

**MALAYSIAN SUSTAINABLE PALM OIL – INITIAL
ASSESSMENT
Public Summary Report**

| |
|---|
| Felda Global Ventures Plantation (M) Sdn Bhd |
| Client company Address: Level 20 West, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia |
| Certification Unit: KILANG SAWIT KERATONG 3 |
| Location of Certification Unit: PETI SURAT 21, 26900 BANDAR TUN RAZAK, PAHANG |

Report prepared by:
Elzy Ovktafia (Lead Auditor)

Report Number: 8938606

Assessment Conducted by:
BSI Services Malaysia Sdn Bhd,
Unit 3, Level 10, Tower A
The Vertical Business Suites, Bangsar South
No. 8, Jalan Kerinchi
59200 Kuala Lumpur
Tel +603 2242 4211 Fax +603 2242 4218
www.bsigroup.com

| TABLE of CONTENTS | Page No |
|---|----------------|
| Section 1: Executive Summary | 3 |
| 1.1 Organizational Information and Contact Person | 3 |
| 1.2 Certification Information | 3 |
| 1.3 Location of Certification Unit | 4 |
| 1.4 Plantings & Cycle | 4 |
| 1.5 FFB Production (Actual) and Projected (tonnage)..... | 4 |
| 1.6 Certified CPO / PK Tonnage | 4 |
| 1.7 Certified Area | 5 |
| 1.8 Details of Certification Assessment Scope and Certification Recommendation: | 5 |
| Section 2: Assessment Process | 6 |
| 1. Assessment Program | 7 |
| Section 3: Assessment Findings | 8 |
| 3.1 Details of audit results | 8 |
| 3.2 Details of Nonconformities and Opportunity for improvement..... | 8 |
| 3.3 Status of Nonconformities Previously Identified and OFI | 10 |
| 3.4 Issues Raised by Stakeholders | 10 |
| 3.5 Summary of the Nonconformities and Status..... | 12 |
| 3.6 Summary of the findings by Principles and Criteria | 13 |
| Section 4: Assessment Conclusion and Recommendation | 82 |
| Appendix A: Assessment Plan | 83 |
| Appendix B: List of Stakeholders Contacted | 84 |
| Appendix C: Smallholder Member Details..... | 85 |
| Appendix F: Location and Field Map | 86 |
| Appendix G: List of Abbreviations | 90 |

Section 1: Executive Summary

| 1.1 Organizational Information and Contact Person | | | |
|---|---|-----------|---|
| MPOB License | Keratong 03 POM: 500194604000 Keratong 11 Estate: 558962002000 | | |
| Company Name | Felda Global Ventures Plantation (M) Sdn Bhd | | |
| Address | Level 20 West, Wisma FGV, Jalan Raja Laut, 50350 Kuala Lumpur, Malaysia | | |
| Group name if applicable: | - | | |
| Subsidiary of (if applicable) | - | | |
| Contact Person Name | NORAZAM BIN ABDUL HAMEED | | |
| Website | http://www.feldaglobal.com/sustainability | E-mail | http://www.feldaglobal.com/sustainability |
| Telephone | 03-27890497 | Facsimile | 03-27890497 |

| 1.2 Certification Information | | | |
|---|---|-----------------------|---------------|
| Certificate Number | Mill: MSPO 693214 Estate: MSPO 693216 | | |
| Issue Date | 06/12/2018 | Expiry date | 05/12/2023 |
| Scope of Certification | Mill: Production of Sustainable Palm Oil and Palm Oil Products Estate: Production of Sustainable Oil Palm Fruits | | |
| Stage 1 Date | 22 May 2018 | | |
| Stage 2 / Initial Assessment Visit Date (IAV) | 20 – 21 September 2018 | | |
| Continuous Assessment Visit Date (CAV) 1 | | | |
| Continuous Assessment Visit Date (CAV) 2 | | | |
| Continuous Assessment Visit Date (CAV) 3 | | | |
| Continuous Assessment Visit Date (CAV) 4 | | | |
| Other Certifications | | | |
| Certificate Number | Standard(s) | Certificate Issued by | Expiry Date |
| ISO 14001 | Environmental management system | SIRIM QAS | 23 June 2017* |
| OHSAS 18001 | Occupational Health and safety management system | SIRIM QAS | 23 June 2017* |

*Already done the recertification audit and awaiting the new certificate.

MSP0 Public Summary Report
Revision 0 (Aug 2017)

| 1.3 Location of Certification Unit | | | |
|--|---|----------------------------------|-----------|
| Name of the Certification Unit (Palm Oil Mill/ Estate/ Smallholder/ Independent Smallholder) | Site Address | GPS Reference of the site office | |
| | | Longitude | Latitude |
| Keratong 03 POM | Peti Surat 21, 26900 Bandar Tun Razak, Pahang | 102°56'4"E | 2°55'24" |
| FGVPM Keratong 11 | Ladang Keratong Sebelas, 26700 Muadzam Shah, Pahang | 103°01'05"E | 2°53'08"N |

| 1.4 Plantings & Cycle | | | | | |
|----------------------------------|------------------|--------|---------|---------|---------|
| Estate | Age (Years) - ha | | | | |
| | 0 - 3 | 4 - 10 | 11 - 20 | 21 - 25 | 26 - 30 |
| FGVPM Keratong 11 | | 130.99 | 129.50 | 567.46 | |
| | | | | | |
| | | | | | |

| 1.5 FFB Production (Actual) and Projected (tonnage) | | | |
|--|---------------------------|---|---|
| Producer Group | Projected from last audit | Actual production Oct 2017-Sep 2018 or last 12 months | Projected production for next 12 months (Oct 2018-Oct 2019) |
| FGVPM Keratong 11 | N/A | 11,659.59 | 17,566.23 |
| | | | |
| | | | |

| 1.6 Certified CPO / PK Tonnage | | | |
|---------------------------------------|----------------------------------|----------------------------|------------------------------|
| Mill | Estimated (Previous Year) | Actual (Oct 2017-Sep 2018) | Forecast (Oct 2018-Oct 2019) |
| Keratong 03 POM | CPO (OER: %) | CPO (OER: 20.42%) | CPO (OER: 20.89 %) |
| | N/A. This is initial assessment. | 2,380.79 mt | 3,668.74 mt |
| | PK (KER: %) | PK (KER:5.09 %) | PK (KER: 5.11 %) |
| | N/A. This is initial assessment. | 593.24 mt | 898.13 mt |

| 1.7 Certified Area | | | | | |
|---------------------------|---|---------------------|--|----------------------------|-------------------------|
| Estate | Total Planted (Mature + Immature) (ha) | HCV (ha) | Infrastructure & Other (ha) | Total Area (ha) | % of Planted |
| FGVPM KERATONG 11 | 984.24 | 0 | 179.74 | 1196.40 | 82% |
| TOTAL | 984.24 | 0 | 179.74 | 1196.40 | 82% |

1.8 Details of Certification Assessment Scope and Certification Recommendation:

BSI Services Malaysia Sdn Bhd has conducted the **Initial** Certification Assessment of **FGVP(M) Sdn Bhd-Keratong 03 POM**, located in **Bandar Tun Razak, Pahang** comprising **1 mill and 1 estate** and infrastructure

The assessment was conducted onsite to assess the compliance of the certification unit against the **MS 2530-3:2013 MSPO Part 3: General principles for oil palm plantations and organized smallholder** and **MS 2530-4:2013 MSPO Part 4: General principles for palm oil mills**.

The onsite assessment was conducted on **20-21 September 2018**.

Based on the assessment result, **FGVP(M) Sdn Bhd-Keratong 03 POM** complies with the **MS 2530-3:2013 MSPO Part 3: General principles for oil palm plantations and organized smallholder** and **MS 2530-4:2013 MSPO Part 4: General principles for palm oil mills** and recommended for certification.

Section 2: Assessment Process

Certification Body:

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

BSI is a leading global provider of management systems assessment and certification, with more than 60,000 certified locations and clients in over 100 countries. BSI Standards is the UK's National Standards Body. BSI provides independent, third-party certification of management systems.

Assessment Methodology, Programme, Site Visits

This on-site assessment was conducted from **20-21 September 2018**. The audit programme is included as Appendix A. The approach to the audit was to treat the **FGVP(M) Sdn Bhd-Keratong 03 POM and supply bases** as a MSP0 Certification Unit. A range of environmental and social factors were covered. This includes consideration of topography, palm age, proximity to areas with HCVs, declared conservation areas and local communities.

The methodology for collection of objective evidence included physical site inspections, observation of tasks and processes, interviews of staff, workers and their families and external stakeholders, review of documentation and monitoring data. **MS 2530-3:2013 MSP0 Part 3: General principles for oil palm plantations and organized smallholder and MS 2530-4:2013 MSP0 Part 4: General principles for palm oil mill** were used to guide the collection of information to assess compliance. The comments made by external stakeholders were also taken into account in the assessment.

The estates or smallholders sample were determined based on formula $N = 1.0\sqrt{y}$ where y is the number of estates while when applicable, the smallholders sample were determined following the MSP0 Certification Requirement. The sampling of smallholders were based on the formula $(1.0\sqrt{y}) \times (z)$; where 1.0 is the risk factor (may defer to 1.2 and 1.4 depending on risk), where y is total number of group members and where z is the multiplier defined by the risk assessment. The sampled smallholder listed in Appendix C.

Meetings were held with stakeholders to seek their views on the performance of the company with respect to the MSP0 requirements and aspects where they considered that improvements could be made. At the start of each meeting, the interviewer explained the purpose of the audit followed by an evaluation of the relationship between the stakeholder and the company before discussions proceeded. The interviewer recorded comments made by stakeholders and these have been incorporated into the assessment findings.

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

MSPO Public Summary Report
Revision 0 (Aug 2017)

All the previous nonconformities are remains closed. The assessment findings for the initial assessment are detailed in Section 4.2. This report is structured to provide a summary of assessment finding as attached in the Section 3. The assessment was based on random samples and therefore nonconformities may exist that have not been identified. This report was externally reviewed by MSPO approved Peer Reviewer prior to certification decision by BSI. The comments made by external stakeholders were also taken into account in the assessment where the stakeholder notification was made through BSI website: <https://www.bsigroup.com/en-MY/RSPO-MSPO-Certification/MSPO-clients-and-reports1/>

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

| 1. Assessment Program | | | | | |
|--|-----------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| Name (Mill / Plantation / Group smallholders) | Year 1 (Certification) | Year 2 (ASA 1) | Year 3 (ASA 2) | Year 4 (ASA 3) | Year 5 (ASA 4) |
| Keratong 03 POM | √ | √ | √ | √ | √ |
| Keratong 11 Estate | √ | √ | √ | √ | √ |

Tentative Date of Next Visit: September 18, 2019 - September 19, 2019

Total No. of Mandays: 4

BSI Assessment Team:

Elzy Ovktafia - Lead Assessor

She graduated from Universiti Putra Malaysia in Diploma of Agriculture, holding the designatory of LISP from the Incorporated Society of Planters and currently in the midst of completing AISP. She involve in audits and technical reviews works mainly for Sustainability Programme includes RSPO, MSPO and 2nd Party Audit for Social Compliance Programme (URSA, ETI, etc) for almost 3 years in more than 11 countries. She is a qualified Lead Auditor/Auditor for RSPO P&C, RSPO NEXT, RSPO SCC, ISO 9001:2015, ISO 14001:2015 and Social Compliance Audit by Verite. Prior to this, she was the Agronomist in R&D Department for almost 5 years in Oil Palm Plantation where her task involved in all Oil Palm Plantation Operations such as conducting experimental trials on Research & Development with technical paper publications, Crop Forecast, Leaf & Soil Sampling Collection, Fertilizer Recommendation, Pest and Diseases Training, Quality Control as well as special project namely Yield Intensification Project and Food for Palm Project for estates.

Muhamad Nagiuddin - Team member

He graduated with Bachelor of Science Horticulture at University Putra Malaysia. He started his career in 2009 as Researcher at Sime Darby Research Seed Centre and manage for Quality control for seed production for paddy, chilli and corn with collaboration with Malaysian Agricultural Research and Development Institute (MARDI) for 4 years. During the period, he was also involved with Nestle project on Red Rice production. He later joins the Sime Darby Plantation Berhad Sustainability Team in 2013 as Sustainability Executive. Joining the sustainability team, he managed, implement and monitors the RSPO, ISCC, MSPO and ISO9001 and ISO 18001 certification requirements for the estates, mills, refineries and Smallholder scheme. He also support in providing training related to RSPO, MSPO and other certifications where applicable to the operations within Sime Darby Plantation. He also carry out internal audits. He is a trained Safety Officer and he managed the Occupation Safety and Health of Northern Region Sime Darby Plantation Berhad operations. He was also assigned to setup the Food safety system (FSSC and ISO 22000) for Mill and refineries.

Section 3: Assessment Findings

3.1 Details of audit results

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

- MSPO MS 2530-2:2013 – General Principles for Independent Smallholders
- MSPO MS 2530-3:2013 – General Principles for Oil Palm Plantations and Organized Smallholders
- MSPO MS 2530-4:2013 – General Principles for Palm Oil Mills

3.2 Details of Nonconformities and Opportunity for improvement

The nonconformity is listed below.

During the Certification Assessment there were 2 Major & 1 Minor nonconformities raised. The **FGVP(M) Sdn Bhd-Keratong 03 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 Major Nonconformity(ies) has been verified for its effectiveness and closed accordingly.

| Major Nonconformities: | | |
|-----------------------------|---|----------------|
| Ref | Area/Process | Clause |
| <i>NC ID from eReport</i> | 1682567-201804-M1 | 4.3.1.1 Part-3 |
| Requirements: | All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. | |
| Statement of Nonconformity: | Some of the legal requirement is not adequately implemented. | |
| Objective Evidence: | Keratong 11 Estate already sent 20 workers for medical surveillance on December 2017 however some of workers namely Md Iman Miah, Mohammad Amirul Islam, Islam Mohamad Kamrul and Ahmad Halim were not included in the medical surveillance programme or baseline assessment as per CHRA recommendation. | |
| Corrections: | <ol style="list-style-type: none"> 1. The appointment letter of the officer which is responsible for the monitoring of medical surveillance 2. Letter of application on sprayer workers to medical surveillance. 3. Medical surveillance report 3. Follow-up record status of medical surveillance application 4. Minutes of OSHA meeting with SHO Region to monitor this issue 5. Borang mekanisme pematuhan Undang-undang | |
| Root cause analysis: | Management only sent old sprayer workers to Medical Surveillance compared to new sprayer workers due to limited allocation in budget for sending all sprayer to Medical surveillance. | |

| | |
|------------------------|--|
| Corrective Actions: | Estate management should send all sprayer workers to medical surveillance especially samples that have been issued. Appointed PIC will monitor the expiry date through Sistem Mekanisma Pematuhan Undang-undang Form. |
| Assessment Conclusion: | Audit team have reviewed the evidence submitted and of the view that the major NC is satisfactorily closed. Continuous implementation of corrective action taken will be further verified in the next assessment visit. The major NC was closed out on 19.11.2018. |

| Major Nonconformities: | | |
|-----------------------------|--|----------------|
| Ref | Area/Process | Clause |
| <i>NC ID from eReport</i> | 1682567-201804-M2 | 4.3.1.1 Part-4 |
| Requirements: | All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. | |
| Statement of Nonconformity: | Some of the legal requirement is not adequately implemented. | |
| Objective Evidence: | In Keratong 03 POM, sighted the diesel permit (series no: C003477) was expired on 19 January 2018. The application has been made after the expiry date which is 29 January 2018 and yet to get approval from KPDNKK. | |
| Corrections: | <ol style="list-style-type: none"> 1. The appointment letter of the officer which is responsible for monitoring the acts 2. Application for renewal of diesel permit 3. New diesel permit 3. Evidences on follow-up status of diesel permit renewal application 4. Minutes of OSHA meeting with SHO Region to monitor this issue 5. Borang mekanisma pematuhan Undang-undang | |
| Root cause analysis: | The management overlooked due to change of new financial clerk as a responsible officer appointing this issue | |
| Corrective Actions: | Estate management needs to provide a new diesel permit. Appointed PIC will monitor the expiry date through Sistem Mekanisma Pematuhan Undang-undang Form. | |
| Assessment Conclusion: | Audit team have reviewed the evidence submitted and of the view that the major NC is satisfactorily closed. Continuous implementation of corrective action taken will be further verified in the next assessment visit. The major NC was closed out on 19.11.2018. | |

| Minor Nonconformities: | | |
|---------------------------|---|----------------|
| Ref | Area/Process | Clause |
| <i>NC ID from eReport</i> | 1682567-201804-N1 | 4.4.6.3 Part-4 |
| Requirements: | A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| | |
|-----------------------------|---|
| Statement of Nonconformity: | The continuous training is not implemented. |
| Objective Evidence: | During site visit and interview with Store attendant and Laboratory staff in Keratong 3 POM, it was found that there were no Spill kit, emergency response plan and emergency contact number available in Store for lubricant and laboratory. |
| Corrections: | <ol style="list-style-type: none"> 1. Records of awareness training for store operators and laboratories on emergency response plans and spill kits 2. Analytical efficiency after training 3. Minutes of management meetings to monitor the effectiveness of the training. 4. Plan on Awareness training for lab operator on emergency action plans and spill kits |
| Root cause analysis: | Management does not evaluate efficiency after training for staffs |
| Corrective Actions: | Mill management needs to monitor the understanding of personnel on emergency response plans as well as the preparation of spill kits at critical station such as in lubricant store and laboratories. Monitoring by Mill management through OSHA meetings and periodic reviews by Sustainable Audit. |
| Assessment Conclusion: | The proposed correction and corrective action plan are acceptable. The effectiveness of implementation will be verified in the next assessment visit. |

Noteworthy Positive Comments

| | |
|---|--|
| 1 | Good commitment & hospitality from FGVPM-Keratong 03 POM and supply bases. |
| 2 | Good filling system. |

3.3 Status of Nonconformities Previously Identified and OFI

Not applicable. This is initial assessment.

