FGVPM Kechau 02	2017	MYNI 2014	
	FGVPM Kechau 03	2017	MYNI 2014	
	FGVPM Kechau 07	2017	MYNI 2014	
	FGVPM Kechau 11	2017	MYNI 2014	
	FGVPM Chegar Perah 2	2017	MYNI 2014	
	FGVPM Telang 01	2017	MYNI 2014	
	FASSB Telang	2017	MYNI 2014	
KS PALONG TIMUR	FGVPM Palong Timur 4/5	2018	MYNI 2014	Certified
	FGVPM Palong Timur 06	2018	MYNI 2014	
BESOUT	FGVPM Besout 06	2018	MYNI 2014	Certified
	FGVPM Besout 07	2018	MYNI 2014	
KS NERAM	FGVPM Cherul 03	2018	MYNI 2014	Certified
KS CHINI 3	FGVPM Terapai 1	2018	MYNI 2014	Certified
	FGVPM Chini Timur 4	2018	MYNI 2014	
KS CHIKU	FGVPM Ciku 4	2018	MYNI 2014	Certified
	FGVPM Ciku 8	2018	MYNI 2014	
KS KERATONG 2	FGVP Bera Selatan 03	2018	MYNI 2014	Certified
KS SERTING	FGVPM Palong 17	2018	MYNI 2014	Re-Certified (External Audit)
	FGVPM Palong 18	2018	MYNI 2014	
	FGVPM Palong 21	2018	MYNI 2014	
	FGVPM Serting Hilir 8	2018	MYNI 2014	
KS KERATONG 3	FGVPM Keratong 11	2018	MYNI 2014	Certified
KS KERTEH	FASSB Kerteh	2018	MYNI 2014	Certified
	FGVPM Semaring 01	2018	MYNI 2014	
KS KOTA GELANGGI	FASSB PPTR	2018	MYNI 2014	Certified
	FASSB K.GELANGGI 5/6	2018	MYNI 2014	
KS JENKA 21	FASSB Jenka 24/25	2018	MYNI 2014	Certified
KS PENGGELI	FGVPM Inas Selatan	2018	MYNI 2014	Certified
KS BELITONG	FASSB Ulu Belitong	2018	MYNI 2014	Certified
	FGVPM Bukit Tongkat B	2018	MYNI 2014	
KS KULAI	FASSB Bkt Besar/Taib Andak	2018	MYNI 2014	Certified
KS ADELA	FGVPM Kledang 2	2018	MYNI 2014	Certified
KS SERTING HILIR	FGVPM Tembangau 03	2018	MYNI 2014	Certified
	FGVPM Tembangau 05	2018	MYNI 2014	
	FGVPM Tembangau 06	2018	MYNI 2014	
	FGVPM Tembangau 07	2018	MYNI 2014	
	FGVPM Tembangau 08	2018	MYNI 2014	

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	FGVPM Tembangau 09	2018	MYNI 2014	
	FGVPM Serting Hilir 9	2018	MYNI 2014	
	FASSB Serting Hilir	2018	MYNI 2014	
KS BUKIT KEPAYANG	FGVPM Terapai 3	2018	MYNI 2014	Certified
KS JERANGAU BARU	FGVPM Rantau abang 1	2018	MYNI 2014	Certified
	FGVPM Rantau abang 2	2021	MYNI 2014	
	FGVPM Chador 1	2018	MYNI 2014	
KS TENGGAROH	FGVPM Tenggaroh 9	2018	MYNI 2014	Certified
	FGVPM Tenggaroh 11	2018	MYNI 2014	
	FGVPM Tenggaroh 13	2018	MYNI 2014	
KS NITAR	FGVPM Nitar Timur	2018	MYNI 2014	Certified
KS CHALOK	FGVPM Setiu 1	2018	MYNI 2014	Certified
KS WA HA	FGVPM BUKIT APING SELATAN	2018	MYNI 2014	Certified
KS KALABAKAN	FGVPM Kalabakan Utara 01	TBC	MYNI 2014	External Audit
	FGVPM Kalabakan Selatan	TBC	MYNI 2014	
KS HAMPARAN BADAI	FGVPM Sahabat 23	TBC	MYNI 2014	External Audit
	FGVPM Sahabat 24	TBC	MYNI 2014	
	FGVPM Sahabat 26	TBC	MYNI 2014	
	FGVPM Sahabat 28	TBC	MYNI 2014	
	FGVPM Sahabat 31	TBC	MYNI 2014	
	FGVPM Sahabat 33	TBC	MYNI 2014	
	FGVPM Sahabat 34	TBC	MYNI 2014	
	FGVPM Sahabat 25	TBC	MYNI 2014	
	FGVPM Sahabat 22	TBC	MYNI 2014	
	FASSB Tambisan	TBC	MYNI 2014	
KS UMAS	FGVPM Umas 05	TBC	MYNI 2014	External Audit
	FGVPM Umas 06	TBC	MYNI 2014	
KS PONTIAN FICO	Pontian Fico	TBC	MYNI 2014	External Audit
	Pontian Subok	TBC	MYNI 2014	
	Pontian Orico	TBC	MYNI 2014	
	Pontian Pendirosa	TBC	MYNI 2014	
	Pontian Kuril	TBC	MYNI 2014	
	Pontian Hillco	TBC	MYNI 2014	
	Pontian Korosah	TBC	MYNI 2014	
	Blossom Plantation Sdn. Bhd	TBC	MYNI 2014	
KS TEMENTI	FGVPM Bera Selatan 1	TBC	MYNI 2014	External Audit
	FGVPM Bera Selatan 4	TBC	MYNI 2014	
KS SAMPADI	FGVPM Sampadi 01	TBC	MYNI 2014	Internal Audit
	FGVPM Sampadi 03	TBC	MYNI 2014	
	FGVPM Sampadi 04	TBC	MYNI 2014	
	FGVPM Sampadi 05	TBC	MYNI 2014	
	FGVPM Sampadi 06	TBC	MYNI 2014	
KS KEMBARA SAKTI	FGVPM Sahabat 30	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 35	TBC	MYNI 2014	
	FGVPM Sahabat 40	TBC	MYNI 2014	

