

## **Completeness Checklist for Map Data Submission**

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The Roundtable on Sustainable Palm Oil (RSPO) requires that companies submit the boundaries of their palm oil plantations as mandated by [Resolution 6g GA10](#). GIS Unit at RSPO will use this checklist to evaluate the completeness of each member’s map data submission.

**Group/Company Name:**

**Date:**

REQUIREMENT	COMMENT (for use of RSPO Secretariat only)
<p><b>1. File format is Shapefile</b></p> <ul style="list-style-type: none"> <li>- Other file formats such as KML, JPEG, PNG, PDF, TIFF and DWG will not be accepted.</li> <li>- ① <a href="#">What is a shapefile?</a></li> </ul>	
<p><b>2. Shapefile must consist of all required file extensions</b></p> <ul style="list-style-type: none"> <li>- Shapefile must consist of .shp, .shx, .prj and .dbf files for it to open on GIS software smoothly.</li> <li>- ① <a href="#">Shapefile file extensions</a></li> </ul>	
<p><b>3. Shapefile geometry is polygon</b></p> <ul style="list-style-type: none"> <li>- Other geometry such as polyline and points will not be accepted.</li> </ul>	
<p><b>4. Shapefile must be projected using WGS 1984 GCS</b></p> <ul style="list-style-type: none"> <li>- Due to the global nature of the RSPO data, the maps should be projected to GCS_WGS_1984 geographic coordinate system.</li> </ul>	

<p><b>5. Attributes of the Shapefile are provided completely</b></p> <ul style="list-style-type: none"> <li>- All attributes of the Shapefile must be provided for every plantation. Please refer to the <i>Formatting Requirements for Map Data Submission</i> for lists of attributes.</li> <li>- String attributes such as group name and company name must be spelled out in full with no abbreviations. For example, use “<i>Kuala Lumpur Kepong Berhad</i>” instead of “<i>KLK</i>”.</li> </ul>	
<p><b>6. No overlapping polygons</b></p> <ul style="list-style-type: none"> <li>- Make sure there are no overlapping polygons in the Shapefile. Overlapping polygons will likely cause errors in hectarage calculation.</li> </ul>	
<p><b>7. 100% of concessions are declared in the map submission</b></p>	
<p><b>8. Only polygons of plantations are provided</b></p> <ul style="list-style-type: none"> <li>- Other unrelated auxiliary data such as rivers, roads, buildings and lakes should be omitted out of the submission.</li> <li>- If you do not have milling operations or scheme/associated smallholder maps, or do not wish to submit this data, do not submit empty Shapefiles.</li> </ul>	
<p><b>9. Shapefiles are organised within correct folder structure and used proper naming conventions</b></p>	

<b>10. Additional comments (if any)</b>	
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<b>Action point(s):</b>
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The RSPO is an international non-profit organization formed in 2004 with the objective to promote the growth and use of sustainable oil palm products through credible global standards and engagement of stakeholders.



**RSPO will transform markets to make sustainable palm oil the norm**

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