**RSPO Internal Hotspot & Fire Monitoring**

*Fire Report Form*

This document is for RSPO members who own or manage oil palm plantations and/or mills to fill out and submit to the RSPO Secretariat, when hotspots are identified by the RSPO Secretariat as potential fire hotspots which may include fire incidents. The presence of hotspots may be notified to RSPO grower members through (1) Global Forest Watch (GFW) fire alert, (2) from RSPO’s internal monitoring, or (3) companies own internal monitoring.

Kindly complete and return this form to [firewatch@rspo.org](mailto:firewatch@rspo.org).

| RSPO member name (company name) | | | The RSPO Secretariat will publish all or any part of this report on its Hotspot Hub to provide current and updated information on fires, on members’ concession/properties for the purpose of promoting grower members' commitment to the public with regards to wildfire mitigation and prevention. Please confirm your consent. |
| --- | --- | --- | --- |
| Officer in Charge |  | Date of report: |

| **Description** | **Occurrences of fires** | | | |
| --- | --- | --- | --- | --- |
| **Fire 1** | **Fire 2** | **Fire 3** | **Fire 4** |
| Hotspot ID (if alert was received from RSPO’s internal monitoring) |  |  |  |  |
| Date of field verification (dd/mm/yyyy) |  |  |  |  |
| Date fire extinguished (dd/mm/yyyy) |  |  |  |  |
| Estate name |  |  |  |  |
| Certification status of the area (Y = Certified, N = Not certified) |  |  |  |  |
| Actual fire coordinates on the ground  (Decimal degree, e.g. 103.5843, -2.4836) |  |  |  |  |
| Soil (peat, mineral soil, sandy, etc) |  |  |  |  |
| Location of fire (inside the concession area or outside the concession area) |  |  |  |  |
| Total area burnt (Ha) |  |  |  |  |
| Management action by company for fire prevention (refer to the list of proposed management actions in the next page) |  |  |  |  |
| Cause of fire (refer to the list of possible causes in the next page) |  |  |  |  |
| Any on-going investigation by the local authorities on this fire? If “Yes” please attach the report here. |  |  |  |  |
| Remarks |  |  |  |  |
| Picture 1  Attach picture related to the fire (fire fighting in action / fire awareness session with local communities / site photo) |  |  |  |  |
| Picture 2  Attach picture related to the fire (fire fighting in action / fire awareness session with local communities / site photo) |  |  |  |  |
| Picture 3  Attach picture related to the fire (fire fighting in action / fire awareness session with local communities / site photo) |  |  |  |  |

**Guidance to fill in the form**

**Management action by Member for fire prevention, fire avoidance, risks of arson on company property**

**Please include the applicable Management action. The list below is non-exhaustive and is merely a guidance.**

1. Monitoring, patrolling of planted areas, recently planted, recently cleared land.
2. Full time fire guards on duty throughout the plantation for the duration of the dry season.
3. Prevention of unauthorised individuals into the company property.
4. Daily fire report to the Plantation Manager every morning (after muster).
5. Monitoring carried out throughout the time, but more actively at night
6. Preparedness with fire fighting facilities on standby during dry season, fire truck, truck mounted water tanks available, etc
7. Monitoring through GFW or NASA FIRMS done at HQ or plantation level
8. Establishment of fire break (wide road, vacant land) within the planted area
9. Community engagement work where fires occur regularly with an effort to understand why fires are being lit and resolve root causes.
10. Actions for rehabilitation of burnt area

**Cause(s) of fire**

**Please include the causes of the fire as applicable. The list below is non-exhaustive and is merely a guidance.**

1. Shifting cultivation
2. Burning by local communities
3. Hunting
4. Spread from neighbouring area
5. Sabotage
6. Arson
7. Use of fires as a repellent for wildlife (elephant)
8. Encroachment as a temporary measure
9. Land preparation or new planting

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Further questions can be directed to [firewatch@rspo.org](mailto:firewatch@rspo.org).