3.4 Issues Raised by Stakeholders

| IS # | Description |
|------|---|
| 1 | <p>Issues: <u>SK Keratong 03</u></p> <p>This is the first time that the school representative come to the Mill, normally they only involved with the Estate stakeholder. School may want to request the pest spraying activity conducted in school.</p> |
| | <p>Management Responses:</p> <p>Management will support the school's request but through the correct channel for instance through request form or formal letter from the school.</p> |
| | <p>Audit Team Findings:</p> <p>No other issue.</p> |
| 2 | <p>Issues: <u>SMK Bandar Tun Razak & SMK Keratong 06</u></p> |

| | |
|----------|--|
| | <p>So far, school received full cooperation from Keratong 09 and their worker’s children studied there.</p> <p>Management Responses: Management will continue to give assistance and cooperation to the school.</p> <p>Audit Team Findings: No other issue.</p> |
| 3 | <p>Issues: <u>Police Officer</u></p> <p>No crime reported within the Keratong 03 complex so far. Police officer shared information on the current issue of fatal case in the main road involving pipe digging activity near Keratong 02 POM.</p> <p>Management Responses: Management noted on the information and will remind the workers on this safety issue.</p> <p>Audit Team Findings: No other issue.</p> |
| 4 | <p>Issues: <u>Contractors (Tinta Bumi)</u></p> <p>Since HQ takeover on the payment to contractor, it seems like the period of payment settlement is too long which from 1 month to 3 months.</p> <p>Management Responses: This is beyond the estate and mill jurisdiction. The payment made as per agreed in agreement by both parties.</p> <p>Audit Team Findings: No other issue.</p> |
| 5 | <p>Issues: <u>PERHILITAN</u></p> <p>The PERHILITAN Officer shared the common species live in Keratong complex which are elephant, wild boar, wild rooster, porcupine, deer however, wild dogs are nit under PERHILITAN. If the management has issue with wild dogs, they can liaise with the Veterinar. No other issue raised in regards with Keratong complex.</p> <p>Management Responses: Management noted on the information shared.</p> <p>Audit Team Findings: No other issue.</p> |
| 6 | <p>Issues: <u>FAR EAST Holding</u></p> <p>Far East is the neighbouring estate with Keratong 11 Estate and belonged to the Royal Sultan. Under Zenith Group with 1434 Hectare. Their estate has been severely invaded with a group of elephant recently and remind the other neighboring village and company on this issue.</p> <p>Management Responses: Management noted on the information shared.</p> |

| | |
|---|--|
| | <p>Audit Team Findings: No other issue.</p> |
| 7 | <p>Issues: <u>Workers' Representatives</u> The workers have informed that their wages were according to Minimum Wage Order 2016. No discrimination was occurred and they were treated equally does not matter the gender and nationalities.</p> |
| | <p>Management Responses: Management will continue communicating any new changes on the company policy or SOP through morning muster. Trade union and complaint channel.</p> |
| | <p>Audit Team Findings: No other issue.</p> |

3.5 Summary of the Nonconformities and Status

| CAR Ref. | CLASS | ISSUED | STATUS |
|-------------------|-------|------------|--------|
| 1682567-201804-M1 | Major | 21.09.2018 | Closed |
| 1682567-201804-M2 | Major | 21.09.2018 | Closed |
| 1682567-201804-N1 | Minor | 21.09.2018 | Open |

3.6 Summary of the findings by Principles and Criteria

Malaysian Sustainable Palm Oil Part 4: General Principles for Palm Oil Mills.

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| 4.1 Principle 1: Management commitment & responsibility | | | |
| Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy | | | |
| 4.1.1.1 | Policy for the implementation of MSPO shall be established. - Major compliance - | Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 1 dated 24.8.17 has includes the MSPO implementation is established and publicly available. | Yes |
| 4.1.1.2 | The policy shall also emphasize on the commitment to continual improvement with the objective of improving the milling operation. - Major compliance - | The policy explain that FGV is supporting the MSPO and committed to ensure that all FGV operation comply with MSPO. | Yes |
| Criterion 4.1.2 – Internal Audit | | | |
| 4.1.2.1 | Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance - | Internal audit was planned and conducted as per the documented Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016. Annual audit schedule for 2018 was scheduled for April 2018. The MSPO internal audit was carried out together with RSPO and ISCC as Sustainability Audit on 13.09.2018 by Plantation Sustainability Department team. | Yes |
| 4.1.2.2 | The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to | The Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016 was used as reference for audit process. Audit results of both audits were documented under | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | implement the necessary corrective action. - Major compliance - | internal audit summary. The audit resulted of 22% of NCs, 11 NCs and 390 marks. | |
| 4.1.2.3 | Reports shall be made available to the management for their review. - Major compliance - | Sighted the internal audit checklist for Sustainability 2018 dated 13.09.2018 which comprising RSPO and MSPO audit findings. | Yes |
| Criterion 4.1.3 – Management Review | | | |
| 4.1.3.1 | The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance - | FGVPM Keratong 03 POM has conducted the MSPO management review on 14.09.2018, Document no: 01/2018, attended by 30 people. Among the issues discuss are audit results, customer satisfaction, aspect & impact for environments and social, replanting, management and continuous improvement. | Yes |
| Criterion 4.1.4 – Continual Improvement | | | |
| 4.1.4.1 | The action plan for continual improvement shall be based on a consideration of the main social and environmental impact and opportunities for the company. - Major compliance - | FGVPM Keratong 03 POM has the continuous improvement plan for environmental and social issues such as: <ol style="list-style-type: none"> 1. Waste recycling (Recycle bins allocation) 2. Gotong Royong Perdana (Ops Kutip implementation) 3. Open burning control (awareness signboard) 4. Annual Maulidur Rasul ceremony | Yes |
| 4.1.4.2 | The company should establish a system to improve practices in line with new information and techniques; and for disseminating this information throughout the workforce. | Mill has the initiative to build 1 unit of EFB plant (shredded) at Keratong 03 POM to increase the usage of boiler fuel. Sighted the | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | - Major compliance - | approval budget with tender no: NO.RUJ T-1C:KTG3-4200/18, start date: 05.04.2018 and finish date: 30.09.2018. | |
| 4.2 Principle 2: Transparency | | | |
| Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements | | | |
| 4.2.1.1 | The management shall communicate adequate information to other stakeholder on environmental, social and legal issues relevant to sustainable practices in the relevant languages and forms. - Major compliance - | Adequate information covering on environmental, social and legal issues which are relevant to MSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the stakeholders, Regulatory Departments such as DOSH and DOE visiting log book were attended accordingly. Refer to annual inspection (Hydrostatic Test) by DOSH was conducted on 08/03/18 and JKKP visit on 29.03.18. No major issue was raised by the DOSH officer and JKKP Officer. In Keratong 03 POM, there is Visitor Book to records all the input from visitors such as SGM (TMO) on 23.08.18 and complaint book. | Yes |
| 4.2.1.2 | The management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. - Major compliance - | The management has keep the records from all stakeholders such as JKKP book, visitor’s logbook and complaint book. | Yes |
| Criterion 4.2.2 – Transparent method of communication and consultation | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| 4.2.2.1 | <p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p> | <p>FGVPM has established SOP on Communication, Participation and Consultation with Doc. Ref. No. FGV/ML-1A/L2-Pr12 issue 1 effective date 01.06.16. For internal communication, among the methods of communication such as below:</p> <ul style="list-style-type: none"> a. Morning briefing b. Letter circulation c. Notice board and memo d. Continuous campaign e. Officer inspection f. Monthly meeting g. Suggestion box <p>For external stakeholder, the methods of communication used are:</p> <ul style="list-style-type: none"> a. Complaint book b. Stakeholder's meeting <p>The timeline for the complaints solved is 2 weeks for responds and 1 week for investigation.</p> | Yes |
| 4.2.2.2 | <p>The management shall nominate management officials at the operating unit responsible for issues related to <i>indicator 1</i>.</p> <p>- Minor compliance -</p> | <p>General Clerk-Khairul Anuar in Keratong 03 Mill have been nominated as the person responsible for issues such as stakeholder request, complaints & grievances.</p> <p>The appointment letter is sighted dated 10.08.18.</p> | Yes |
| 4.2.2.3 | <p>A list of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders shall be properly maintained.</p> <p>- Major compliance -</p> | <p>Keratong 03 POM has developed a stakeholder list which last reviewed on 2018. The list included FFB suppliers, suppliers, NGOs, contractors, government authorities and local communities.</p> <p>Stakeholder meeting was conducted on 25.06.18 for Keratong 03 complex with the participation of contractors, government bodies</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---------------------------------------|--|--|------------|
| | | and nearby estates. The meeting minutes and attendant list is sighted. Actions have been taken to resolve the issues raised during the meeting. | |
| Criterion 4.2.3 – Traceability | | | |
| 4.2.3.1 | The management shall commit itself to implement and maintain the requirements for the traceability and shall establish a standard operation procedure for traceability. - Major compliance - | FGVPM as a group has SOP for Supply Chain and Traceability Doc No: FGV/ML-1A/L2-Pr23 Issue 1 rev 0 dated 01.06.2018. There is a flow chart include the responsible person and which documents as references for RSPO/MSPO certified product. If there is any wrong data detected in daily figure report, the correction will be done in Weighbridge and Mill Performance Report. | Yes |
| 4.2.3.2 | The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance - | Records showed that management conducted regular inspections on compliance with the established traceability system. Example seen for Internal Audit report. | Yes |
| 4.2.3.3 | The management shall identified and assign suitable employees to implement and maintain traceability system. - Minor compliance - | The person having overall responsibility for Traceability is Noorasimaha Jasman (weighbridge clerk) as per appointment letter dated 13 September 2018. | Yes |
| 4.2.3.4 | Records of storage, sales, delivery or transportation of crude palm oil and palm kernel shall be maintained. - Major compliance - | Records of storage, sales, delivery or transportation of crude palm oil and palm kernel were maintained at the mill. Example of records evidence are as below: a. Daily production Summary Record dated 05.09.2018 sampled: i. FFB ii. CPO iii. PK iv. Mill performance based on FFB processed | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | | v. CPO storage tank vi. PK location The mill has generated a daily and monthly CPO/ PK production statement. | |
| 4.3 Principle 3: Compliance to legal requirements | | | |
| Criterion 4.3.1 – Regulatory requirements | | | |
| 4.3.1.1 | All operations shall be in compliance with applicable local, state, national and ratified international laws and regulations. - Major compliance - | In Keratong 03 POM, sighted the diesel permit (series no: C003477) was expired on 19 January 2018. The application has been made after the expiry date which is 29 January 2018 and yet to get approval from KPDNKK. | No |
| 4.3.1.2 | The management shall list all relevant laws related to their operations in a legal requirements register. - Major compliance - | The legal register available as per Daftar Perundangan dan Lain-Lain Keperluan (Register of Legal and Other Requirements), No Borang: FPI/L4/QOHSE-2.1 Pind 0. | Yes |
| 4.3.1.3 | The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance - | The legal register is updated on 23.01.2018. The new requirement for 2018 such as EIS also included. | Yes |
| 4.3.1.4 | The management should assign a person responsible to monitor compliance and to track update the changes in regulatory requirements. - Minor compliance - | The person responsible to the legal register and its implementation is Muhd Arif Azizi (Assistant Manager) as per appointment letter dated 13.09.2018. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| Criterion 4.3.2 – Lands use rights | | | |
| 4.3.2.1 | The management shall ensure that their oil palm milling activities do not diminish the land use rights of other users. - Major compliance - | There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation. | Yes |
| 4.3.2.2 | The management shall provide documents showing legal ownership or lease, history of land tenure and the actual legal use of the land. - Major compliance - | Keratong 03 POM has the land title no: HSD 3693 Lot: PT 8122 (6.184 Ha for Kawasan Kilang Kelapa Sawit) valid until 25 Aug 2064. The conditions is to be used for Palm Oil Mill only. Sighted the quit rent voucher no 060902PN00009860 on 31.5.2018 for RM 12,372.00. | Yes |
| 4.3.2.3 | Legal parameter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance - | Not applicable for Keratong 03 POM. | Yes |
| 4.3.2.4 | Where there are, or haven been disputes, documented proof of legal acquisition of land and fair compensation that have been or are being made to previous owners and occupants; shall made available and that these should have been accepted with free prior informed consent (FPIC). - Minor compliance - | There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation. | Yes |
| Criterion 4.3.3 – Customary rights | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| 4.3.3.1 | Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.3.3.2 | Maps of an appropriate scale showing extent of recognized customary rights shall be made available. - Minor compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.3.3.3 | Negotiation and FPIC shall be recorded and copies of the relevant agreements should be made available. - Major compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.4 Principle 4: Social responsibility, health, safety and employment condition | | | |
| Criterion 4.4.1: Social Impact Assessment (SIA) | | | |
| 4.4.1.1 | Social impacts should be identified and plans should be implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance - | SIA for each unit evident as below: 1. Laporan Penilaian Impak Sosial KS Keratong 03 was conducted by Plantation and Sustainability Department (PSD) on 26.12.2017 with documented report dated 26.12.2017. The assessment conducted was involved site visits, document reviewed and interviewed with the relevant stakeholders such as workers, contractors and external stakeholders. The positives and negatives impacts also addressed and solved within the timeframe (2017/2018). | Yes |
| Criterion 4.4.2: Complaints and grievances | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| 4.4.2.1 | <p>A system for dealing with complaints and grievances shall be established and documented.</p> <p>- Major compliance -</p> | <p>Keratong 03 POM has developed a SOP on Handling Complaints and Grievances with Doc. Ref. No. FGV/ML-1A/L2-Pr13, Issue 1 with effective date 01.06.16. The procedure has covering below scope:</p> <ul style="list-style-type: none"> a. Project management issue b. Housing maintenance c. Estate management d. Complaint on amenities e. Complaint on worker's welfare f. Freedom of expression in meeting <p>As references, the Policy and Procedure on whistleblowing, Ministry of Human Resource website and Akta Perhubungan Perusahaan 1967 were cross-referenced.</p> <p>There were internal (5 steps) and external complaint steps need to be followed.</p> | Yes |
| 4.4.2.2 | <p>The system shall be able to resolve dispute in an effective, timely and appropriate manner, which is accepted by all parties.</p> <p>- Major compliance -</p> | <p>Most of the complaints were related to house repair work such as broken fan or door recorded in Complaint Book and other complaints were recorded in Buku Pertanyaan & Aduan untuk Stakeholder Luar (4028/krtg3)840A/11pti. The management has taken action to rectify the problems. The complainants have acknowledged after the problems been rectified. For example, on 28.08.18: Late arrival of lorry and requested for extra waiting time.</p> | Yes |
| 4.4.2.3 | <p>A complaint form should be made available at the premises, where employees and affected stakeholders can make complaints.</p> <p>- Minor compliance -</p> | <p>The complaint form is available namely 'Permohonan Pembaikan Kerosakan Rumah, Borang RK 3' and complaint book for other complaints.</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.4.2.4 | <p>Employees and surrounding communities should be made aware of its existence and that complaints or suggestions may be made at any time.</p> <p>- Minor compliance -</p> | <p>Medium for complaint is through website, suggestion box in office and complaint book and communicated through SIA, stakeholder consultation and public memo (openness to general document) on the complaint procedure and person in charge.</p> | Yes |
| 4.4.2.5 | <p>Complaints and solutions within the past 24 months shall be documented and be made available to affected stakeholders upon request.</p> <p>- Major compliance -</p> | <p>As per records in complaint book, all the request are solved and the records are kept since 2014.</p> | Yes |
| Criterion 4.4.3: Commitment to contribute to local sustainable development | | | |
| 4.4.3.1 | <p>Palm oil miller should contribute to local development in consultation with the local communities. Where the mill is an integral part of plantation, such contribution to local community development may be regarded as a joint effort by the mill and the plantation.</p> <p>- Minor compliance -</p> | <p>As per group level, FGV has launched the Malaysian Sun Bear Conservation Programme with MNS, UKM and department of wild life. The program is for the protecting both endangered species of Rafflesia and Sunbear.</p> <p>For operational level, Keratong 03 POM, there were Majlis Jamuan Raya conducted for internal workers on 6.7.2018 and supply the EFB to the FELDA settlers on 25.07.2018 (3000 MT).</p> | Yes |
| Criterion 4.4.4: Employees safety and health | | | |
| 4.4.4.1 | <p>An occupational safety and health policy and plan which is in line with Occupational Safety and Health Act 1994 and Factories and Machinery Act 1967 (Act 139) shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p> | <p>Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following:-</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | <p>- Quality Occupational Health Safety and Environmental Management Manual; FPI/L1/QOHSE-1.0; Rev. 2; Date: 30/8/2017</p> <p>- Quality Occupational Health Safety and Environmental Management Procedure; Rev. 14; Date: 31/5/2017; Ref.: FPI/L2/QOHSE-1.0 - FPI/L2/QOHSE-25.0</p> <p>The management communicated policy by training. Latest record is 13 sept 2018 attended by 30 person under file E5 polisi & prosedur by Muhamad Arif Azizi bin Rosle (Assistant Manager)</p> | |
| <p>4.4.4.2</p> | <p>The occupational safety and health plan should cover the following:</p> <ul style="list-style-type: none"> a) A safety and health policy, which is communicated and implemented. b) The risk of all operations shall be assessed and documented. c) An awareness and training programme which includes the following requirements for employees exposed to chemicals used at the palm oil mill: <ul style="list-style-type: none"> i. All employees involved are adequately trained on safe working practices; ii. All precautions attached to products should be properly observed and applied; d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC). e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health | <p>Safety policy is combined under Quality, Occupational Safety & Health and Environment, signed by FPISB CEO, FGVPD subsidiary dated 1/2/17(rev;9) and FGVPD EHS policy, signed by Group President/CEO dated 15/10/16 displayed prominently on notice boards in English and local language Bahasa Malaysia. The Policy is implemented through the OSH activities by the on-site safety officers and monitored by OSH Manager from Head Office.</p> <p>Sample of Keratong POM OSH programme for implemented for 2018 :</p> <ul style="list-style-type: none"> 1) During site visit at sterilization area and interview with En Kamaruzaman and Azhar Norakmal (Sterilization operator), from the interview the PPE is given by Management such as safety boot, hard hat, glove and ear plug is given 6 monthly once. From record verification at store the record is available and followed as CHRA recommendation. 2) Latest Training programme July 2018, verified with Abdul Ghafar Bin Nordin (SHO) for wilayah Muadzam. The Training plan is included Workplace inspection, OSH meeting, SHC meeting SHC | <p>Yes</p> |

