

**Roundtable on Sustainable Palm Oil Certification
R S P O**

Stage-1 Stage-2 Surveillance Re-Certification

Name of Management Organisation : Teluk Siak POM, PT Aneka Inti Persada subsidiary of Sime Darby Plantation Sdn. Bhd

Plantation Name : Teluk Siak Estate, Pinang Sebatang Estate and Aneka Persada Estate

Location : Village of Meredan, Sub District of Tualang and Kuto Gasib, District of Siak, Province of Riau, Indonesia

Certificate Code : **MUTU-RSPO/007**

Date of Certificate Issue : 8 December 2016

Date of License Issue : 8 December 2017

Date of Certificate Expiry : 7 December 2021

Date of License Expiry : 7 December 2018

Assessment	Assessment Date	PT. Mutuagung Lestari Auditor	Reviewed by	Approved by
ASA 1.1	06 th to 10 th of November 2017	Oktovianus Rusmin (Lead Auditor), Mohamad Amarullah, Benly Manurung, Sahat Simarmata	Octo HPN Nainggolan	Tony Arifiarachman

Assessment	Approved by MUTUAGUNG LESTARI on:
ASA 1.1	25 th January 2018

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Figure 1. Location Map of PT Aneka Inti Persada

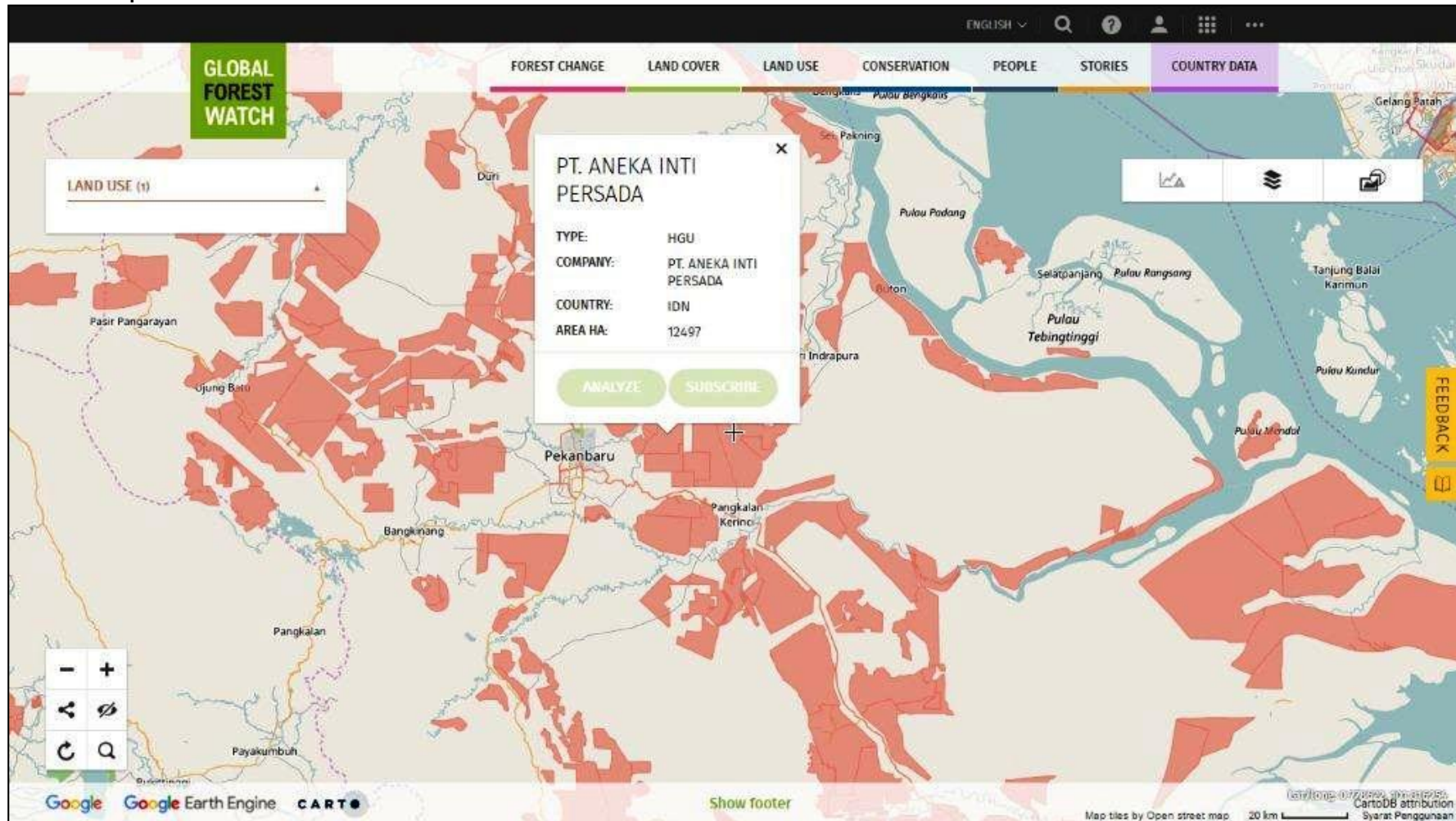


Figure 2. Location Map of PT Aneka Inti Persada

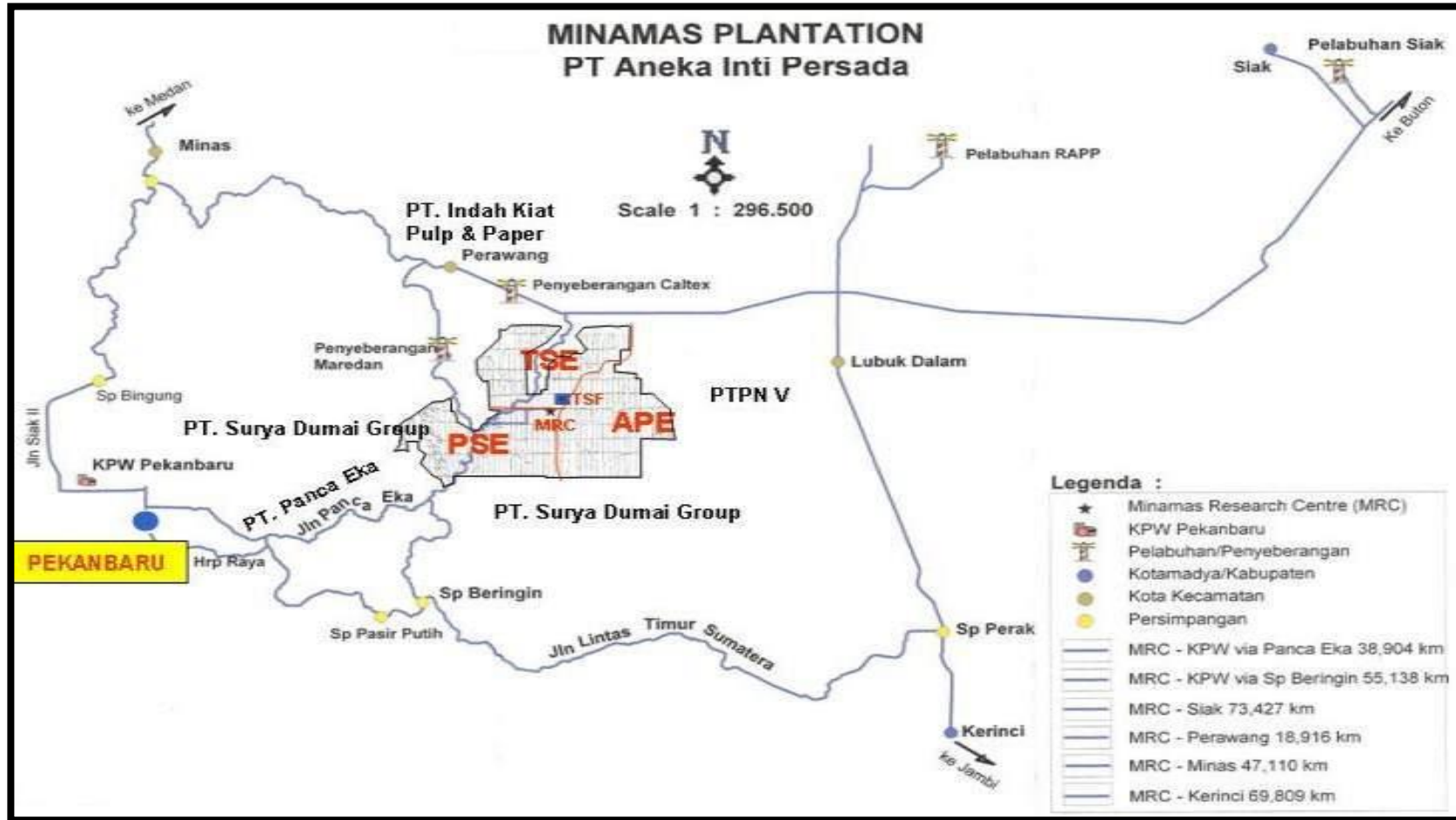
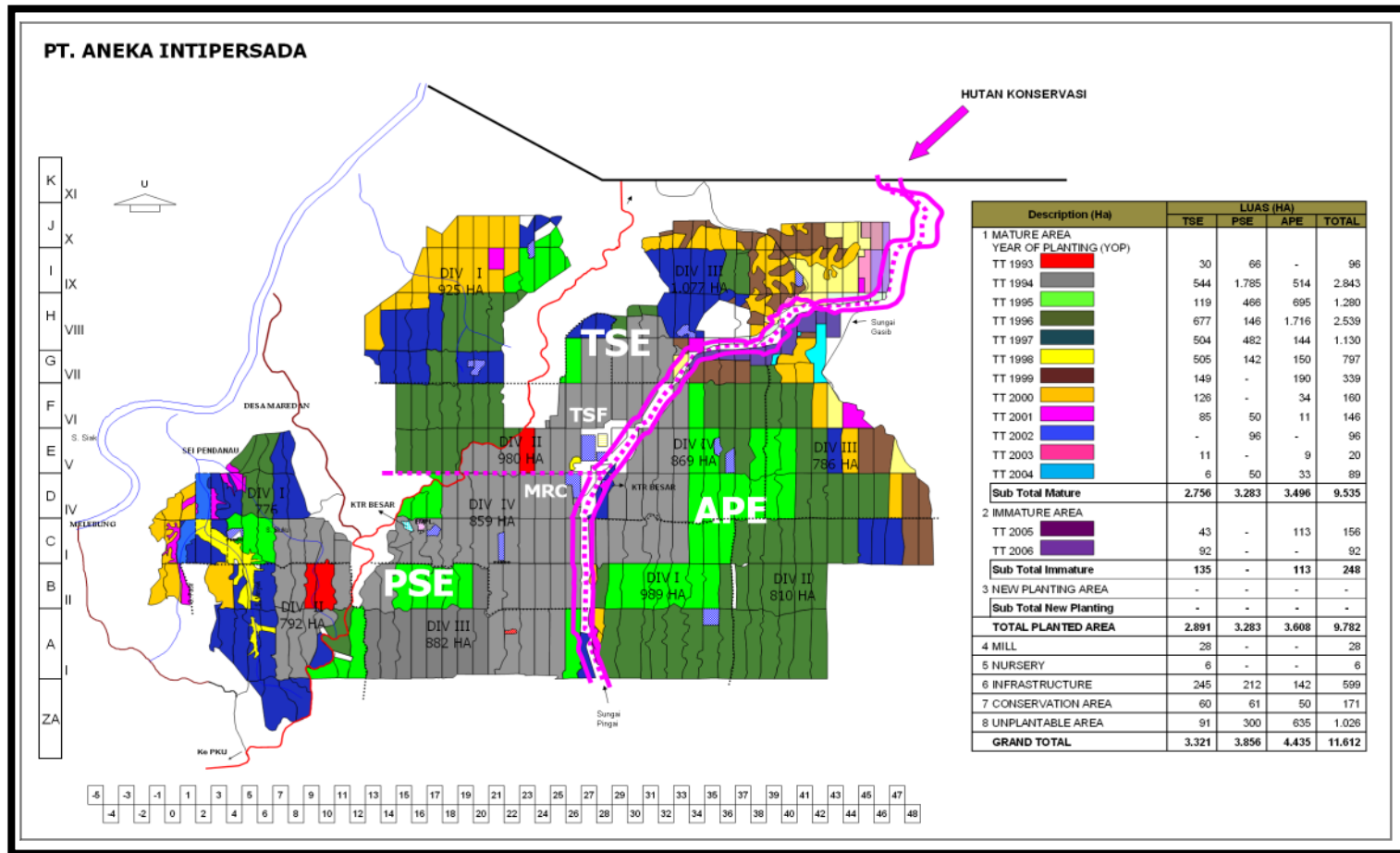