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	FGVPM Sahabat 41	TBC	MYNI 2014	
	FGVPM Sahabat 42	TBC	MYNI 2014	
	FGVPM Sahabat 43	TBC	MYNI 2014	
KS NILAM PERMATA	FGVPM Sahabat 50	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 51	TBC	MYNI 2014	
	FGVPM Sahabat 52	TBC	MYNI 2014	
	FGVPM Sahabat 53	TBC	MYNI 2014	
	FGVPM Sahabat 54	TBC	MYNI 2014	
KS MERCU PUSPITA	FGVPM Sahabat 07	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 46	TBC	MYNI 2014	
	FGVPM Sahabat 48	TBC	MYNI 2014	
	FGVPM Sahabat 10	TBC	MYNI 2014	
	FASSB Sahabat 06	TBC	MYNI 2014	
KS LANCANG KEMUDI	FGVPM Sahabat 36	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 38	TBC	MYNI 2014	
	FGVPM Sahabat 39	TBC	MYNI 2014	
	FGVPM Sahabat 44	TBC	MYNI 2014	
	FGVPM Sahabat 45	TBC	MYNI 2014	
KS EMBARA BUDI	FGVPM Sahabat 11	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 12	TBC	MYNI 2014	
	FGVPM Sahabat 17	TBC	MYNI 2014	
	FGVPM Sahabat 56	TBC	MYNI 2014	
	FGVPM Sahabat 20	TBC	MYNI 2014	
	FASSB Sahabat 17	TBC	MYNI 2014	
	FGVPM Sahabat 21	TBC	MYNI 2014	
KS BAIDURI AYU	FGVPM Sahabat 09	TBC	MYNI 2014	Internal Audit
	FGVPM Sahabat 16	TBC	MYNI 2014	
	FGVPM Sahabat 55	TBC	MYNI 2014	
KS TENGGAROH TIMUR	FGVPM Tenggaraoh 12	2021	MYNI 2014	Internal Audit
	FGVPM Tenggaraoh Timur 2	TBC	MYNI 2014	
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	
Tanah Emas Oil Palm Processing	Sri Kehuma	2021	Group Cert	Internal Audit
	Yapidmas AE	2021	Group Cert	
	Tanah Emas Corporation Berhad (TECB)	2021	Group Cert	
	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	
PT CITRA NIAGA PERKASA	TBA	2021	INA-NIWG	Internal Audit
PT TEMILIA AGRO ABADI	TBA	2021	INA-NIWG	Internal Audit
FGV estate without mills	TBA	2021	MYNI 2014	Internal Audit
Estate under RaCP	TBA	2021	MYNI 2018	Internal Audit

Remarks: TBC – As per the Complaints Panel (CP) decision on 13/01/2020, all new certification under FGV is suspended and to be confirmed on future date.