| Criterion / Indicator | Assessment Findings | Compliance |
|--|---|------------|
| <p>(Classification Packaging and Labeling) Regulation 1997 Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust shall have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues that affect their business such as those related to employees' safety, health and welfare are discussed openly. Records from such meeting shall be kept ant the concerns of employees and any remedial actions taken shall be recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid shall be present at all mill operations. First Aid equipment should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p> | <p>function training, HIRADC, accident investigation and campaign. Sampling on training for HIRADC , the training is conducted on 1 August 2018 and been attended by 18 person. This training have been conduct by SHO.</p> <p>3) HIRARC latest review is dated on June 2018. No accident happen for 2018. Sampling on latest accident happen is on 30 Sept 2017 for Mohd Norizan Bin Sadiman, the JKPP 6 has been sent on 2 Oct 2017 to DOSH. The accident investigation record is available dated 13 October 2017 and HIRADC reviewed have been done on 15 October 2017 by management.</p> <p>4) LEV monitoring have been done by Monthly and yearly. The monthly record latest is on 20 August 2018 by Zaimi Baharun and for Yearly Monitoring or inspection is done by Mohamad Fikri (JKKP HIE 127/171-3/2(137)) from Sinar Emas Enterprise latest dated 26 may 2018</p> <p>5) CHRA assessment have been conducted on 9 April 2015 by Ihsan Sharif (JKKP HIE 127/171-2(85))</p> <p>The management already appoint the OSH committee, sampling on latest OSH appointment letter dated 24 May 2018 sampling on En Amran bn Shariff as chairman for OSH committee same also for Mohd Najib bin Azhari as secretary for OSH committee dated 24 may 2018.</p> <p>The management is conduct the regular OSH meeting 3 monthly basis as per OSH Act 1996, Osh Meeting latest have been conducted on 7 August 2018 at Meeting room attended by 15 person. Previously OSH meeting conduct is on 30 Jun 2018.</p> | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | | <p>Attended by 14 person This document is available under file E4 Akta Perundangan File.</p> <p>Latest JKPP 8 is dated 5 January 2018 and 4 record accident :-</p> <ul style="list-style-type: none"> i. Sazani Ibrahim dated 5 July 2017 ii. Mohd Norizan Sadiman dated 8 August 2017 iii. Mohd Jailani Idris dated 22 October 2017 iv. Mohd Norizan Sadiman dated 30 Sept 2017 <p>All this record available under JKPP file. For JKPP 6 record is under personal file sampling Mohd Norizan Sadiman dated 30 Sept 2017</p> | |
| Criterion 4.4.5: Employment conditions | | | |
| 4.4.5.1 | <p>The management shall establish a policy on good social practice regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and communicated to the employees.</p> <p>- Major compliance -</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Human Rights Policy with Doc. No. ML-1A/L1- Po12(0) dated 1/6/2014. FGV is committed and support human rights. Briefing of the policy was conducted in series. Sighted the attendance records on 13.09.18 in Keratong 03 Mill to all 30 people.</p> | Yes |
| 4.4.5.2 | <p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> <p>- Major compliance -</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment. FGV Group also firmly supports the provision of equal opportunity to all and shall seek to ensure that all employees and applicants for employment should receive fair treatment and shall not engage in or support discrimination</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | based on race, nationality, religion, disability, gender, age, sexual orientation, union membership or political affiliation. | |
| 4.4.5.3 | <p>Management shall ensure that employees’ pay and conditions meet legal or industry minimum standards as per Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p> | <p>Collective Agreement was made between FGV Plantations (M) Sdn Bhd and Workers’ Association for FGV Plantations (Malaysia) Sdn Bhd (Semenanjung) which effective from 1/1/2016 – 31/12/2018. The collective agreement has detailed out all the wages, annual leave, welfare and amenities, discipline and etc.</p> <p>Employment contracts/ Offer letters are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc was refer to “Perjanjian Bersama Antara Felda Palm Industries Sdn Bhd dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung” which valid from 1/1/2016 – 31/12/2018 for mill workers. The offer letter/ contract was signed by the workers and sampled as below:</p> <ol style="list-style-type: none"> 1. Employee id (Keratong 03 POM): 1207959 2. Employee id (Keratong 03 POM): 1211089 3. Employee id (Keratong 03 POM): 12029031 4. Employee id (Keratong 03 POM): 1204009 <p>Seen the payslip found that deduction of salary was implemented. The deduction of salary are such as Felkop fee, Takaful Insurance, KEPF, SOCSO, Electricity, Water and etc. Consent letter signed by the workers on the stated items and approval letter from Jabatan Buruh Semenanjung Malaysia:</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| | | <ol style="list-style-type: none"> 1. 25.10.96 to Felda Palm Industries Sdn Bhd with Ref. No. (13)010/HQ/840A/61 to make deduction on salary for Skim Perumahan FPISB, Skim Koperasi Permodalan Felda Berhad (KPF); Yuran Asrama Semai Bakti; Bayaran Rawatan Perubatan/Bersalin; Tabung Kebajikan Felda; Yuran Kelab Sukan Rekreasi (KSRF); Skim Pinjaman Kenderaan FPISB; Skim Insuran Takaful Berkelompok dan Bayaran Bil Elektrik dan Air. 2. 13.5.1999 with Ref. No. PP3/34/0247 for all Felda and Subsidiaries Company for the deductions on Insurans Hayat (Barakah) and Pendidikan Iqra' dari Syarikat Takaful National. 3. 05.02.2005 to Felda Palm Industries Sdn Bhd with Ref. No. PP3/34/1013 for the deduction of yuran bulanan Badan Kebajikan Petugas Felda Palm Industries. 4. 26.04.2016 with ref no: (22)dIm BHG. PU/9/129 Jld 23 for FGV Plantations (Malaysia) Sdn Bhd for the deduction on salary for excess of electric bill, water bill and medical bill. 5. 20.09.2000 to Felda Holding Sdn Bhd on deduction for buying the daily stuff, electrical and furniture from Felda Trading Sdn Bhd. | |
| 4.4.5.4 | <p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p> | There is no contractor employees in Keratong 03 POM. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| 4.4.5.5 | The management shall establish records that provide an accurate overview of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment. - Major compliance - | There is master file document for all workers with all information. | Yes |
| 4.4.5.6 | All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract shall be made available for each and every employee indicated in the employment records. - Major compliance - | All the employment contract on the sampled workers as per 4.4.5.3 are sighted and available during the audit and signed by workers. | Yes |
| 4.4.5.7 | The management shall establish a time recording system that makes working hours and overtime transparent for both the employees and employers. - Major compliance - | The overtime is recorded in the punch card system and paid accordingly. Seen all the employees' punch cards with Borang Tuntutan Bayaran Kerja & Kerja Lebih masa Bekerja Pada Hari Biasa, Cuti Rehat & Hari Cuti Kelepasan Am for month April, June and Aug 2018 for the sampled workers in 4.4.5.3. | Yes |
| 4.4.5.8 | The working hours and breaks of the individual worker indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed upon and shall meet the legal requirements applicable. - Major compliance - | As per "Perjanjian Bersama Antara Felda Palm Industries Sdn Bhd dengan Kesatuan Pekerja-Pekerja Felda Palm Industries Sdn Bhd Semenanjung" which valid from 1/1/2016 – 31/12/2018 for mill workers, the working hour is 8 hours/day including 1 hour of breaktime. The overtime was recorded in daily basis in and stated in the Borang Tuntutan Bayaran Kerja & Kerja Lebih masa Bekerja Pada Hari Biasa, Cuti Rehat & Hari Cuti Kelepasan Am. | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| 4.4.5.9 | <p>Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements.</p> <p>- Major compliance -</p> | <p>The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955 and worker’s employment contract. Verified the worker’s signature on the Borang Tuntutan Bayaran Kerja & Kerja Lebih masa Bekerja Pada Hari Biasa, Cuti Rehat & Hari Cuti Kelepasan Am.</p> | Yes |
| 4.4.5.10 | <p>Other forms of social benefits should be offered by the employer to employees, their families or community such as incentives for good work performance, bonus payment, support of professional development, medical care provisions and improvement of social surroundings.</p> <p>- Minor compliance -</p> | <p>The company provides free medical benefit (panel clinic) and free housing to workers.</p> | Yes |
| 4.4.5.11 | <p>In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities.</p> <p>- Major compliance -</p> | <p>Keratong 03 POM provides 1 worker with or without family is 1 house to be occupied.</p> <p>Water for domestic usage is provided from Jabatan Bekalan Air and Tenaga Nasional Berhad with subsidize rate as per collective agreement which are RM15/month for electric and 35 gallon/people/day or RM3.00/people/month with limit of RM15.00/month/family. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees.</p> <p>For Keratong 03 POM, the linesite inspection conducted in weekly basis as per record 'Checklist Kawasan Perumahan Kilang Sawit</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | Keratong 3'. Since the workers in mill are all locals, they live in the Felda settler's neighbourhood. | |
| 4.4.5.12 | The management shall establish a policy to prevent all forms of sexual harassment and violence at the workplace. - Major compliance - | Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 and Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company. Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. Seen the minutes of meeting AJK Kela Daya budi. Among activities conducted are Majlis Yassin Kumpulan 1 (02.08.18) and gotong-royong kemas kelab KKD (13.08.2018). | Yes |
| 4.4.5.13 | The management shall respect the right of all employees to form and join trade union and allow workers' own representative(s) to facilitate collective bargain in accordance with applicable laws and regulations. Employees shall be given freedom to join trade unions relevant to the industry or organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions. - Major compliance - | Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.13, freedom of voicing and form a union. The policy has been briefed to workers on 13 September 2018 to all 30 people. The last Felda Palm Industries Sdn Bhd Union Association Cawangan Kilang Sawit Keratong 3 meeting 1/2018 was conducted on 15.03.2018 attended by 9 workers. There were issues such as housing maintenance, request to install street light and klinik Ikhwan as panel clinic. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| 4.4.5.14 | Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. - Major compliance - | Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment where the group prohibits any individual under the legal age to be employed in accordance with prevailing legislation in jurisdictions in which FGV Group operates. The policy has been communicated through policy training dated 13 September 2018 to all 30 people. Document reviewed on the list of workers confirmed that no employee under 18 years old was employed. During site visit to the field confirmed that no child labour was recruited in the plantations. | Yes |
| Criterion 4.4.6: Training and competency | | | |
| 4.4.6.1 | All employees and contractors shall be appropriately trained. A training programme shall include regular assessment of training needs and documentation, including records of training. - Major compliance - | In mill, a Program HSE 2018 KS Sawit Keratong 3 was sighted available together with " <i>Jadual Latih untuk workers & contractor</i> " which included the programs for ERP Drill, Electrical Safety, SOP and Emergency evacuation. In Mill the following training records were sighted: 1) Latest training for workers is on hearing conservation on 1 August 2018, 2) For contractor the latest is training on Safety,SOP and working at height for contractor on 8 June 2018 attended by 6 person at KS Sawit Keratong 3. Latest assessment have been conduct for evaluate regarding to understanding to Safety and environment to working environment as per below:- | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | | 1) QOSHE course is on 1 August 2018. 2) SRR briefing is on 31 July 2018 3) Working at height for contractor workers is on 30 July 2018 4) ERP training is on 19 July 2018 5) CPR and First aid is on 18 July 2018 | |
| 4.4.6.2 | Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job description. - Major compliance - | Sampling on First aid training, First aid training latest is on 18 July 2018 attended by 67 out of 83 workers conducted by Mohd Rizat bin Kasim. Mohd Rizat kasim already attend training for First aid conduct by Bulan Sabit Merah Malaysia on 10 – 11 October 2017 at Rakan Muda Complex Jempol, Negeri Sembilan under cert no 472446. | Yes |
| 4.4.6.3 | A continuous training programme shall be planned and implemented to ensure that all employees are well trained in their job function and responsibility in accordance to the documented training procedure. - Minor compliance - | Latest ERP for oil spillage and LOTO done is on 19 July 2018 by Assistant Manager attended by 32 person out of 83 workers. This training conduct by Mohamad Najib Bin Azhari. However during site visit and interview with Store attendant and Laboratory staff found no Spill kit and emergency response plan available in Store for lubricant and laboratory. From the interview with workers and staff they are not aware the emergency response if any emergency happen. | No |
| 4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services | | | |
| Criterion 4.5.1: Environmental Management Plan | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| 4.5.1.1 | <p>An environmental policy and management plan shall be in line with the relevant country and state environmental laws shall be established, effectively communicated and implemented.</p> <p>- Major compliance -</p> | <p>From based on Polisi Perlindungan dan Penjagaan Alam Sekitar dated 1/6/2014. Procedure of EIA covered normal, abnormal and emergency situation with determination significance through Probability/Frequency and Severity matrix. Impacts with score more than 12 are considered significant which related to legal requirement and positive impacts.</p> <p>- Prosedur Penilaian Impak Alam Sekitar ; FGV/ML-1A/L2Pr9; Rev. 0; Issue 1; Eff. Date: 1/11/2016</p> <p>- Pengenalpastian aspek alam sekitar, penilaian impak dan penentuan kawalan ; FGV/ML-1A/L2-Pr1; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>- Borang daftar aspek dan impek ketara alam sekitar; FPI/L4/QoHSE-1.8; Rev. 0; Date: 10/6/2016</p> | Yes |
| 4.5.1.2 | <p>The environmental management plan shall cover the following:</p> <p>a) An environmental policy and objectives;</p> <p>b) The aspects and impacts analysis of all operations</p> <p>- Major compliance -</p> | <p>The aspect impact is available for KS Keratong 3 under file QOSHE 1.7 FPI/I4/QOHSE-1.7 Pindaan 2 dated 15 June 2018 by Muhamad Arif Azizi. The assessment is covered the activity from intake of FFB until delivered the CPO.</p> | Yes |
| 4.5.1.3 | <p>An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, implemented and monitored.</p> <p>- Major compliance -</p> | <p>Management action plan were established for identified significant environmental impacts which including the potential land and water contamination from the use of chemical and handling of the empty chemical container, chemical storage as well as diesel storage. Continuous implementation of management action plan sighted for control of significant impact including proper handling of scheduled waste, practices of 3R program. For each operating units, an</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| | | <p>assistant manager was appointed as the responsible person for management plan assisted by staff within the environmental aspect impact review committee</p> <p>Latest environment plan is available dated 20 August 2018, this plan include :-</p> <ol style="list-style-type: none"> 1) To reduce diesel usage 2) Chemical handling no spillage and monitored 3) Organic waste 4) Recycle waste <p>Sampling on diesel usage, the monitoring record is available under file monthly report. The latest is on August 2018 record is 8513 liter with 0.47 lit/mt</p> | |
| 4.5.1.4 | <p>A programme to promote the positive impacts should be included in the continual improvement plan.</p> <p>- Minor compliance -</p> | <p>In Keratong 3 POM, the programme to promote positive impact to environment is available under title "Borang Program Pengurusan Kualiti Alam Sekitar" (FPI/L4/QOHSE-3.2 Pind 1) example:-</p> <p>Target; to reduce diesel consumption</p> <p>Action plan;</p> <ul style="list-style-type: none"> - less using genset in operation and only using 4 hour perday. - To ensure the other source for firing is available - Using turbine to process the oil | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---|------------|
| 4.5.1.5 | An awareness and training programme shall be established and implemented to ensure that employees understand the policy, objectives and management plans and are working towards achieving objectives. - Major compliance - | The latest training record on environment is conduct on 13 September 2018 by Muhamad Arif Azizi at KS Keratong 3. The training is regarding to :- 1) How to reduce diesel usage 2) Reduce water usage 3) Open burning policy and 4) Recycle programed awareness. This training have been attend by all workers (83 person). | Yes |
| 4.5.1.6 | The management shall organize regular meetings with workers where concerns of workers about the environmental quality are discussed. - Major compliance - | Sampling on Management review regarding environment. Latest meeting that discuss regarding to environment conducted on 7 August 2018 attended by 15 person. They discuss regarding issue Final discharge, black smoke, EFB disposal, housing hygiene and others. Record is available under file E4 Akta perundangan. The meeting is conducted 3 monthly and previous record is dated 30 June 2018 in the same file. | Yes |
| Criterion 4.5.2: Efficiency of energy use and use of renewable energy | | | |
| 4.5.2.1 | Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity in the operations over the base period - Major compliance - | The consumption of non-renewable energy such as diesel are been monitored in Keratong 3 POM, the record is available under title " <i>Kos Penggunaan Tenaga Elektrik dan Diesel : Tahun 2018</i> ". Latest record is on August 2018 total diesel consumption is RM 17,586.78/ 8071.91 L. | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| 4.5.2.2 | The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance - | The KS Keratong 3 using electricity from TNB, the record of monitoring is available, the latest record is in august for operation is 107509 KW and for water pump is 20658KW. The high in consumption because the turbine is in major service as per verification with management. | Yes |
| 4.5.2.3 | The use of renewable energy should be applied where possible. - Minor compliance - | In Keratong 3 POM, turbine is using to generate the electric for operation. Monitored plan for improving efficiency of the use of fossil fuels and to optimization of renewable energy in place sighted as following: Mill: Kegunaan Bahan Bakar Shell/CPO/Diesel Genset 1: Aug 2017 = 250kwh Genset 2: Aug 2017 = 150kwh Turbine: Aug 2017 = 870kwh per day This record available in <i>Buku rekod pemantaun turbine</i> | Yes |
| Criterion 4.5.3: Waste management and disposal | | | |
| 4.5.3.1 | All waste products and sources of pollution shall be identified and documented. - Major compliance - | Waste products and sources of pollution shall be identified and documented in Manual RSPO i.e. Mengenalpasti dan Menguruskan Bahan Buangan ; Doc. no.: MR 5.3/2009; Issue 1 Polisi Kitar Semula ; 1/6/2014. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| | | <p>Prosedur Pengurusan Sisa Pepejal ; FGV/ML-1A/L2-Pr9; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>Prosedur Pelaksanaan Kitar Semula ; FGV/ML-1A/L2-Pr4; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>Prosedur Pengurusan sisa Domestik ; FGV/ML-1A/L2-Pr23; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>For Mill among type of waste identified including Mesocarp Fibre, EFB, Shell, POME, SW and domestic waste. For Estate, wastes identified are Pruned Palm Fronds, Chipped Palm Trunks, Empty Chemical Container (Triple Rinsed & Punctured), Empty Fertilizer Bag, Used Tyre & domestic</p> | |
| 4.5.3.2 | <p>A waste management plan shall be developed and implemented, to avoid or reduce pollution. The waste management plan should include measure for:</p> <p>a) Identifying and monitoring sources of waste and pollution.</p> <p>b) Improving the efficiency and recycling potential of mill by-products by converting them into value-added products.</p> <p>- Major compliance -</p> | <p>Waste management plan for KS Sawit Keratong 3 is available under file Alam Sekitar under title Pelan Pengurusan Sisa Domestik dan Bahan Buangan. The plan cover Operation, housing and office complex. They identified POME, shell, EFB, tyre, Paper, electronic device and domestic waste. Sampling on Scheduled waste:-</p> <p>1) Scheduled waste is dispose at Kualiti Alam latest record is 26 March 2018 on SW 410 Filter contaminated under consignment note no 20180326126FESYW with total 0.1478 MT.</p> | Yes |
| 4.5.3.3 | <p>The palm oil mill management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environmental Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal. Scheduled waste shall be disposed</p> | <p>From the record inventory of Scheduled waste, SW 409 last disposal is on 26 March 2018 with 70.2 Kg. verify by Inventory SW and also record from eSWIS record. Competent person for Scheduled waste is Muhamad Arif azizi (No Siri: CepSWaM/184746) valid from 15 August 2018 until 15 August 2019.</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | as per Environmental Quality Act 1974 (Scheduled Waste) Regulations, 2005 - Major compliance - | The SOP for Scheduled waste is available under PKS (Prosedur Kerja Selamat) FPI-PK-106 Prosedur pengendalian Bahan Buangan terjadual and also under Manual Operasi (EMS) FPI/L3/15-19 and 20 for Scheduled waste management. | |
| 4.5.3.4 | Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourse. - Minor compliance - | The domestic waste is disposal at Felda Keratong 3 under Felda programme management because the housing complex is in Felda Keratong 3 Estate. The domestic waste is collect on Wednesday and Sunday as per Tender no 40333/2016 under <i>Bahagian B : Skop Kerja Secara Terperinci.</i> | Yes |
| Criterion 4.5.4: Reduction of pollution and emission | | | |
| 4.5.4.1 | An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, particulate and soot emissions, scheduled wastes, solid wastes and effluent. - Major compliance - | Monitoring of the GHG quantity was done through PalmGHG calculator, where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including IPCC. The latest GHG assessment is on 20 May 2018 using data from January 2017 until December 2017. | Yes |
| 4.5.4.2 | An action plan to reduce identified significant pollutants and emissions shall be established and implemented. - Major compliance - | Identification of significant pollutants and greenhouse gas (GHG) emissions has been done e.g. POME, diesel/fuel and fertilizer. Their usage have been recorded and documented at each of the operating units. The action plan is available under title " <i>Borang Program Pengurusan Kualiti Alam Sekitar</i> " (FPI/L4/QOHSE-3.2 Pind 1) | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | |
|---|--|--|------------|--------|--------------------|-----|--------------|--|----------------------------|---------|-----|
| 4.5.4.3 | <p>Palm oil mill effluent (POME) shall be treated to ensure compliance with standards as stipulated in the relevant Environmental Quality (Prescribed Premises) (Crude Palm Oil) Regulations 1977. POME discharge limits and method should be in accordance with the respective state and national policies and regulations.</p> <p>- Major compliance -</p> | <p>From the Jadual Pematuhan record under license 004369. KS Keratong 3 have licence to release effluent to Sg Keratong within under 100 mg/l for BOD. From record 4 Sept 2018 Final discharge is found BOD is 147 however the interview with management the value is high because by facultative pond is high in solid, the management already taken action by request to DOE and already been approve by DOE to desludging the qualitative pond from 10 Sept 218 until 30 Nov 2018.</p> | Yes | | | | | | | | |
| Criterion 4.5.5: Natural water resources | | | | | | | | | | | |
| 4.5.5.1 | <p>The management shall establish water management plans to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a) Assessment of water usage and sources. b) Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the mill's current activities. c) Ways to optimize water and nutrient usage and reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). <p>- Major compliance -</p> | <p>Water management plan 2018 is available under file E2 Alam Sekitar. The water management plan is include identified, impact to stakeholder, problem /issue, action to be taken and PIC. Sampling taken on Mill:-</p> <table border="1"> <thead> <tr> <th>Item</th> <th>Impact</th> <th>Action to be taken</th> <th>PIC</th> </tr> </thead> <tbody> <tr> <td>Pond in Mill</td> <td>To operation, when the pond is dried during draught season</td> <td>To build water gate or dam</td> <td>Manager</td> </tr> </tbody> </table> <p>License of extracting water is available from Pahang water resource for KS Keratong 3 under license 0074 (SWUL/LPSA/74/2018) valid from 1 Jan 2018 until 31 December 2018.</p> | Item | Impact | Action to be taken | PIC | Pond in Mill | To operation, when the pond is dried during draught season | To build water gate or dam | Manager | Yes |
| Item | Impact | Action to be taken | PIC | | | | | | | | |
| Pond in Mill | To operation, when the pond is dried during draught season | To build water gate or dam | Manager | | | | | | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.5.5.2 | Where open discharge of POME into water course is practiced, mills should undertake to gradually phase it out in accordance to the applicable state or national regulations. - Major compliance - | The mill can discharge the effluent to Sg Keratong directly with BOD under 100 mg/l as per <i>Jadual Pematuhan</i> by DOE. The record are sent to DOE by monthly. | Yes |
| 4.6 Principle 6: Best Practices | | | |
| Criterion 4.6.1: Mill Management | | | |
| 4.6.1.1 | Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance - | Sampling from the manual for Mill (FPI/L4/15-03-01) under title Report for effluent treatment plant, verification from the latest record July 2018 on date 10 July 2018:- A) BTS process(tan): 900 B) MRE terhasil(cu.m): 540 C) pH:7.10 D) TVA: 190 E) TA: 2400 F) TVA/TA: 0.08 | Yes |
| 4.6.1.2 | All palm oil mills shall implement best practices. - Major compliance - | The best practice is implement as per verified during site verification and followed as per Troubleshooting guide and also operation manual for Mill (FPI/L3/15) dated 17 Nov 2017 prepared by HQ. | Yes |
| Criterion 4.6.2: Economic and financial viability plan | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| 4.6.2.1 | A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning. - Major compliance - | Budget is available under file <i>E3 Ekonomi</i> , the budget is available for 5 years budget. Sampling the desludging budget under Area cleaning, the budget is RM 266k. Another sampling is budget for Safety is available under Safety with RM 226440. | Yes |
| Criterion 4.6.3: Transparent and fair price dealing | | | |
| 4.6.3.1 | Pricing mechanisms for the products and other services shall be documented and effectively implemented. - Major compliance - | All the FFB suppliers' contract and payment are managed under Head Quarters level while for operational level, the contracts are available in mill and estate. Contract is signed within both parties in Surat Perintah Kerja. The terms and conditions available as addendum to the contract above in the project. As per contract agreement (Surat Perintah Kerja) signed between Keratong 03 POM and Transporters/Contractors, the pricing is agreeable and verified in the payment voucher in timely manner. Sampled taken for Syarikat Perniagaan Haji Yusof and Tinta Bumi Enterprise. | Yes |
| 4.6.3.2 | All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner. - Major compliance - | As per contract agreement signed between Estate and Transporters/Contractors, the pricing is agreeable and verified in the payment voucher in timely manner. Sampled taken for Syarikat Perniagaan Haji Yusof and Tinta Bumi Enterprise in August 2018. | Yes |
| Criterion 4.6.4: Contractor | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| 4.6.4.1 | In case of the engagement of contractors, they shall be made to understand the MSPO requirements and shall provide the required documentation and information. - Major compliance - | There is memo circulate as a declaration for the contractor that they are briefed about MSPO certification and will comply with the requirement. Other than that, contractor also will allow if auditor want to have access to documents, operation checking and interview the contractor's worker. Seen the memo signed by representative from Tinta Bumi Enterprise on 13.09.2018. | Yes |
| 4.6.4.2 | The management shall provide evidence of agreed contracts with the contractor. - Major compliance - | The agreement between contractors is sighted (Surat Perintah Kerja) signed between Keratong 03 POM and Transporters/Contractors, the pricing is agreeable and verified in the payment voucher in timely manner. Sampled taken for Syarikat Perniagaan Haji Yusof and Tinta Bumi Enterprise. | Yes |
| 4.6.4.3 | The management shall accept MSPO approved auditors to verify the assessments through a physical inspection, if required. - Minor compliance - | There is memo circulate as a declaration for the contractor that they are briefed about MSPO certification and will comply with the requirement. Other than that, contractor also will allow if auditor want to have access to documents, operation checking and interview the contractor's worker. Seen the memo signed by representative from Tinta Bumi Enterprise on 13.09.2018. | Yes |