Figure 3. Operational Map of PT Aneka Inti Persada



Abbreviations Used

AIP	:	Aneka Inti Persada
AMDAL (SEIA)	:	Analisis Mengenai Dampak Lingkungan (<i>Social and Environmental Impact Assessment</i>)
APE	:	Aneka Persada Estate
BPJS	:	<i>Badan Penyelenggara Jaminan Sosial</i> (Social Insurance Coordination Board)
BKPM	:	<i>Badan Koordinasi Penanaman Modal</i> (Head of the Investment Coordinating Board)
BSS	:	Block Spraying System
BOB	:	Barn Owl Box
BOD	:	Biological Oxygen Demand
CLA	:	Collective Labour Agreement
CPO	:	Crude Palm Oil
CSR	:	Corporate Social Responsibility
FFB	:	Fresh Fruit Bunch
HCV	:	High Conservation Value
HGU (LUP)	:	Hak Guna Usaha (<i>Land Use Permit</i>)
IUP	:	Izin Usaha Perkebunan. (<i>Plantation Operation Licence</i>)
IPM	:	<i>Integrated Pest Management</i>
EFB	:	Empty Fruit Bunch
FFBGS	:	Fresh Fruit Bunch Grading System
GCSH	:	Guiding Committee of Occupational Safety & Health
GCG	:	Good Corporate Governance
KER	:	Kernel Extraction Rate
LC	:	Land Clearing
MPA	:	Masyarakat Peduli Api (Concerned Citizens Fire)
MRC	:	Minamas Research Center
NLA	:	National Land Agency
OER	:	Oil Extraction Rate
OHS	:	Occupational Health and Safety
PK	:	Palm Kernel
POM	:	Palm Oil Mill
POME	:	Palm Oil Mill Effluent
PPE	:	Personal Protective Equipment
PSD	:	Plantation Service Department
PSE	:	Pinang Sebatang Estate
PT AIP	:	PT Aneka Inti Persada
RSPO	:	Roundtable on Sustainable Palm Oil
RKL/RPL (EMP)	:	Rencana Kelola Lingkungan/ Rencana Pemantauan Lingkungan. (<i>Environmental Management Plan / Environmental Monitoring Plan</i>)
SCCS	:	Supply Chain Certification System
SIA	:	Social Impact Assessment
SOP	:	Standard Operating Procedure
SOU	:	Strategic Operation Unit
TSE	:	Teluk Siak Estate
TSF	:	Teluk Siak Factory
UKL/UPL (EME)	:	Upaya Kelola Lingkungan/ Upaya Pemantauan Lingkungan. (<i>Environmental Management Efforts/ Environmental Monitoring Efforts</i>)
WTP	:	Water Treatment Plant
WWTP	:	Waste Water Treatment Plant