Appendix C: GHG Reporting Executive Summary

The GHG emissions that were produced in **2019** for **FGVPISB Belitong POM** and supply base was calculated using the PalmGHG Calculator version 4.0. 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 **FGVPISB Belitong POM** and supply base are as following:

Emission per product	tCO ₂ e/tProduct
CPO	1.12
PKO	1.12

Extraction	%
OER	20
KER	5.32

Production	t/yr
FFB Process	285,810.09
CPO Produced	57162
PKO Produced	15205.092

Land Use	Ha
OP Planted Area	1097.62
OP Planted on peat	0
Conservation (forested)	0
Conservation (non-forested)	0
Total	1097.62

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	10840.79	0.69	0.00	0.00	0.00	0.00	10840.79	0.69
CO ₂ Emission from fertilizer	526.29	0.03	0.00	0.00	0.00	0.00	526.29	0.03
NO ₂ Emission	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Fuel Consumption	462.41	0.42	0.00	0.00	0.00	0.00	462.41	0.42
Peat Oxidation	73.00	0.07	0.00	0.00	0.00	0.00	73.00	0.07
Sink								
Crop Sequestration	-10275.62	-0.65	0.00	0.00	0.00	0.00	-10275.62	-0.65
Conservation Sequestration	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00
Total	1626.87	0.10	0.00	0.00	78318.27	0.00	79945.14	0.10

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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	0
Fuel Consumption	642.38	0
Grid Electricity Utilization	193.82	0
Credit		
Export of Grid Electricity	0	0
Sales of PKS	0	0
Sales of EFB	0	0
Total	836.19	0

Summary of Kernel Crusher Emission and Credit (if applicable)

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

*This mill has no kernel crusher operation.

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

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

Appendix 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)
1	November 2019	1,658.71	22,585.80	24,244.51
2	December 2019	1,583.77	20,501.34	22,085.11
3	January 2020	1,347.13	19,396.85	20,743.98
4	February 2020	1,671.93	20,990.39	22,662.32
5	March 2020	1,691.15	21,735.70	23,426.85
6	April 2020	1,790.60	26,142.01	27,932.61
7	May 2020	1,862.94	24,822.19	26,685.13
8	June 2020	2,066.49	27,732.71	29,799.20
9	July 2020	2,079.93	21,210.68	23,290.61
10	August 2020	1,950.58	21,180.12	23,130.70
11	September 2020	1,991.29	21,441.75	23,433.04
12	October 2020	1,709.94	13,870.32	15,580.26
13	November 2020	1,554.14	11,901.53	13,455.67
	Total	22,958.60	273,511.39	296,469.99

B. Monthly Records of Certified CPO & PK since the last audit			
No.	Month - Year	Certified CPO (mt)	Certified PK (mt)
1	November 2019	323.78	76.83
2	December 2019	319.53	77.36
3	January 2020	253.86	68.83
4	February 2020	320.99	92.29
5	March 2020	349.82	94.32
6	April 2020	346.12	84.97
7	May 2020	353.69	93.15
8	June 2020	397.61	105.12
9	July 2020	405.28	109.98
10	August 2020	391.47	102.41
11	September 2020	401.99	108.50
12	October 2020	137.66	36.91
13	November 2020	178.63	43.62
	Total	4180.43	1094.29

C. Records of Certified CPO & PK Sold under PalmTrace since the last audit (if any)				
No.	Buyers Name	Palmtrace Trading License Number	Certified CPO Sold (mt)	Certified PK Sold (mt)
1	XXX	RSPG1851F	-	92.57
2	XXX	RSPO54559A	248.80	-
3	XXX	RSPG2061F	-	132.7
4	XXX	RSPG2375F	-	32.73
5	XXX	RSPG2525F	-	45.5
6	XXX	RSPG2375F	-	5.85
7	XXX	RSPG2800F	-	7.99
8	XXX	RSPG3051F	-	94.79
9	XXX	RSPG3580F	-	132.84
10	XXX	RSPG3355F	-	122.38
11	XXX	RSPG3862F	-	89.84
12	XXX	RSPG4066F	-	67.98
13	XXX	RSPG4066F	-	48.27
14	XXX	RSPG4327F	-	32.84
15	XXX	RSPG2169F	-	71.3
Total			248.80	977.58

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

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E. Records of CPO & PK Sold as conventional since the last audit (if any)			
No.	Buyers Name	CPO Sold (mt)	PK Sold (mt)
1	XXX	246.50	-
2	XXX	246.80	-
3	XXX	499.24	-
4	XXX	80.61	-
5	XXX	696.12	-
6	XXX	494.35	-
7	XXX	341.63	-
8	XXX	584.72	-
9	XXX	400.83	-
Total		3,590.80	-

F. Records of Certified CPO Sold under RSPO Credits since the last audit (if any)			
No.	Buyers Name	PalmTrace Trading License Number	RSPO Credits of Certified CPO Sold (mt)
-	-	-	-