Malaysian Sustainable Palm Oil Part 3: General principles for Plantations and Organized Smallholders

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| 4.1 Principle 1: Management commitment & responsibility | | | |
| Criterion 4.1.1 – Malaysian Sustainable Palm Oil (MSPO) Policy | | | |
| 4.1.1.1 | A policy for the implementation of MSPO shall be established. - Major compliance - | Group Sustainability Policy, Policy No: FGV/SED/POL/001 rev 1 dated 24.8.17 has includes the MSPO implementation is established and publicly available. | Yes |
| 4.1.1.2 | The policy shall also emphasize commitment to continual improvement. - Major compliance - | The policy explain that FGV is supporting the MSPO and committed to ensure that all FGV operation comply with MSPO. | Yes |
| Criterion 4.1.2 – Internal Audit | | | |
| 4.1.2.1 | Internal audit shall be planned and conducted regularly to determine the strong and weak points and potential area for further improvement. - Major compliance - | Internal audit was planned and conducted as per the documented Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016. Annual audit schedule for 2018 was scheduled for April. The MSPO internal audit was carried out together with RSPO and ISCC as Sustainability Audit on 12.09.2018 by Plantation Sustainability Department team. | Yes |
| 4.1.2.2 | The internal audit procedures and audit results shall be documented and evaluated, followed by the identification of strengths and root causes of nonconformities, in order to implement the necessary corrective action. | The Internal audit procedure, Doc No: FGV/ML-1A/L2-Pr11, issue 1, version 0 dated 01.06.2016 was used as reference for audit process. Audit results of both audits were documented under internal audit summary. The audit resulted of 43% of NCs, 21 NCs and 750 marks. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | - Major compliance - | | |
| 4.1.2.3 | Report shall be made available to the management for their review. - Major compliance - | Sighted the internal audit checklist for Sustainability 2018 dated 12.09.2018 which comprising RSPO and MSPO audit findings. | Yes |
| Criterion 4.1.3 – Management Review | | | |
| 4.1.3.1 | The management shall periodically review the continuous suitability, adequacy and effectiveness of the requirements for effective implementation of MSPO and decide on any changes, improvement and modification. - Major compliance - | FGVPM Keratong 11 Estate has conducted the MSPO management review on 17.09.2018, Document no: 01/2018, attended by 13 people. Among the issues discuss are audit results, customer satisfaction, aspect & impact for environments and social, replanting, management and continuous improvement. | Yes |
| Criterion 4.1.4 – Continual Improvement | | | |
| 4.1.4.1 | The action plan for continual improvement shall be based on consideration of the main social and environmental impact and opportunities of the company. - Major compliance - | FGVPM Keratong 11 Estate has the continuous improvement plan for environmental and social issues such as: 5. Optimum harvesting interval (aim for 3 rounds/month in 2020). 6. Decrease the percent of FFB rejection from 5% to 3%. 7. Control of rodent pest from 4% to 2%. | Yes |
| 4.1.4.2 | The company shall establish a system to improve practices in line with new information and techniques or new industry standards and technology (where applicable) that are available and feasible for adoption. | FGBPM Keratong 11 has an annual project for innovation in order to improves the current operation. This year, there is 'Pembinaan Tangga Tuai' in charge by estate supervisor, Muhd Azahari on 28.8.2018. This | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | - Major compliance - | implementation is for the maximizing yield and improve harvesting technique. | |
| 4.1.4.3 | An action plan to provide the necessary resources including training, to implement the new techniques or new industry standard or technology (where applicable) shall be established. - Major compliance - | As per project proposal, the person in charge with work progress are presented during the audit. | Yes |
| 4.2 Principle 2: Transparency | | | |
| Criterion 4.2.1 – Transparency of information and documents relevant to MSPO requirements | | | |
| 4.2.1.1 | The management shall communicate the information requested by the relevant stakeholders in the appropriate languages and forms, except those limited by commercial confidentiality or disclosure that could result in negative environmental or social outcomes. - Major compliance - | Adequate information covering on environmental, social and legal issues which are relevant to MSPO Criteria and relevant to stakeholders is shared for effective participation and decision making. Requests for information from the stakeholders, Regulatory Departments such as DOSH and DOE visiting log book were attended accordingly. In Keratong 11 Estate, there is Visitor Book to records all the input from visitors such as Senior Manager FASSB (30.07.18) & GM JTK on 13/7/18 and complaint book. | Yes |
| 4.2.1.2 | Management documents shall be publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes. | The management has keep the records from all stakeholders such as JKPP book, visitor’s logbook and complaint book. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | - Major compliance - | | |
| Criterion 4.2.2 – Transparent method of communication and consultation | | | |
| 4.2.2.1 | <p>Procedures shall be established for consultation and communication with the relevant stakeholders.</p> <p>- Major compliance -</p> | <p>FGVPM has established SOP on Communication, Participation and Consultation with Doc. Ref. No. FGV/ML-1A/L2-Pr12 issue 1 effective date 01.06.16. For internal communication, among the methods of communication such as below:</p> <ul style="list-style-type: none"> h. Morning briefing i. Letter circulation j. Notice board and memo k. Continuous campaign l. Officer inspection m. Monthly meeting n. Suggestion box <p>For external stakeholder, the methods of communication used are:</p> <ul style="list-style-type: none"> c. Complaint book d. Stakeholder’s meeting <p>The timeline for the complaints solved is 2 weeks for responds and 1 week for investigation.</p> | Yes |
| 4.2.2.2 | <p>A management official should be nominated to be responsible for issues related to Indicator 1 at each operating unit.</p> <p>- Minor compliance -</p> | <p>In Keratong 11 Estate, the person responsible for social is Assistant Manager, Mr. Ibrahim bin Yaacob as per appointment letter dated 10.03.18.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---------------------------------------|--|---|------------|
| 4.2.2.3 | List of stakeholders, records of all consultation and communication and records of action taken in response to input from stakeholders should be properly maintained. - Major compliance - | Keratong 11 Estate has developed a stakeholder list which last reviewed on 2018. The list included FFB suppliers, suppliers, NGOs, contractors, government authorities and local communities. Stakeholder meeting was conducted on 08.08.17 for Keratong 03 complex with the participation of contractors, government bodies and nearby estates. The meeting minutes and attendant list is sighted. Actions have been taken to resolve the issues raised during the meeting. | Yes |
| Criterion 4.2.3 – Traceability | | | |
| 4.2.3.1 | The management shall establish, implement and maintain a standard operating procedure to comply with the requirements for traceability of the relevant product(s). - Major compliance - | FGVPM as a group has SOP for Supply Chain and Traceability Doc No: FGV/ML-1A/L2-Pr23 Issue 1 rev 0 dated 01.06.2018. There is a flow chart include the responsible person and which documents as references for RSPO/MSPO certified product. If there is any wrong data detected in daily figure report, the correction will be done in Weighbridge and Mill Performance Report. | Yes |
| 4.2.3.2 | The management shall conduct regular inspections on compliance with the established traceability system. - Major compliance - | Records showed that management conducted regular inspections on compliance with the established traceability system. Example seen for Internal Audit report. | Yes |
| 4.2.3.3 | The management should identify and assign suitable employees to implement and maintain the traceability system. - Minor compliance - | The person having overall responsibility for and authority over the implementation is Siti Sarah Muhd Jamil as person in charge for Traceability. Sighted the appointment letter dated 20 Jun 2018. | Yes |
| 4.2.3.4 | Records of sales, delivery or transportation of FFB shall be maintained. | Records of harvesting and transportation of Fresh Fruit Bunches were maintained at the Estate. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | - Major compliance - | Example of records evidence are as below: 1. Rekod Keluar Seal, Nota Hantaran, Lori & Trip BTS Keluar, Bulan Jan-Jun 2018. 2. Rekod Keluar Seal, Nota Hantaran, Lori & Trip BTS Keluar, Bulan Jul-Dis 2018. | |
| 4.3 Principle 3: Compliance to legal requirements | | | |
| Criterion 4.3.1 – Regulatory requirements | | | |
| 4.3.1.1 | All operations are in compliance with the applicable local, state, national and ratified international laws and regulations. - Major compliance - | Keratong 11 Estate already sent 20 workers for medical surveillance on December 2017 however some of workers namely Md Iman Miah, Mohammad Amirul Islam, Islam Mohamad Kamrul and Ahmad Halim were not included in the medical surveillance programme or baseline assessment as per CHRA recommendation. | No |
| 4.3.1.2 | The management shall list all laws applicable to their operations in a legal requirements register. - Major compliance - | The legal register available as per Senarai Undang-Undang dan Keperluan yang berkaitan bagi pematuhan RSPO (Malaysia). Also, there is form on monitoring the legal compliance status namely 'Mekanisma Pematuhan Lesen/Permit/Keperluan Undang-Undang'. | Yes |
| 4.3.1.3 | The legal requirements register shall be updated as and when there are any new amendments or any new regulations coming into force. - Major compliance - | The legal register is updated on 30.04.2018. The new requirement for 2018 such as EIS also included. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| 4.3.1.4 | The management should assign a person responsible to monitor compliance and to track and update the changes in regulatory requirements. - Minor compliance - | The person responsible to the legal register and its implementation is Ibrahim Yaacob (Assistant Manager) as per appointment letter dated 10.01.2018. | Yes |
| Criterion 4.3.2 – Lands use rights | | | |
| 4.3.2.1 | The management shall ensure that their oil palm cultivation activities do not diminish the land use rights of other users. - Major compliance - | There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation. | Yes |
| 4.3.2.2 | The management shall provide documents showing legal ownership or lease, history of land tenure and the actual use of the land. - Major compliance - | Keratong 11 Estate has the land title no: HSD 3648 Lot: PT 8141 (567.7 Ha) and HSD 3649 Lot PT 8142 (628.7 Ha) valid until 25 Aug 2097. The conditions is to be used for Oil Palm Plantation only. Sighted the Maybank Cash Management System Account Statement for the lump sum payment for quit rent for the whole state of Pahang. | Yes |
| 4.3.2.3 | Legal perimeter boundary markers should be clearly demarcated and visibly maintained on the ground where practicable. - Major compliance - | The boundary stone block 6 and 7 are available and maintained well. | Yes |
| 4.3.2.4 | Where there are, or have been, disputes, documented proof of legal acquisition of land title and fair compensation that have been or are being made to previous owners and occupants; shall be made available and that these should have been accepted with free prior informed consent (FPIC). | There is no land dispute in the certification unit and supply base at the time of audit. Verified the information through the land titles and during stakeholder’s consultation. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|--|------------|
| | - Minor compliance - | | |
| Criterion 4.3.3 – Customary rights | | | |
| 4.3.3.1 | Where lands are encumbered by customary rights, the company shall demonstrate that these rights are understood and are not being threatened or reduced. - Major compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.3.3.2 | Maps of an appropriate scale showing extent of recognized customary rights land, if any, should be made available. - Minor compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.3.3.3 | Negotiation and FPIC shall be recorded and copies of negotiated agreements should be made available. - Major compliance - | The estate lands are legally owned by the company. Interview with the surrounding communities and stakeholders confirm no disputes. | Yes |
| 4.4 Principle 4: Social responsibility, health, safety and employment condition | | | |
| Criterion 4.4.1: Social Impact Assessment (SIA) | | | |
| 4.4.1.1 | Social impact should be identified and plans are implemented to mitigate the negative impacts and promote the positive ones. - Minor compliance - | SIA for each unit evident as below: 1. Laporan Penilaian Impak Sosial FGVPK Keratong 11 was conducted by Plantation and Sustainability Department (PSD) on 23.05.2018 with documented report dated 28.12.2018. The assessment conducted was involved site visits, document reviewed and interviewed with the relevant stakeholders such as workers, contractors and external stakeholders. The positives and | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | | negatives impacts also addressed and solved within the timeframe (2017/2018). | |
| Criterion 4.4.2: Complaints and grievances | | | |
| 4.4.2.1 | A system for dealing with complaints and grievances shall be established and documented. - Major compliance - | <p>Keratong 03 POM has developed a SOP on Handling Complaints and Grievances with Doc. Ref. No. FGV/ML-1A/L2-Pr13, Issue 1 with effective date 01.06.16. The procedure has covering below scope:</p> <ul style="list-style-type: none"> g. Project management issue h. Housing maintenance i. Estate management j. Complaint on amenities k. Complaint on worker’s welfare l. Freedom of expression in meeting <p>As references, the Policy and Procedure on whistleblowing, Ministry of Human Resource website and Akta Perhubungan Perusahaan 1967 were cross-referenced.</p> <p>There were internal (5 steps) and external complaint steps need to be followed.</p> | Yes |
| 4.4.2.2 | The system shall be able to resolve disputes in an effective, timely and appropriate manner that is accepted by all parties. - Major compliance - | <p>The complaints were related to house repair work was recorded in during th linesite inspection while for other complaints were recorded in Buku Aduan. The management has taken action to rectify the problems. The complainants have acknowledged after the problems been rectified. For example:</p> <ul style="list-style-type: none"> 1. 21.1.18: Leakage pipe 2. 15.1.18: Low water pressure | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| 4.4.2.3 | A complaint form should be made available at the premises, where employees and affected stakeholders can make a complaint. - Minor compliance - | The complaint form is available namely 'Checklist Kerosakan Asrama' and complaint book for other complaints. | Yes |
| 4.4.2.4 | Employees and the surrounding communities should be made aware that complaints or suggestions can be made any time. - Minor compliance - | Medium for complaint is through website, suggestion box in office and complaint book and communicated through SIA, stakeholder consultation and public memo (openness to general document) on the complaint procedure and person in charge. | Yes |
| 4.4.2.5 | Complaints and resolutions for the last 24 months shall be documented and made available to affected stakeholders upon request. - Major compliance - | As per records in complaint book, all the request are solved and the records are kept since 2018. No complaint received in 2017. | Yes |
| Criterion 4.4.3: Commitment to contribute to local sustainable development | | | |
| 4.4.3.1 | Growers should contribute to local development in consultation with the local communities. - Minor compliance - | As per group level, FGV has launched the Malaysian Sun Bear Conservation Programme with MNS, UKM and department of wild life. The program is for the protecting both endangered species of Rafflesia and Sunbear. For operational level, Keratong 11 Estate, there was Sambutan Hari Kebesaran/Hari Pekerja for RM150/people for locals and RM50/people for foreigners. | Yes |
| Criterion 4.4.4: Employees safety and health | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| 4.4.4.1 | <p>An occupational safety and health policy and plan shall be documented, effectively communicated and implemented.</p> <p>- Major compliance -</p> | <p>Standard Operating Procedures (SOPs) for Keratong 11 estates are documented. Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following:</p> <ul style="list-style-type: none"> - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pengurusan Tapak Semaian Sawit (Oil Palm Nursery Management); Edisi II (Seksyen 1) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pembangunan Semula Sawit (Oil Palm Replanting); Edisi II (Seksyen 2) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Pra Matang (Premature Oil Palm); Edisi II (Seksyen 3) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 4) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 1) - MLSL (Ed. 2); Vol. 1; Sec. 1-5; Controlled # 0871; Effective date: 1/6/2012 - Manual Lestari (Sustainable Manual)1A; ML-1A/L3GP1(0); Rev. 0; Eff. Date: 1/6/2016 (Garis Panduan - Pensampelan Air) (Water Sampling Guideline) | Yes |