1.0	SCOPE of the CERTIFICATION ASSESSMENT		
1.1	Assessment Standard Used	<ul style="list-style-type: none"> • Indonesian National Interpretation of RSPO Principle and Criteria by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors Meeting on 30 Sept 2016) • RSPO Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D / E for CPO Mill) 	
1.2	Organisation Information		
1.2.1	Organisation name listed in the certificate	PT Aneka Inti Persada – Sime Darby Plantation Sdn. Bhd.	
1.2.2	Contact person	Mohamad Pirabaharan	
1.2.3	Organisation address and site address	<ul style="list-style-type: none"> • Head Office: Sime Darby Plantation Sdn Bhd No 2, Plantation Tower Jalan PJU 1A/7 Petaling Jaya, Malaysia 47301 • Branch Office Minamas Gemilang: The Plaza Office Tower, 36th Floor. Jl. MH Thamrin Kav. 28-30, Jakarta – 10350 	
1.2.4	Telephone	+62-21-29926000	
1.2.5	Fax	+62-21-29922686	
1.2.6	E-mail	mohamad.pirabaharan@simedarby.com	
1.2.7	Web page address	www.simedarby.com	
1.2.8	Management Representative who completed the application for certification	Mohamad Pirabaharan (Head of PSQM Plantation Minamas Indonesia)	
1.2.9	Registered as RSPO member	1-0008-04-000-00– 7 September 2004	
1.3	Type of Assessment		
1.3.1	Scope of Assessment and Number of Management Unit	Palm Oil Mill and supply base: Teluk Siak POM, Teluk Siak Estate (TSE), Pinang Sebatang Estate (PSE) and Aneka Persada Estate (APE)	
1.3.2	Type of certificate	Single	
1.4	Locations of Mill and Plantation		
1.4.1	Location of Mill		
	Name of Mill	Location	Coordinate
			Latitude Longitude
	Teluk Siak	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	N 0° 35' 29" E 101° 39' 32"
1.4.2	Location of Certification Scope of Supply Base		
	Name of Supply Base	Location	Coordinate
			Latitude Longitude
	Teluk Siak Estate	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	N E 0° 35' 05" – 0° 38' 09" 101° 37' 01"– 101° 42' 48"

Pinang Sebatang Estate	Village of Pinang Sebatang, Sub-district of Tualang, District of Siak, Riau Province.	N 0° 32' 35" – 0° 32' 34"	E 101° 34' 30" – 101° 39' 21"
Aneka Persada estate	Village of Meredan, Sub-district of Tualang, District of Siak, Riau Province.	N 0° 32' 35" – 0° 37' 35"	E 101° 39' 21" – 101° 43' 08"

1.5	Description of Area Statement		
1.5.1	Tenure		
	• State		11,555.31 Ha
	• Community		- Ha
1.5.2	Area Statement		
	Planted Area		9,655.93 Ha
	• Mature		6,903.80 Ha
	• Immature		2,752.13 Ha
	Mill		20.90 Ha
	Infrastructure (Road and Bridge)		319.24 Ha
	Building/Office		- Ha
	Nursery		23.24 Ha
	Occupation		1,170.20 Ha
	Emplacement (Housing)		113.02 Ha
	Enclave		- Ha
	HCV		252.78 Ha
	Total		11,555.31 Ha

1.6	Planting Year and Cycles				
1.6.1	Age profile of planting year				
	Planting Year	Hectarage (Ha)			Total
		TSE	PSE	APE	
	1994	-	476.23	-	476.23
	1995	67.70	273.81	-	341.51
	1996	411.07	89.46	1,209.16	1,709.69
	1997	295.83	439.12	113.45	848.40
	1998	358.26	154.21	57.85	570.32
	1999	69.64	128.79	317.27	515.70
	2000	-	-	-	-
	2001	72.13	126.22	34.95	233.30
	2003	76.67	-	-	76.67
	2004	51.42	-	110.80	162.22
	2006	-	-	47.63	47.63
	2009	29.00	-	-	29.00
	2011	30.00	30.00	-	60.00
	2013	217.91	202.87	360.64	781.42