Appendix E: Location Map FGVPISB Belitong POM and Supply bases

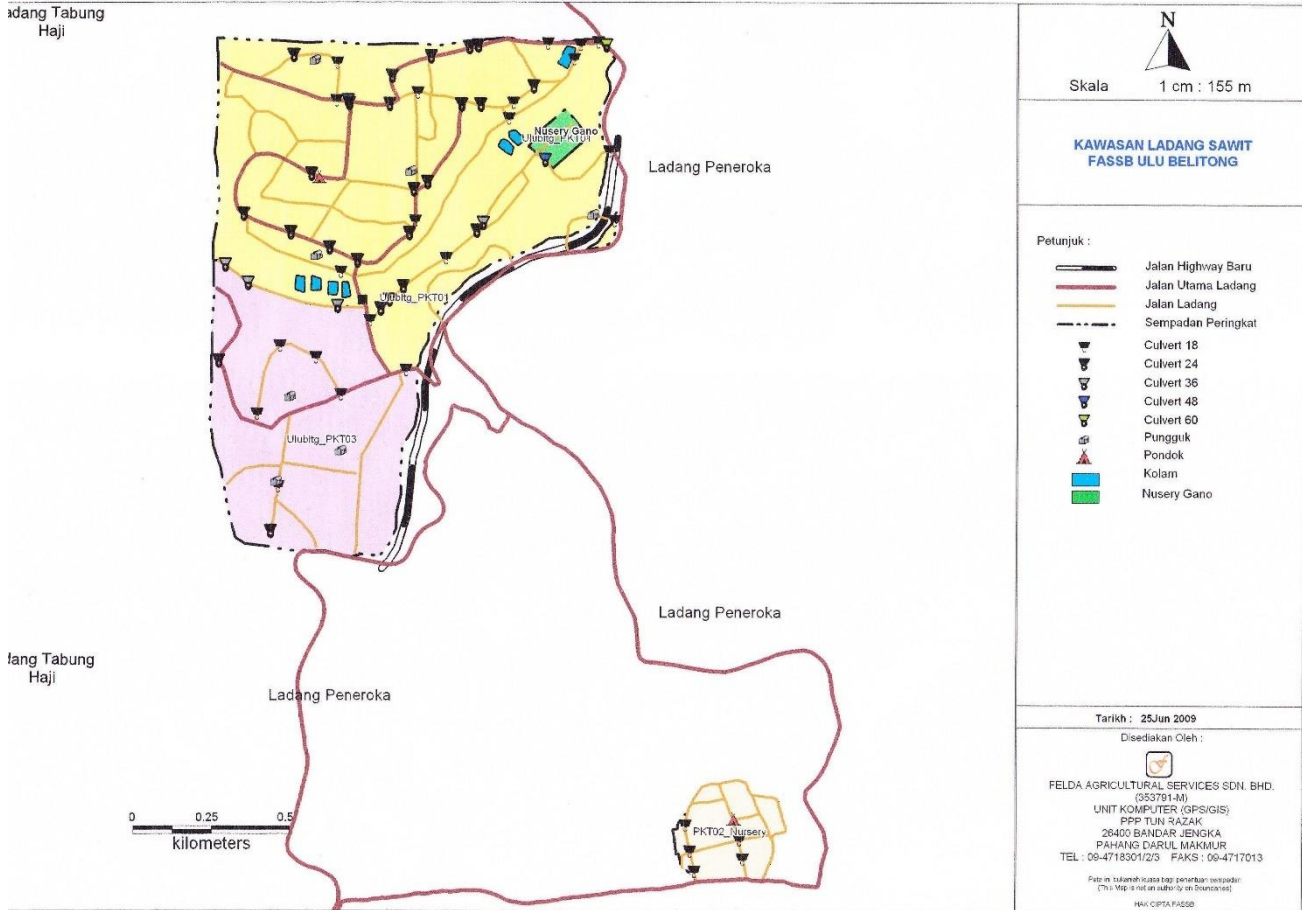


Appendix F: FGVPM Bukit Tongkat B Estate Field Map



FGVASSB Ulu Belitong Estate Field Map

FELDA AGRICULTURAL SERVICES SDN BHD (353791-M)
ULU BELITONG



Appendix G: List of Smallholder Sampled

Not Applicable

Appendix H: 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
EAI	Environmental Aspect Identification
EFB	Empty Fruit Bunch
EHS	Environmental, Health and Safety
EIA	Environmental Impact Assessment
EMS	Environmental Management System
FASSB	Felda Agricultural Service Sdn. Bhd.
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