| 4.4.4.2 | <p>The occupational safety and health plan shall cover the following:</p> | <p>CHRA (REF. No: JKKP HIE 127/171/2(8)-2018/013) – done by Dr Yasriza bin yahaya (JKKP HIE 127/171/2(8) valid from 26 Nov 2017 –</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | Assessment Findings | Compliance | | | | | | | | | |
|---|---|----------------|----------------|-----------|----------------------|---|--------|-----------------------|--------------------------------------|----------------|--|
| <p>a) A safety and health policy, which is communicated and implemented.</p> <p>b) The risks of all operations shall be assessed and documented.</p> <p>c) An awareness and training programme which includes the following requirements for employees exposed to pesticides:</p> <ul style="list-style-type: none"> i. all employees involved shall be adequately trained on safe working practices ii. all precautions attached to products shall be properly observed and applied <p>d) The management shall provide the appropriate PPE at the place of work to cover all potentially hazardous operations as identified in the risk assessment and control such as Hazard Identification, Risk Assessment and Risk Control (HIRARC).</p> <p>e) The management shall establish Standard Operating Procedure for handling of chemicals to ensure proper and safe handling and storage in accordance to Occupational Safety Health (Classification Packaging and Labeling) Regulation 1997 and Occupational Safety Health (Use and Standard of Exposure of Chemical Hazardous to Health) Regulation 2000.</p> <p>f) The management shall appoint responsible person(s) for workers' safety and health. The appointed person(s) of trust must have knowledge and access to latest national regulations and collective agreements.</p> <p>g) The management shall conduct regular two-way communication with their employees where issues affecting</p> | <p>25 Nov 2020, Date assessment 13 February 2018. From Occumed consultancy & services Sdn bhd. CHRA recommendation:-</p> <table border="1" data-bbox="1050 528 1868 887"> <thead> <tr> <th>Work unit</th> <th>Recommendation</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>Pesticide applicator</td> <td>Medical surveillance – pemantauan perubatan for Glyphosate isopropalamine</td> <td>Yearly</td> </tr> <tr> <td>Fertilizer applicator</td> <td>No need for any medical surveillance</td> <td>Not applicable</td> </tr> </tbody> </table> <p>Latest medical surveillance is 27 december 2017 by Klinik Syed Badaruddin (DOSH Reg: HQ/08/DOC/00614(0)).</p> <p>Training needs and plan is available under file Safety, from the record of training need and plan dated review on 25 Jan 2018 have 16 item including PPE training, First aid training and others.</p> <p>In Keratong 11 estate, the OSH committee appointed on 10 January 2018. Sampling record on Rosmaria binti Ab razak as management representative (38)483/ESH PSQM/FGVPM/TEMS and Azmi Bin Zainudin also as management representative (37)483/ESHPSQM/FGVPM/TEMS.</p> <p>Osh Meeting is done periodically 3 month once. Latest record is on 30 May 2018 and 28 Feb 2018.attend by 17 Person and 16 person. No</p> | Work unit | Recommendation | Frequency | Pesticide applicator | Medical surveillance – pemantauan perubatan for Glyphosate isopropalamine | Yearly | Fertilizer applicator | No need for any medical surveillance | Not applicable | |
| Work unit | Recommendation | Frequency | | | | | | | | | |
| Pesticide applicator | Medical surveillance – pemantauan perubatan for Glyphosate isopropalamine | Yearly | | | | | | | | | |
| Fertilizer applicator | No need for any medical surveillance | Not applicable | | | | | | | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|--|------------|
| | <p>their business such as employee’s health, safety and welfare are discussed openly. Records from such meeting are kept and the concerns of the employees and any remedial actions taken are recorded.</p> <p>h) Accident and emergency procedures shall exist and instructions shall be clearly understood by all employees.</p> <p>i) Employees trained in First Aid should be present at all field operations. A First Aid Kit equipped with approved contents should be available at each worksite.</p> <p>j) Records shall be kept of all accidents and be reviewed periodically at quarterly intervals.</p> <p>- Major compliance -</p> | <p>accident have been happen in estate Keratong 11 for period 6 month previously.</p> <p>For accident record for Keratong 11 estate, No accident happen for 2017 and 2018 until todote. This have been verified with JKPP 8 dated 12 Jan 2018 for 2017 accident and no record of JKPP 6 in the record and management OSH review meeting.</p> <p>Latest HIRARC under FGVP/M/L4/PP-1.2 Pind 0 dated 2 Jan 2018 has include all operation starting from Harvesting, Prunning, Spraying and until sending FFB to mill.</p> | |
| Criterion 4.4.5: Employment conditions | | | |
| 4.4.5.1 | <p>The management shall establish policy on good social practices regarding human rights in respect of industrial harmony. The policy shall be signed by the top management and effectively communicated to the employees.</p> <p>- Major compliance -</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Human Rights Policy with Doc. No. ML-1A/L1- Po12(0) dated 1/6/2014. FGV is committed and support human rights. Briefing of the policy was conducted in series. Sighted the attendance records on 02.02.2018 and 04.04.2018 in Keratong 11 Estate to all workers.</p> | Yes |
| 4.4.5.2 | <p>The management shall not engage in or support discriminatory practices and shall provide equal opportunity and treatment regardless of race, colour, sex, religion, political opinion, nationality, social origin or any other distinguishing characteristics.</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment. FGV Group also firmly supports the provision of equal opportunity to all and shall seek to ensure that all employees and applicants for employment should receive fair treatment and shall not engage in or support discrimination based on</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|---|------------|
| | - Major compliance - | race, nationality, religion, disability, gender, age, sexual orientation, union membership or political affiliation. | |
| 4.4.5.3 | <p>Management shall ensure that employees' pay and conditions meet legal or industry minimum standards and as per agreed Collective Agreements. The living wage should be sufficient to meet basic needs and provide some discretionary income based on minimum wage.</p> <p>- Major compliance -</p> | <p>Collective Agreement was made between FGV Plantations (M) Sdn Bhd and Workers' Association for FGV Plantations (Malaysia) Sdn Bhd (Semenanjung) which effective from 1/1/2016 – 31/12/2018. The collective agreement has detailed out all the wages, annual leave, welfare and amenities, discipline and etc.</p> <p>Employment contracts/ Offer letters are available in language that understood by workers. The contract has detailing the payments whereas the employment conditions such as period of working, working hour, medical assistance, transportation provided, holiday and annual leave, termination of services and etc. The offer letter/ contract was signed by the workers and sampled as below:</p> <ol style="list-style-type: none"> 1. Employee id (Keratong 11 Estate): LW04830034 2. Employee id (Keratong 11 Estate): FW04830318 3. Employee id (Keratong 11 Estate): FW04830367 4. Employee id (Keratong 11 Estate): FW04830351 5. Contractor worker: Passport: A5326517 <p>Seen the payslip found that deduction of salary was implemented. The deduction of salary are such as EPF & SOCSO (Locals), Electricity, Water and etc. Consent letter signed by the workers on the stated items and approval letter from Jabatan Buruh Semenanjung Malaysia:</p> <ol style="list-style-type: none"> 1. 25.10.96 to Felda Palm Industries Sdn Bhd with Ref. No. (13)010/HQ/840A/61 to make deduction on salary for Skim Perumahan FPISB, Skim Koperasi Permodalan Felda Berhad (KPF); Yuran Asrama Semai Bakti; Bayaran | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | | <p>Rawatan Perubatan/Bersalin; Tabung Kebajikan Felda; Yuran Kelab Sukan Rekreasi (KSRF); Skim Pinjaman Kenderaan FPISB; Skim Insuran Takaful Berkelompok dan Bayaran Bil Elektrik dan Air.</p> <ol style="list-style-type: none"> 2. 13.5.1999 with Ref. No. PP3/34/0247 for all Felda and Subsidiaries Company for the deductions on Insurans Hayat (Barakah) and Pendidikan Iqra' dari Syarikat Takaful National. 3. 05.02.2005 to Felda Palm Industries Sdn Bhd with Ref. No. PP3/34/1013 for the deduction of yuran bulanan Badan Kebajikan Petugas Felda Palm Industries. 4. 26.04.2016 with ref no: (22)dml BHG. PU/9/129 Jld 23 for FGV Plantations (Malaysia) Sdn Bhd for the deduction on salary for excess of electric bill, water bill and medical bill. 5. 20.09.2000 to Felda Holding Sdn Bhd on deduction for buying the daily stuff, electrical and furniture from Felda Trading Sdn Bhd. | |
| 4.4.5.4 | <p>Management should ensure employees of contractors are paid based on legal or industry minimum standards according to the employment contract agreed between the contractor and his employee.</p> <p>- Minor compliance -</p> | <p>There is 2 contractors workers hired as the FFB loader in Keratong 11 Estate. The worker sampled Passport: A5326517 has the employment contract and pay slips were kept in estate's office. Seen the pay slip sampled for month of May and June 2018. The salary is above minimum wage of RM 1000/month.</p> | Yes |
| 4.4.5.5 | <p>The management shall establish records that provide an accurate account of all employees (including seasonal workers and subcontracted workers on the premises). The records should contain full names, gender, date of birth, date of entry, a job description, wage and the period of employment.</p> | <p>There is master file document for all workers with all information.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| | - Major compliance - | | |
| 4.4.5.6 | All employees shall be provided with fair contracts that have been signed by both employee and employer. A copy of employment contract is available for each and every employee indicated in the employment records. - Major compliance - | All the employment contract on the sampled workers as per 4.4.5.3 are sighted and available during the audit and signed by workers. | Yes |
| 4.4.5.7 | The management shall establish a time recording system that makes working hours and overtime transparent for both employees and employer. - Major compliance - | The overtime is recorded in the punch card system and paid accordingly. Seen all the employees' punch cards with the form titled 'Permohonan Kebenaran Kerja Lebih masa' filled up by workers for the overtime. Seen the overtime record for office workers while no overtime offer to the general workers. | Yes |
| 4.4.5.8 | The working hours and breaks of each individual employee as indicated in the time records shall comply with legal regulations and collective agreements. Overtime shall be mutually agreed and shall always be compensated at the rate applicable and shall meet the applicable legal requirement. - Major compliance - | As per employment contract, the working hour is 8 hours/day. Seen all the employees' punch cards with the form titled 'Permohonan Kebenaran Kerja Lebih masa' filled up by workers for the overtime. Seen the overtime record for office workers while no overtime offer to the general workers. | Yes |
| 4.4.5.9 | Wages and overtime payment documented on the pay slips shall be in line with legal regulations and collective agreements. - Major compliance - | The payslip and the inputs were reviewed to confirm the wages and overtime is in line with legal requirements of Employment Act 1955 and worker's employment contract. Verified the approval on the 'Rumusan Laporan Kelulusan dan Bayaran Tuntutan Kerja Lebih Masa. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| 4.4.5.10 | Other forms of social benefits should be offered by the employer to employees, their families or the community such as incentives for good work performance, bonus payment, professional development, medical care and health provisions. - Minor compliance - | The company provides free medical benefit of RM 200/year and free housing to foreign workers. | Yes |
| 4.4.5.11 | In cases where on-site living quarters are provided, these quarters shall be habitable and have basic amenities and facilities in compliance with the Workers' Minimum Standards Housing and Amenities Act 1990 (Act 446) or any other applicable legislation. - Major compliance - | In Keratong 11 Estate, the workers live in dormitory house. Estate has the plan to build the new housing complexes as per budget RM 323,100.00 (2018) and RM 1,120,980.00 (2019), 0483-Keratong 11 Anggaran Perbelanjaan Modal Bagi Tahun 2018. Water for domestic usage is provided from Jabatan Bekalan Air and Tenaga Nasional Berhad with subsidize rate as per collective agreement which are RM15/month for electric and 35 gallon/people/day or RM3.00/people/month with limit of RM15.00/month/family. Besides, government clinic was available in the complex where the employees can easily access to the medical facilities. The employees have provided with AIA Medical Card where they are allowed to visit any panel clinic without paying the medical fees. In Keratong 11 Estate, the linesite inspection been conducted by Kerani HEP in weekly basis. | Yes |
| 4.4.5.12 | The management shall establish a policy and provide guidelines to prevent all forms of sexual harassment and violence at the workplace. - Major compliance - | Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 and Sexual Harassment, Violence and Reproductive Rights Policy with Doc. No. ML-1A/L1-Po10(0) dated 1/6/2014. The company is committed to | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | <p>protect the rights of women on the reproductive and family planning. Discrimination is not allowed in the company.</p> <p>Besides, the policy was publicly displayed at the office area. Interviewed with the female employees found that they were aware of the function of Gender Committee and all the policies. Seen the minutes of meeting AJK Kelab Keluarga Daya Budi as the medium to discuss about gender committee issue on 20.01.2018. Among activities conducted are Majlis Yassin Kumpulan 1 (30.03.18).</p> | |
| 4.4.5.13 | <p>The management shall respect the right of all employees to form or join trade union and allow workers own representative(s) to facilitate collective bargaining in accordance with applicable laws and regulations. Employees shall be given the freedom to join a trade union relevant to the industry or to organize themselves for collective bargaining. Employees shall have the right to organize and negotiate their work conditions. Employees exercising this right should not be discriminated against or suffer repercussions.</p> <p>- Major compliance -</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.13, freedom of voicing and form a union. The policy has been briefed to workers on 13 September 2018 to all 30 people.</p> <p>For Keratong 11 Estate, the minutes of meeting sighted for 'Minit Mesyuarat KKP on 30.05.18 attended by 17 people includes the foreign workers representative.</p> | Yes |
| 4.4.5.14 | <p>Children and young persons shall not be employed or exploited. The minimum age shall comply with local, state and national legislation. Work by children is acceptable on family farms, under adult supervision, and when not interfering with their education programmes. Children shall not exposed to hazardous working conditions.</p> <p>- Major compliance -</p> | <p>Felda Global Ventures Plantations (M) Sdn Bhd has developed Group Sustainability Policy, Doc No: FGV/SED/POL/001 dated 24.08.17 under 8.9 Responsible Employment where the group prohibits any individual under the legal age to be employed in accordance with prevailing legislation in jurisdictions in which FGV Group operates. Briefing of the policy was conducted in series. Sighted the attendance records on 02.02.2018 and 04.04.2018 in Keratong 11 Estate to all workers.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | | Document reviewed on the list of workers confirmed that no employee under 18 years old was employed. During site visit to the field confirmed that no child labour was recruited in the plantations. | |
| Criterion 4.4.6: Training and competency | | | |
| 4.4.6.1 | All employees, contractors and relevant smallholders are appropriately trained. A training programme (appropriate to the scale of the organization) that includes regular assessment of training needs and documentation, including records of training shall be kept. - Major compliance - | Awareness and training program had been carried out. All workers involved had been adequately trained in safe working practices. The objective was to ensure all workers involved have been adequately trained in understanding SDS, safe working practices and the correct use of PPE. PPE standard and compliance based on CHRA recommendation and PPE matrix PPE/FGVPM dated 2018 I) Sampling ESH training programed:- <ul style="list-style-type: none"> - Policy training: 2 Feb 2018 109 Person attend training - Chemical Handling and Analysis Training: 22 march 2018 - Training on harvesting: 14 Feb 2018 (18 person attend) - Chemical/Oil Spillage Drill : 26 march 2018 (6 person attend) - PPE training : 24 march 2018 (6 person attend) - Fire Drill : 19 April 2018 , refer to drill report: FPI-L4/QOSHE 14.1 Pind 1 | Yes |