	2014	339.36	315.98	396.37	1,051.71		
	2015	292.14	231.22	252.72	776.08		
	2016	275.73	340.13	177.87	793.73		
	2017	229.37	415.41	537.54	1,182.32		
	TOTAL	2,816.23	3,223.45	3,616.25	9,655.93		
1.6.2	New Planting area after January 2010		- Ha				
1.6.3	Planting Cycle		2 nd Cycle				
1.7	Description of Mill and Supply Base						
1.7.1	Description of Mill						
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel	
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)
	Teluk Siak	45	132,123.17	28,284.78	21.41	6,562.15	4.97
	<i>Production data source from 12 months before assessment (November 2016 – October 2017)</i>						
1.7.2	Description of Certification Scope of Supply Base						
	Name of Estate	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/ year)	Supplied to Mill	
						FFB (tonnes/year)	%
	Teluk Siak Estate	3,321.20	2,816.23	39,648.07	19.64	39,648.07	100
	Pinang Sebatang Estate	3,799.21	3,223.45	41,219.10	18.43	41,219.10	100
	Aneka Persada estate	4,434.90	3,616.25	51,256.00	19.36	51,256.00	100
	TOTAL	11,555.31	9,655.93	132,123.17	20.71	132,123.17	100
	<i>*Production data source from 12 months before assessment (November 2016 – October 2017)</i>						
1.7.3	FFB description from other source						
	Name of sources/Organisation (RSPO certified / non-certified)	Type of Organisation	number of smallholders	Production Area (Ha)	Supplied to Mill		
					FFB (tonnes/year)		
	-	-	-	-	-	-	
	TOTAL					-	
	<i>Production data source from 12 months before assessment (November 2016 – October 2017)</i>						
1.7.4	Product categories			FFB, CPO, PK			
1.8	Tonnage of Product						
1.8.1	Past Annual Claim Certified Product		Previous Certificate Claim 08 December 2016 to 07 December 2017 (tonnes/year)		Actual certified product 08 December 2016 to 08 November 2017 (tonnes/year)		
	• FFB Production		129,356		117,732		
	• CPO Production		29,752		25,246		
	• Palm Kernel (PK) Production		6,468		5,836		
1.8.2	Product selling						
	Tonnage of selling product (MT)		Actual selling product period 08 December 2016 to 08 November 2017 (MT)				

	<ul style="list-style-type: none"> • CSPO • CSPK • CPO under other scheme trading (e.g ISCC, RFS) • CPO under conventional trading (if any) • PK under other scheme • PK under conventional trading (if any) 	<p>-</p> <p>4,136</p> <p>-</p> <p>23,651.85</p> <p>-</p> <p>1,092.71</p>						
1.8.3	Estimate of Certified FFB Claim							
	Name of Estate(s)	Total Area (Ha)	Planted Area (Ha)	FFB (tonnes/year)	Yield (tonnes/ha/year)			
	Teluk Siak Estate	3,321.20	2,816.23	43,911	19.00			
	Pinang Sebatang Estate	3,799.21	3,223.45	44,422	18.00			
	Aneka Persada estate	4,434.90	3,616.25	54,245	18.70			
	TOTAL	11,555.31	9,655.93	142,578	18.57			
	<i>*Projected FFB production for 08 December 2017 to 07 December 2018</i>							
1.8.4	Estimate of Certified Palm Product Claim							
	Name of Mill	Capacity (tonnes/ hour)	FFB Processed (tonnes/year)	CPO		Palm Kernel		Supply Chain Module
				Out put (tonnes)	Extraction (%)	Out put (tonnes)	Extraction (%)	
	Teluk Siak	45	142,578	33,506	23.50	7,129	5.00	IP
	<i>*Projected CSPO and CSPK production for 08 December 2017 to 07 December 2018</i>							
1.9	Other Certifications							
	ISO 9001:2008			-				
	ISO 14001: 2004			-				
	OHSAS 18001:2007			-				
	ISCC			-				
	Others			ISPO (Indonesian Sustainable Palm Oil) by TUV Nord 2015				
1.10	Time Bound Plan							
1.10.1	Time Bound Plan for Other Management Units							
	Management Unit		HGU on Process		Supply Base	Time Bound Plan	Location	Status
	Mill	Time Bound Plan	Ha	Time Bound Plan				
	INDONESIA							
	Sekunyir. PT. Indotruba Tengah	2010			Sekunyir	2010	Seruyan and West Kotawaringin District – Central Kalimantan	Certified
					Seruyan	2010		Certified
	Manggala. PT. Tunggal Mitra Plantations	2010			Manggala 1	2010	Rokan Hilir District – Riau	Certified
					Manggala 2	2010		Certified
					Manggala 3	2010		Certified
	Bukit Ajong PT. Sime Indo	2010	1,652	2019	West	2010	Sanggau District –West Kalimantan	Certified
					East	2010		Certified