| 4.4.6.2 | Training needs of individual employees shall be identified prior to the planning and implementation of the training programmes in order to provide the specific skill and competency required to all employees based on their job | Training needs and plan is available under file Safety, from the record of training need and plan dated review on 25 Jan 2018 have 16 item including PPE training, First aid training and others. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| | description. - Major compliance - | From the sampling :- OSH Awareness have been conduct on date 21 May 2018. This training have been attend by 18 person attend and conduct by Safety officer. | |
| 4.4.6.3 | A continuous training programme should be planned and implemented to ensure that all employees are well trained in their job function and responsibility, in accordance to the documented training procedure. - Minor compliance - | As per record of Continues training is referred in Training needs and plan as per indicator 4.4.6.1 :- i) Safety on P&D Aplication dated 19 April 2018, attended by 16 person. Training by Manager Kadarusman Bin Tumin. ii) Training on safety for motorcycle riding dated on 13 January 2018 iii) Emergency respone plan training dated also in January 2018 | Yes |
| 4.5 Principle 5: Environment, natural resources, biodiversity and ecosystem services | | | |
| Criterion 4.5.1: Environmental Management Plan | | | |
| 4.5.1.1 | An environmental policy and management plan in compliance with the relevant country and state environmental laws shall be developed, effectively communicated and implemented. - Major compliance - | In Keratong 11 estate sighted Polisi Perlindungan dan Penjagaan Alam Sekitar ; Dated 1/6/2014. The Management show the record of Policy training including <i>Polisi Perlindungan dan Penjagaan Alam Sekitar</i> dated 2 Feb 2018, this training have been attend by 109 Person. | Yes |
| 4.5.1.2 | The environmental management plan shall cover the following: | Based on Polisi Perlindungan dan Penjagaan Alam Sekitar ; Dated 1/6/2014 | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|--|------------|
| | a) An environmental policy and objectives; b) The aspects and impacts analysis of all operations. - Major compliance - | There are several record for Environmental management plan as per below:- i) GHG pollution prevention plan dated on Jan 2018 ii) Waste recycle and reduction of waste generate | |
| 4.5.1.3 | An environmental improvement plan to mitigate the negative impacts and to promote the positive ones, shall be developed, effectively implemented and monitored. - Major compliance - | Procedure of EIA covered normal, abnormal and emergency situation with determination significance through Probability/Frequency and Severity matrix. Impacts with score more than 12 are considered significant which related to legal requirement and positive impacts. - Pengenalpastian aspek alam sekitar, penilaian impak dan penentuan kawalan ; FGV/ML-1A/L2-Pr1; Rev. 0; Issue 1; Eff. Date: 1/6/2016 - | Yes |
| 4.5.1.4 | A programme to promote the positive impacts should be included in the continual improvement plan. - Minor compliance - | For the programed to promote the positive impacts sighted in the , sampling on action plan such as:- To reduce chemical usage:- - Barn owl extension add up from 10 to 30, - To plant beneficial plan from 5000 to 6500, RB trap form none to 28 port. Reduce impact to environment :- To ensure disposal of empty container at license contractor and keep monitor it from 3 time into 4 time in a month Planning to maximize the 3R (recycle programe) and reduce the waste generate | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | | To plan in reduction of GHG gas such as environmental campaign in no open burning and reduction of diesel usage | |
| 4.5.1.5 | An awareness and training programme shall be established and implemented to ensure that all employees understand the policy and objectives of the environmental management and improvement plans and are working towards achieving the objectives. - Major compliance - | From the record sighted some training have been conduct for awareness regarding to environmental as per below:- i) Policy training including Polisi Perlindungan dan Penjagaan Alam Sekitar dated 2 Feb 2018, this training have been attend by 109 Person. ii) Training on Awareness on IPM to reduce chemical dated 19 April 2018 attended by 16 person including management and workers | Yes |
| 4.5.1.6 | Management shall organize regular meetings with employees where their concerns about environmental quality are discussed. - Major compliance - | Keratong 11 Estate have conduct environment meeting, latest record is under title Management Review Meeting No 01/2018 dated on 17 September 2018. This meeting attended by 13 person including management representative and workers representative. This meeting discuss regarding to aspect and impact the activities of estate to environment, the action plan implementation effectiveness and result of internal audit finding. | Yes |
| Criterion 4.5.2: Efficiency of energy use and use of renewable energy | | | |
| 4.5.2.1 | Consumption of non-renewable energy shall be optimized and closely monitored by establishing baseline values and trends shall be observed within an appropriate timeframe. There should be a plan to assess the usage of non-renewable energy including fossil fuel, electricity and energy efficiency in the operations over the base period. | Monitored plan for improving efficiency of the use of fossil fuels and to optimization of renewable energy in place sighted as following: Keratong 11 Estate: | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance | | | | | | | | | | |
|---|---|---|-------------|-------------|-------------|-------------|-------------|--------------|-------|-------|-------|-------|-----|
| | - Major compliance - | Diesel monitoring perton FFB is available under E2 file and latest record is August 2018 with total diesel usage 3573 liter and 3.05 perton FFB The record is available under rekod penggunaan diesel kenderaan latest 21 Sept 2018 Sofli aimi (Van driver) WXN 4538 using 48 Liter. | | | | | | | | | | | |
| 4.5.2.2 | The oil palm premises shall estimate the direct usage of non-renewable energy for their operations, including fossil fuel, and electricity to determine energy efficiency of their operations. This shall include fuel use by contractors, including all transport and machinery operations. - Major compliance - | From the budget and action plan to control or reduction on diesel usage as per <i>PELAN KAWALAN PENCEGAHAN PENCEMARAN PERLEPASAN GAS RUMAH HIJAU(GHG)</i> stated as per below:- <table border="1" data-bbox="1048 738 1868 903"> <thead> <tr> <th>Item</th> <th>Unit</th> <th>2018 Target</th> <th>2019 target</th> <th>2020 target</th> </tr> </thead> <tbody> <tr> <td>Diesel usage</td> <td>liter</td> <td>21500</td> <td>21032</td> <td>20117</td> </tr> </tbody> </table> The monitoring record for each moth is available under Document E4 <i>Alam Sekitar</i> | Item | Unit | 2018 Target | 2019 target | 2020 target | Diesel usage | liter | 21500 | 21032 | 20117 | Yes |
| Item | Unit | 2018 Target | 2019 target | 2020 target | | | | | | | | | |
| Diesel usage | liter | 21500 | 21032 | 20117 | | | | | | | | | |
| 4.5.2.3 | The use of renewable energy should be applied where possible. - Minor compliance - | The Keratong 11 estate did not generate any renewable energy however the estate monitoring the record and have the plan to reduce the non-renewable consumption. | Yes | | | | | | | | | | |
| Criterion 4.5.3: Waste management and disposal | | | | | | | | | | | | | |
| 4.5.3.1 | All waste products and sources of pollution shall be identified and documented. - Major compliance - | Waste products and sources of pollution shall be identified and documented in Manual RSPO i.e. Mengenalpasti dan Menguruskan Bahan Buangan ; Doc. no.: MR 5.3/2009; Issue 1 Polisi Kitar Semula ; 1/6/2014. | Yes | | | | | | | | | | |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | | <p>Prosedur Pengurusan Sisa Pepejal ; FGV/ML-1A/L2-Pr9; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>Prosedur Pelaksanaan kitar semula ; FGV/ML-1A/L2-Pr4; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> <p>Prosedur Pelupusan Sisa Domestik ; FGV/ML-1A/L2-Pr23; Rev. 0; Issue 1; Eff. Date: 1/6/2016</p> | |
| 4.5.3.2 | <p>A waste management plan to avoid or reduce pollution shall be developed and implemented. The waste management plan should include measures for:</p> <p>a) Identifying and monitoring sources of waste and pollution</p> <p>b) Improving the efficiency of resource utilization and recycling of potential wastes as nutrients or converting them into value-added by-products</p> <p>- Major compliance -</p> | <p>Waste management plan is available for year 2018 dated Jan 2018 prepared by Ibrahim Bin Yaacob under file E2 Alam Sekitar. They identified Fertiliser bag, tyre, iron, paper, electronic device, and domestic waste.</p> | Yes |
| 4.5.3.3 | <p>The management shall establish Standard Operating Procedure for handling of used chemicals that are classified under Environment Quality Regulations (Scheduled Waste) 2005, Environmental Quality Act, 1974 to ensure proper and safe handling, storage and disposal.</p> <p>- Major compliance -</p> | <p>The Keratong 11 estate not generate Scheduled waste. Sampling on Empty container, it was dispose as Recycle waste after pesticide container be punctured. Refer indicator 4.5.3.4 for further detail.</p> | Yes |
| 4.5.3.4 | <p>Empty pesticide containers shall be punctured and disposed in an environmentally and socially responsible way, such that there is no risk of contamination of water sources or to human health. The disposal instructions on manufacturer's</p> | <p>Verification from site visit, for empty pesticide containers shall be punctured and disposed as recycle waste. After that the empty container will be stored properly. Disposal will be handle by SS Setia Sdn Bhd. Record disposal verification sampling on dated 15 Nov 2017</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| | <p>labels should be adhered to. Reference should be made to the national programme on recycling of used HDPE pesticide containers.</p> <p>- Major compliance -</p> | <p>under receipt number 5574701. SS Setia have been appoint by DOA Kluang as Recycle collector dated 4 March 2013 and have been appoint by FGV as recycle collector for FGV under registered no B-01021400055-02 approved by Dato' IR. Jamlus Aziz.</p> | |
| 4.5.3.5 | <p>Domestic waste should be disposed as such to minimize the risk of contamination of the environment and watercourses.</p> <p>- Minor compliance -</p> | <p>There is a document on identification of waste product in FGV/ML-1A/L2-Pr23 dated on 01/06/2016. Sighted there is linkages available for the source of pollution and to identify category of waste [schedule or non-schedule waste].</p> <p>Domestic waste being collect on weekly basis (Monday Wednesday and Saturday). The office has records maintain for the collection. The types of domestic waste categories into organic waste [general house waste] and 3R waste [paper, iron and plastic]. During site visit to the dump site at block 6, seen the current pit identified as Pit 1 and Pit 2, there are sufficient signage restricting from open burnings and details of respective pits with date open and closing.</p> | Yes |
| Criterion 4.5.4: Reduction of pollution and emission | | | |
| 4.5.4.1 | <p>An assessment of all polluting activities shall be conducted, including greenhouse gas emissions, scheduled wastes, solid wastes and effluent.</p> <p>- Major compliance -</p> | <p>The assessment have been done by PSD based on January until December 2017 data, assess by Ibrahim Yaacob. Monitoring of the GHG quantity was done through PalmGHG calculator, where annual quantification of all GHG sources was input into the calculator. Default values of emissions factor Calculation of the GHG emissions were derived from publicly available sources including IPCC.</p> | Yes |
| 4.5.4.2 | <p>An action plan to reduce identified significant pollutants and emissions shall be established and implemented.</p> | <p>The Keratong 11 estate already identified the pollution and emission that give impact to environment. The action plan available under title</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|---|------------|
| | - Major compliance - | <p>" <i>PELAN KAWALAN PENCEGAHAN PENCEMARAN</i> ". The items that been cover in this action plan is:-</p> <ul style="list-style-type: none"> i) No open Burning campaign ii) Reduction on diesel usage iii) Reduction in chemical usage iv) Optimization on recycle waste programed v) And Environment awareness campaign | |
| Criterion 4.5.5: Natural water resources | | | |
| 4.5.5.1 | <p>The management shall establish a water management plan to maintain the quality and availability of natural water resources (surface and ground water). The water management plan may include:</p> <ul style="list-style-type: none"> a. Assessment of water usage and sources of supply. b. Monitoring of outgoing water which may have negative impacts into the natural waterways at a frequency that reflects the estate's current activities. c. Ways to optimize water and nutrient usage to reduce wastage (e.g. having in place systems for re-use, night application, maintenance of equipment to reduce leakage, collection of rainwater, etc.). d. Protection of water courses and wetlands, including maintaining and restoring appropriate riparian buffer zones at | <p>Not applicable for Keratong 11 estate. From map and site verification the estate not have any river as per JUPEM map has been mention in HCV assessment.</p> <p>In Keratong 11 Estate the water management plan is available under title "<i>PELAN PENGURUSAN AIR LADANG KERATONG SEBELAS</i>" dated 30 April 2018. Estate using raw water from Jabatan Air Pahang for their operation and housing and they have monitored water used.</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | <p>or before planting or replanting, along all natural waterways within the estate.</p> <p>e. Where natural vegetation in riparian areas has been removed, a plan with a timetable for restoration shall be established and implemented.</p> <p>f. Where bore well is being use for water supply, the level of the ground water table should be measured at least annually.</p> <p>- Major compliance -</p> | | |
| 4.5.5.2 | <p>No construction of bunds, weirs and dams across main rivers or waterways passing through an estate.</p> <p>- Minor compliance -</p> | Not applicable as per mention in indicator 4.5.5.1 | Yes |
| 4.5.5.3 | <p>Water harvesting practices should be implemented (e.g. water from road-side drains can be directed and stored in conservation terraces and various natural receptacles).</p> <p>- Minor compliance -</p> | This have been verified during site verification, estate establish the water pit as road side to contain the moisture for soil in the field. | Yes |
| Criterion 4.5.6: Status of rare, threatened, or endangered species and high biodiversity value | | | |
| 4.5.6.1 | <p>Information shall be collated that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This information should cover:</p> <p>a) Identification of high biodiversity value habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower(s) activities.</p> | HCV assessment have been conduct on 27 December 2017 by Amir Hamzah Dollah @ Abdullah. From the report no HCV is available in Estate Keratong 1. The estate total hectarage is 1196.40, for planted area is 1016.66 Hectar and uplanted is 179.74ha. | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|---|--|------------|
| | <p>b) Conservation status (e.g. The International Union on Conservation of Nature and Natural Resources (IUCN) status on legal protection, population status and habitat requirements of rare, threatened, or endangered species), that could be significantly affected by the grower(s) activities.</p> <p>- Major compliance -</p> | | |
| 4.5.6.2 | <p>If rare, threatened or endangered species, or high biodiversity value, are present, appropriate measures for management planning and operations should include:</p> <p>a) Ensuring that any legal requirements relating to the protection of the species are met.</p> <p>b) Discouraging any illegal or inappropriate hunting, fishing or collecting activities; and developing responsible measures to resolve human-wildlife conflicts.</p> <p>- Major compliance -</p> | <p>The action plan is available under report HCV, under section 6.0 Pelan pengurusan biodiversiti lading FGVPK Keratong 11 (2017-2022). The action plan cover 4 area, such as:-</p> <ol style="list-style-type: none"> 1) Boundary area between Keratong 11 with Lesung Forest Reserve FN02A 2) Buffer zone for small stream 3) Non-Economic area/ Non production area. | Yes |
| 4.5.6.3 | <p>A management plan to comply with Indicator 1 shall be established and effectively implemented, if required.</p> <p>- Major compliance -</p> | <p>The program to regularly educate the workforce and community about the status of these RTE species are also established with on-going consultation with the relevant authorities such as the State Wildlife department, Forestry department and etc. There is evidence of commitment to discourage any illegal or inappropriate hunting, fishing or collecting activities via the signage erected around the affected areas which prohibit such activities.</p> <p>During site verification sighted no fishing and no hunting signage at the area and also monitoring record dated latest is 12 Sept 2018 is also available in HCV record file.</p> | Yes |

MSPO Public Summary Report
Revision 0 (Aug 2017)

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|---|---|------------|
| | | The site also is keep maintain and no chemical activities have been done. | |
| Criterion 4.5.7: Zero burning practices | | | |
| 4.5.7.1 | Use of fire for waste disposal and for preparing land for oil palm cultivation or replanting shall be avoided except in specific situations, as identified in regional best practice. - Major compliance - | From the latest memo from manager Keratong 11, Memo (Bil: 483/01-30 RSPO) dated 15 January 2018 under title Larangan Pembakaran Terbuka. The plantation prohibit using fire in replanting and other disposal. This have been verified during visit on 21 September 2018 | Yes |
| 4.5.7.2 | A special approval from the relevant authorities shall be sought in areas where the previous crop is highly diseased and where there is a significant risk of disease spread or continuation into the next crop. - Major compliance - | Not applicable because no record of using fire in any activities in Keratong 11 Estate | Yes |
| 4.5.7.3 | Where controlled burning is allowed, it shall be carried out as prescribed by the Environmental Quality (Declared Activities) (Open Burning) Order 2003 or other applicable laws. - Major compliance - | Not applicable because no record of using fire in any activities in Keratong 11 Estate | Yes |
| 4.5.7.4 | Previous crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched. - Minor compliance - | From the Manual Ladang Sawit Lestari Edisi III (MLSL(Ed.2) – Sec 2(6.0) dated 1 June 2012 stated during replanting the crops should be felled or mowed down, chipped and shredded, windrowed or pulverized or ploughed and mulched which the plant that need to be replace. During in visit at replanting field under Peringkat PR18D with Hectarage 156.29 ha verified no fire is using during replanting. | Yes |

| Criterion / Indicator | Assessment Findings | Compliance | |
|---|--|--|-----|
| 4.6 Principle 6: Best Practices | | | |
| Criterion 4.6.1: Site Management | | | |
| 4.6.1.1 | Standard operating procedures shall be appropriately documented and consistently implemented and monitored. - Major compliance - | Standard Operating Procedures (SOPs) for Keratong 11 estates are documented. Interview with staff and workers revealed that all working SOPs being consistently implemented among all employees and monitored by the management through daily muster briefing, training and etc. List sampled SOPs available during onsite assessment sighted as following; <ul style="list-style-type: none"> - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pengurusan Tapak Semaian Sawit (Oil Palm Nursery Management); Edisi II (Seksyen 1) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Pembangunan Semula Sawit (Oil Palm Replanting); Edisi II (Seksyen 2) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Pra Matang (Premature Oil Palm); Edisi II (Seksyen 3) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 4) - Manual Ladang Sawit Lestari (Sustainable Oil Palm Manual) – Sawit Matang (Mature Oil Palm); Edisi II (Seksyen 1) | Yes |
| 4.6.1.2 | Where oil palm is grown within permitted levels on sloping land, appropriate soil conservation measures shall be implemented to prevent both soil erosion as well as siltation of drains and | Good agricultural practice (GAP) for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking and fertilizer application as per the recommendation by the Agronomist | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | <p>waterways. Measures shall be put in place to prevent contamination of surface and groundwater through runoff of either soil, nutrients or chemicals.</p> <p>- Major compliance -</p> | <p>from FELDA Agricultural Services Sdn. Bhd. These had been verified through the records for fertilizer application and Observation during field visit. Manual Ladang Sawit Lestari Section1: Edition II – Nursery Management, effective date 1/6/12 Section 2: Edition II – Replanting, effective date 1/6/12 Section 3: Edition II – Immature Oil Palm, effective 1/6/12 Section 4: Edition II – Matured Oil Palm, effective 1/6/12 Section 5: Edition II – Matured Oil Palm (Manuring), effective 1/6/12.</p> | |
| 4.6.1.3 | <p>A visual identification or reference system shall be established for each field.</p> <p>- Major compliance -</p> | <p>During site visit and interviews with workers in block 6 the verification and it followed as per agricultural practice (GAP) for minimization of soil erosion and maintenance of soil fertility is maintained via the frond stacking.</p> | Yes |
| Criterion 4.6.2: Economic and financial viability plan | | | |
| 4.6.2.1 | <p>A documented business or management plan shall be established to demonstrate attention to economic and financial viability through long-term management planning.</p> <p>- Major compliance -</p> | <p>Annual business plan in the form of annual budget and the projection for 5 years prepared as guidance for future planning. The business plan contains FFB yield @ crop review, CPO, OER, and KER, OPEX, CAPEX etc.</p> <p>Felda Global Ventures Plantation (M) Sdn Bhd - 5 years Business Plan 2017 – 2021 was seen during assessment. As for the estates, budget titled "Anggaran Perbelanjaan Am Bagi 2018-2021" and " Rumusan Bajet" from 2019 – 2021 available for review.</p> | Yes |
| 4.6.2.2 | <p>Where applicable, an annual replanting programme shall be established. Long term replanting programme should be established and review annually, where applicable every 3-</p> | <p>An annual replanting programme is establish, sighted record under file E3 Ekonomi under Pengeluaran Hasil (RSPO – P3/c.3.1/3.1.2), the</p> | Yes |

**MSPO Public Summary Report
Revision 0 (Aug 2017)**

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|--|------------|
| | 5 years. - Major compliance - | planning is cover from 2018 until 2023 with total hectarage of replanting:- 1) 2018 – 156.26ha 2) 2020 – 225.22ha 3) 2023 – 342.24ha | |
| 4.6.2.3 | The business or management plan may contain: a) Attention to quality of planting materials and FFB b) Crop projection: site yield potential, age profile, FFB yield trends c) Cost of production : cost per tonne of FFB d) Price forecast e) e) Financial indicators : cost benefit, discounted cash flow, return on investment - Major compliance - | The Business management plan is available under title <i>Rumusan Budget</i> from year 2019 until 2021 dated review Jan 2018 by Manager (Mr Kadarusman). The record cover :- - the quality of FFB - budgeted of crop from year 2019 until 2021 - Production cost sampling on year 2019 budget is RM355.47 per tan FFB. | Yes |
| 4.6.2.4 | The management plan shall be effectively implemented and the achievement of the goals and objectives shall be regularly monitored, periodically reviewed and documented. - Major compliance - | For the implementation confirmation is done by GP Task Force consultant latest report dated 28 February 2017 during manager Mr Zainal Abidin Bin Awang Rashid. This visit conduct by Mr Rusaidi ismail and team. This assessment cover as per requirement in indicator 4.6.2.3 | Yes |
| Criterion 4.6.3: Transparent and fair price dealing | | | |

| Criterion / Indicator | | Assessment Findings | Compliance |
|------------------------------------|--|--|------------|
| 4.6.3.1 | <p>Pricing mechanisms for the products and other services shall be documented and effectively implemented.</p> <p>- Major compliance -</p> | <p>All the FFB suppliers' contract and payment are managed under Head Quarters level while for operational level, the contracts are available in mill and estate. Contract is signed within both parties in Surat Perintah Kerja. The terms and conditions available as addendum to the contract above in the project.</p> <p>As per contract agreement (Surat Perintah Kerja) signed between Keratong 11 Estate and Transporters/Contractors, the pricing is agreeable and verified in the payment voucher in timely manner.</p> <p>Sampled taken for Perniagaan Maju Bera, contract no: 5300002395 dated 01.10.2016 to 30.09.2018 and request to continue the contract on April 2018 with the new start date of 30.09.2018 until 30.09.2020.</p> | Yes |
| 4.6.3.2 | <p>All contracts shall be fair, legal and transparent and agreed payments shall be made in timely manner.</p> <p>- Major compliance -</p> | <p>As per contract agreement signed between Estate and Transporters/Contractors, the pricing is agreeable and verified in the payment voucher in timely manner.</p> <p>Sampled taken for Perniagaan Maju Bera in 08 August 2018, no sijil bayaran: 22 RM 33,878.49.</p> | Yes |
| Criterion 4.6.4: Contractor | | | |
| 4.6.4.1 | <p>Where contractors are engaged, they shall understand the MSPO requirements and shall provide the required documentation and information.</p> <p>- Major compliance -</p> | <p>There is memo circulate as a declaration for the contractor that they are briefed about MSPO certification and will comply with the requirement. Other than that, contractor also will allow if auditor want to have access to documents, operation checking and interview the contractor's worker. Seen the memo signed by representative from Syarikat Perniagaan Maju Bera, Mr Tan Yei Eng on 08.08.18.</p> | Yes |
| 4.6.4.2 | <p>The management shall provide evidence of agreed contracts with the contractor.</p> | <p>The agreement between contractors is sighted (Surat Perintah Kerja) signed between Keratong 11 Estate and Transporters/Contractors, the</p> | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|--|--|------------|
| | - Major compliance - | pricing is agreeable and verified in the payment voucher in timely manner. Sampled taken for Perniagaan Maju Bera in 08 August 2018, no sijil bayaran: 22 RM 33,878.49. | |
| 4.6.4.3 | The management shall accept MSPO approved auditors to verify assessments through a physical inspection if required. - Minor compliance - | There is memo circulate as a declaration for the contractor that they are briefed about MSPO certification and will comply with the requirement. Other than that, contractor also will allow if auditor want to have access to documents, operation checking and interview the contractor's worker. Seen the memo signed by representative from Syarikat Perniagaan Maju Bera, Mr Tan Yei Eng on 08.08.18. | Yes |
| 4.6.4.4 | The management shall be responsible for the observance of the control points applicable to the tasks performed by the contractor, by checking and signing the assessment of the contractor for each task and season contracted. - Major compliance - | Management has the report of job completion namely ' Sijil Pengakuan Melawat Kawasan Kerja yang telah Siap' prior to the payment made. Sampled below contractor: Contractor: Perniagaan Maju Bera Contract No: 5300002395 Date: 01.08.2018 | Yes |
| 4.7 Principle 7: Development of new planting | | | |
| Criterion 4.7.1: High biodiversity value | | | |
| 4.7.1.1 | Oil palm shall not be planted on land with high biodiversity value unless it is carried out in compliance with the National and/or State Biodiversity Legislation. | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| | - Major compliance - | | |
| 4.7.1.2 | No conversion of Environmentally Sensitive Areas (ESAs) to oil palm as required under Peninsular Malaysia's National Physical Plan (NPP) and the Sabah Forest Management Unit under the Sabah Forest Management License Agreement. For Sabah and Sarawak, new planting or replanting of an area 500ha or more requires an EIA. For areas below 500ha but above 100ha, a Proposal for Mitigation Measures (PMM) is required. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| Criterion 4.7.2: Peat Land | | | |
| 4.7.2.1 | New planting and replanting may be developed and implemented on peat land as per MPOB guidelines on peat land development or industry best practice. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| Criterion 4.7.3: Social and Environmental Impact Assessment (SEIA) | | | |
| 4.7.3.1 | A comprehensive and participatory social and environmental impact assessment shall be conducted prior to establishing new plantings or operations. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.3.2 | SEIAs shall include previous land use or history and involve independent consultation as per national and state regulations, via participatory methodology which includes | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

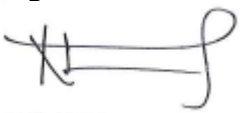

| Criterion / Indicator | | Assessment Findings | Compliance |
|--|--|---|------------|
| | external stakeholders. - Major compliance - | | |
| 4.7.3.3 | The results of the SEIA shall be incorporated into an appropriate management plan and operational procedures developed, implemented, monitored and reviewed. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.3.4 | Where the development includes smallholder schemes of above 500ha in total or small estates, the impacts and implications of how each scheme or small estate is to be managed should be documented and a plan to manage the impacts developed, implemented, monitored and reviewed. - Minor compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| Criterion 4.7.4: Soil and topographic information | | | |
| 4.7.4.1 | Information on soil types shall be adequate to establish the long-term suitability of the land for oil palm cultivation. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.4.2 | Topographic information shall be adequate to guide the planning of planting programmes, drainage and irrigation systems, roads and other infrastructure. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|---|---|---|------------|
| Criterion 4.7.5: Planting on steep terrain, marginal and fragile soils | | | |
| 4.7.5.1 | Extensive planting on steep terrain, marginal and fragile soils shall be avoided unless permitted by local, state and national laws. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.5.2 | Where planting on fragile and marginal soils is proposed, plans shall be developed and implemented to protect them and to minimize adverse impacts (e.g. hydrological) or significantly increased risks (e.g. fire risk) in areas outside the plantation. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.5.3 | Marginal and fragile soils, including excessive gradients and peat soils, shall be identified prior to conversion. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| Criterion 4.7.6: Customary land | | | |
| 4.7.6.1 | No new plantings are established on recognised customary land without the owners' free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| 4.7.6.2 | Where new plantings on recognised customary lands are acceptable, management plans and operations should maintain sacred sites. - Minor compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.6.3 | Where recognized customary or legally owned lands have been taken-over, the documentary proof of the transfer of rights and of payment or provision of agreed compensation shall be made available. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.6.4 | The owner of recognised customary land shall be compensated for any agreed land acquisitions and relinquishment of rights, subject to their free prior informed consent and negotiated agreement. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.6.5 | Identification and assessment of legal and recognised customary rights shall be documented. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.6.6 | A system for identifying people entitled to compensation and for calculating and distributing fair compensation shall be established and implemented. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

| Criterion / Indicator | | Assessment Findings | Compliance |
|-----------------------|--|---|------------|
| 4.7.6.7 | The process and outcome of any compensation claims shall be documented and made publicly available. - Major compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |
| 4.7.6.8 | Communities that have lost access and rights to land for plantation expansion should be given opportunities to benefit from the plantation development. - Minor compliance - | Not Applicable because no new planting in Keratong Sebelas estate | Yes |

Section 4: Assessment Conclusion and Recommendation

| Acknowledgement of Internal Responsibility and Formal Sign-off of Assessment Findings | |
|--|---|
| Based on the findings during the assessment FGVP(M) Sdn Bhd-Keratong 03 Certification Unit complies with the MS 2530-3:2013 and MS 2530-4:2013 . It is recommended that the certification of FGVP(M) Sdn Bhd-Keratong 03 Certification Unit is approved and/or continued. | |
| Acknowledgement of Assessment Findings | Report Prepared by |
| Name: Norazam Abdul Hameed | Name: Elzy Ovktafia Chairul |
| Company name: FGV Holdings Berhad | Company name: BSI Services Malaysia Sdn. Bhd. |
| Title: Senior General Manager | Title: Client Manager |
| Signature:  | Signature:  |
| Date: 21.11.2018 | Date: 20.11.2018 |

Appendix A: Assessment Plan

| Date | Time | Subjects | (EO) | (MH) |
|------------------------|---------------|--|------|------|
| Thursday 20/09/2018 | 08.30 – 09.00 | Opening meeting: <ul style="list-style-type: none"> Opening presentation by audit team leader Confirmation of assessment scope and finalize audit plan (including stakeholder’s consultation) | √ | √ |
| | 09.00-11:00 | Keratong 3 POM Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc. | √ | √ |
| | 10.00 – 12.00 | Stakeholder’s consultation for Keratong 3 POM and Keratong 11 Estate. | √ | - |
| | 11:00 – 12:30 | Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting | √ | √ |
| | 12:30 – 13:30 | Lunch / Break | √ | √ |
| | 13:30 – 16:30 | Continue with Document review and site verification if deemed necessary. | √ | √ |
| | 16:30 – 17:00 | Interim closing meeting | √ | √ |
| Friday 21/09/2018 | 08:30 - 11:00 | Keratong 11 Estate Field visit, boundary inspection, field operations, staff & workers interview, buffer zone, HCV area, IPM implementation, OSH&ERP, workshop, storage area (agrochemical, fertilizer, lubricant etc), agrochemical mixing area, Schedule waste management, worker housing, clinic, Landfill etc. | √ | √ |
| | 11:00 – 12:30 | Document review (MS:2530 Part 3), P1: Management commitment and responsibility, P2: Transparency, P3: Compliance to legal requirement, P4: Social responsibility, health safety and employment condition, P5: Environment, natural resources, biodiversity and ecosystem services and P6 : Best practices, P7: Development of New Planting | √ | √ |
| | 12:30 – 13:30 | Lunch / Break | √ | √ |
| | 13:30 – 15:30 | Continue with Document review and site verification if deemed necessary. | √ | √ |
| | 15:30 – 16:30 | Preparation for closing meeting | √ | √ |
| | 16:30 – 17:30 | Closing meeting | √ | √ |

Appendix B: List of Stakeholders Contacted

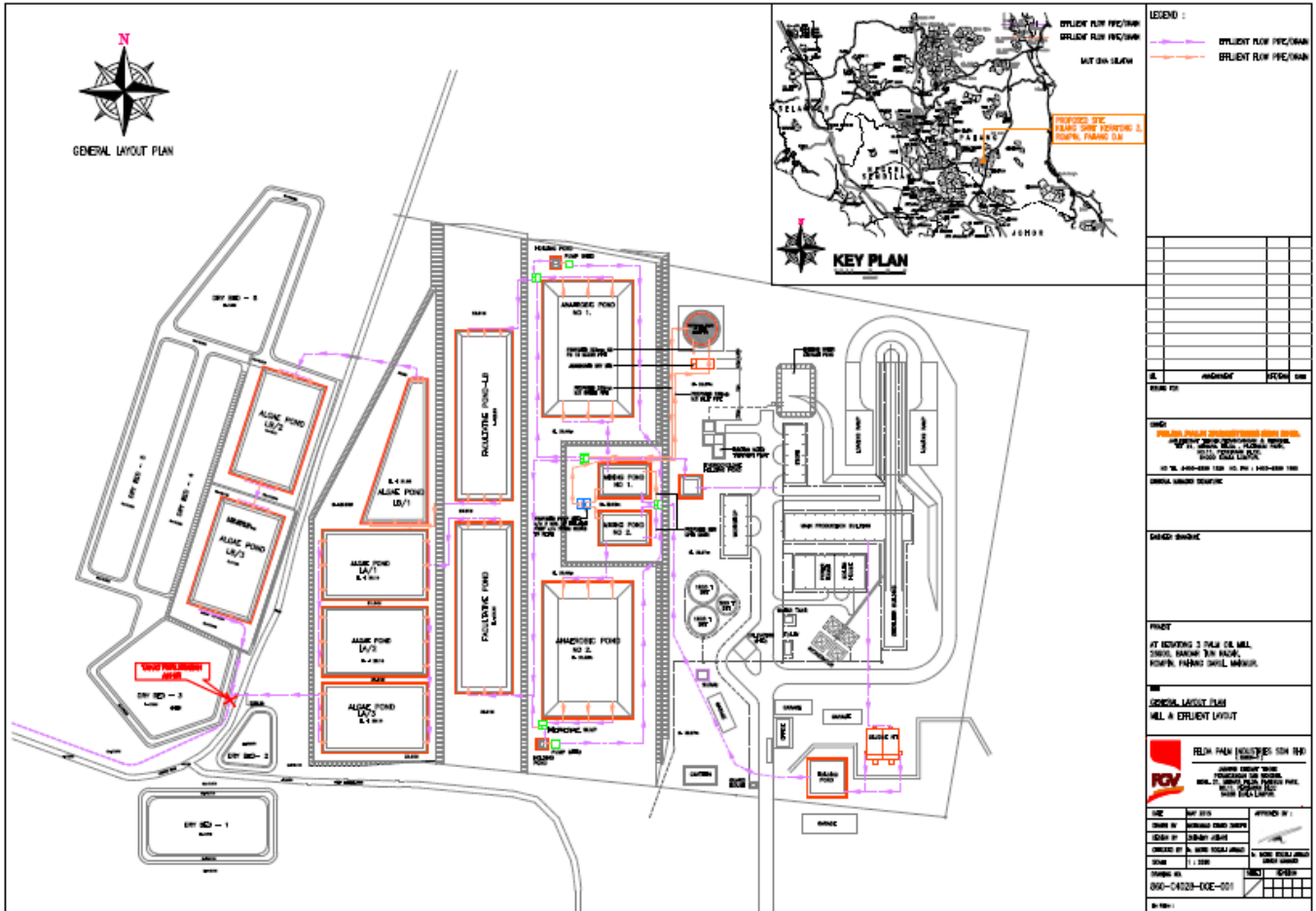
| | |
|--|---|
| <p>Government Bodies: SK Keratong 03 SK Keratong 06 SMK Bandar Tun Razak Police Officer-Bandar Tun Razak PERHILITAN Pahang Officer</p> | <p>Internal Stakeholders: Workers Representatives (Foreign Worker) Gender Committee Representative</p> |
| <p>Communities: Far East Holding FELDA Keratong 7</p> | <p>Contractors: Tinta Bumi</p> |

Appendix C: Smallholder Member Details

| No | Name of smallholder | Year Planted | Land Area (ha) | Forecast FFB (Mt/ha/year) |
|--------------|---|--------------|----------------|---------------------------|
| 1 | Not applicable as no smallholder's scheme involved in the scope of certification. | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |
| TOTAL | | | | |

Appendix F: Location and Field Map

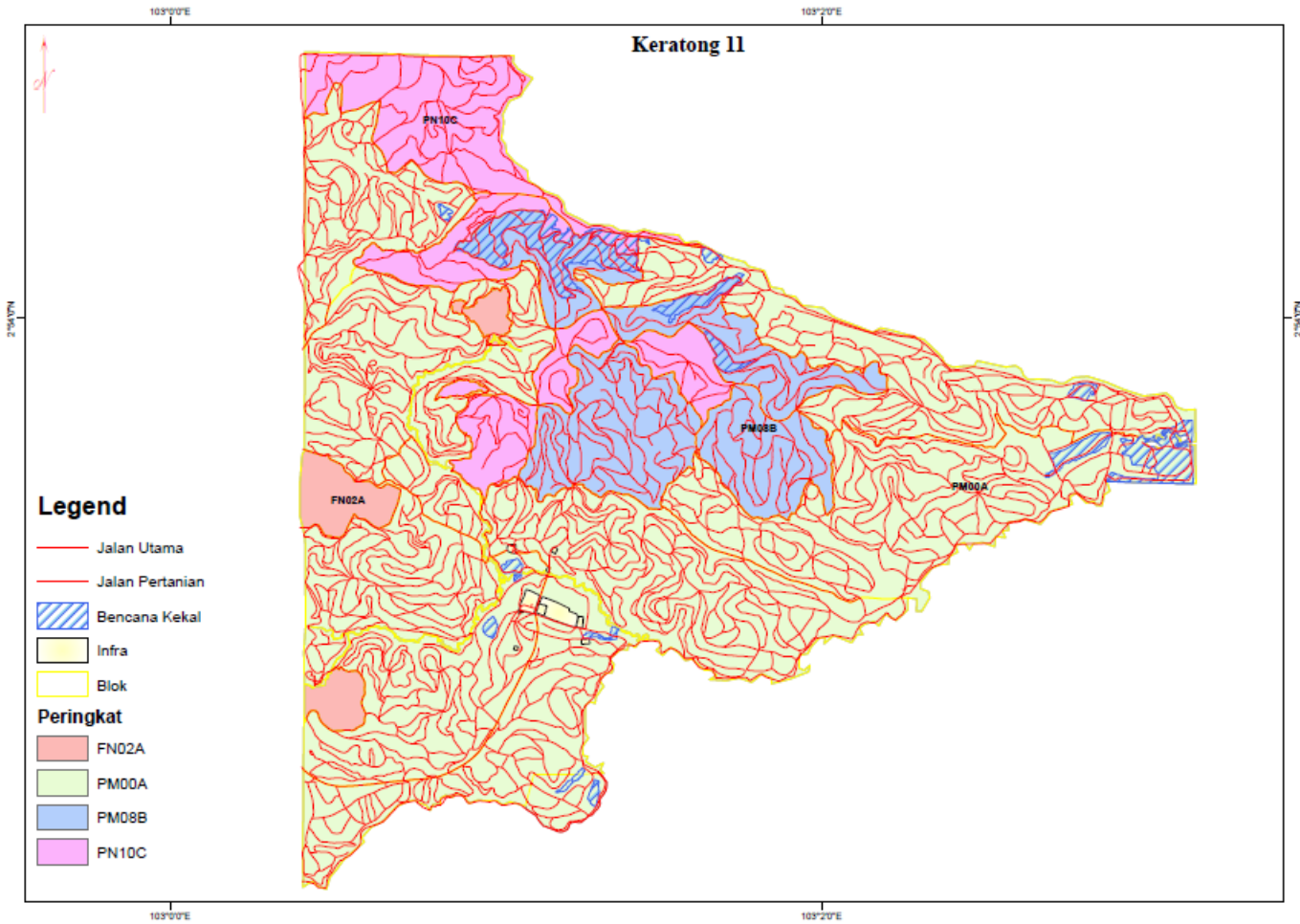
Keratong 03 POM Layout



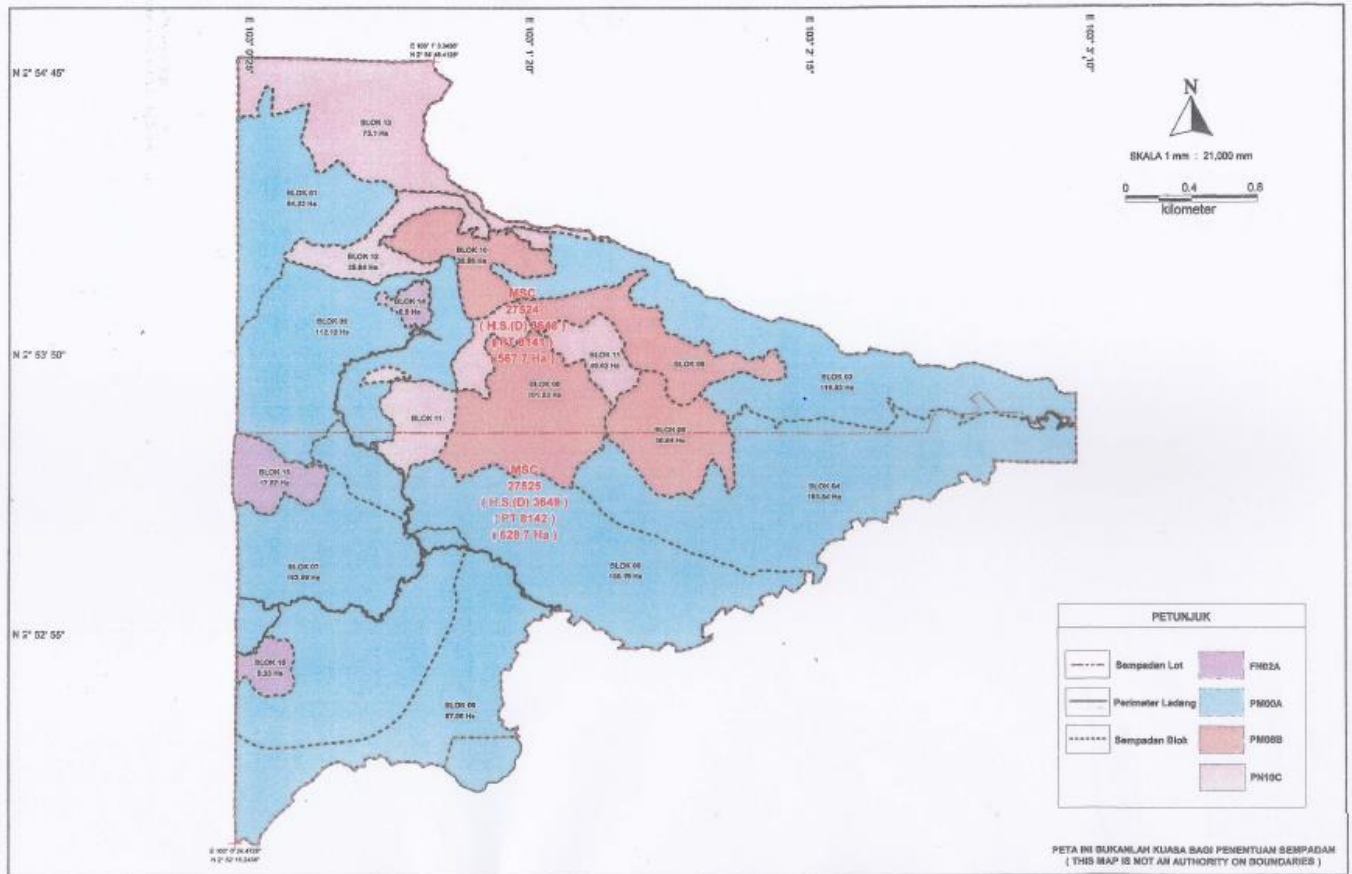
Keratong 03 POM location



Keratong 11 Estate Map



Keratong 11 Estate Map



Appendix G: List of Abbreviations

| | |
|------|--|
| BOD | Biochemical Oxygen Demand |
| CB | Certification Bodies |
| CHRA | Chemical Health Risk Assessment |
| COD | Chemical Oxygen Demand |
| CPO | Crude Palm Oil |
| EFB | Empty Fruit Bunch |
| EHS | Environmental, Health and Safety |
| EIA | Environmental Impact Assessment |
| EMS | Environmental Management System |
| FFB | Fresh Fruit Bunch |
| FPIC | Free, Prior, Informed and Consent |
| GAP | Good Agricultural Practice |
| GHG | Greenhouse Gas |
| GMP | Good Manufacturing Practice |
| GPS | Global Positioning System |
| HCV | High Conservation Value |
| IPM | Integrated Pest Management |
| ISCC | International Sustainable Carbon Certification |
| LD50 | Lethal Dose for 50 sample |
| MSPO | Malaysian Sustainable Palm Oil |
| 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 |
| RTE | Rare, Threatened or Endangered species |
| SEIA | Social & Environmental Impact Assessment |
| SIA | Social Impact Assessment |
| SOP | Standard Operating Procedure |