Agro				Sei Mawang	2018		-
				East Plasma	2010		Certified
				West Plasma	2010		Certified
Teluk Siak. PT Aneka Inti Persada	2011	421.31	2020	Teluk Siak	2011	Pekanbaru, Siak District – Riau	Certified
				Pinang Sebatang	2011		Certified
				Aneka Persada	2011		Certified
Sungai Pinang. PT. Bina Sains Cemerlang	2012	308.25	2020	Sungai Pinang	2012	Musi Rawas District – South Sumatera	Certified
				Bukit Pinang	2012		Certified
Pematang. PT. Teguh Sempurna	2011			Pematang	2011	Seruyan and East Kotawaringin Dist rict – Central Kalimantan	Certified
				Kawan Batu	2011		Certified
				Hatan Tiring	2011		Certified
				Batang Garing	2011		Certified
Alur Dumai. PT Lahan Tani Sakti	2011			Alur Dumai	2011	Rokan Hilir District – Riau	Certified
Teluk Bakau. PT. Bhumireksa Nusa Sejati	2011			Teluk Bakau	2011	Indra Giri Hilir District – Riau	Certified
				Nusa Perkasa	2011		Certified
				Nusa Lestari	2011		Certified
Mandah. PT. Bhumireksa Nusa Sejati	2014			Mandah	2011	Indra Giri Hilir District – Riau	Certified
				Rotan Semelur	2011		Certified
Angsana Mini. PT Sajang Heulang	2011			KKPA-1 PT.SHE	2013	Tanah Bumbu District – South Kalimantan	Certified
				Pantai Bonati	2011		Certified
Angsana. PT Ladangrumpun Suburabadi	2011			Angsana	2011	Tanah Bumbu District – South Kalimantan	Certified
				Gunung Sari	2011		Certified
				KKPA-4 PT.SHE	2013		Certified
Mustika. PT Sajang Heulang	2013			Mustika		Tanah Bumbu District – South Kalimantan	Certified
				KKPA-2 PT.SHE	2013		Certified
				KKPA-3 PT.SHE	2013		Certified
				KKPA-5 PT.SHE	2013		Certified
				SAP 1	2020		ST-2
Gunung Aru. PT Bersama Sejahtea Sakti	2011	765	2020	Gunung Aru	2011	Kotabaru District – South Kalimantan	Certified
				Gunung Kemasan	2011		Certified
				Laut Timur	2011		Certified
				Pantai Timur	2011		Certified
				KKPA BSS	2020		-
Bebunga. PT. Langgeng	2011	1,162	2020	Sungai Cengal	2011	Kotabaru District – South	Certified
				Bebunga	2011		Certified

Muaramakmur				KKPA Sungai Cengal	2014	Kalimantan	Certified
Sukamandang PT Kridatama Lancar	2011			Sukamandang	2011	Seruyan and East Kotawaringin District – Central Kalimantan	Certified
				Sapiri	2011		Certified
				Barasdanum	2011		Certified
				Kuala Kuayan	2011		Certified
Pondok Labu. PT Paripurna Swakarsa	2012	1,120	2020	Binturung	2012	Kotabaru District – South Kalimantan	Certified
				Pondok Labu	2012		Certified
				Rampa	2012		Certified
				Sesulung	2012		Certified
Selabak. PT Swadaya Andhika	2012	63	2020	Selabak	2012	Kotabaru District – South Kalimantan	Certified
				Randi	2012		Certified
				Sangkoh	2012		Certified
				Lanting	2012		Certified
Rantau. PT Laguna Mandiri	2012			Rantau	2012	Kotabaru District – South Kalimantan	Certified
				Matalok	2012		Certified
Betung. PT Laguna Mandiri	2014			Betung	2012	Kotabaru District – South Kalimantan	Certified
				Sekayu	2012		Certified
Ungkaya. PT Tamaco Graha Krida	2012			Ungkaya	2012	Morowali District – Sulawesi Tengah	Certified
				Plasma TGK	2015		Certified
Ladang Panjang. PT Bahari Gembira Ria	2012	1,639	2020	Ladang Panjang	2012	Muaro Jambi District - Jambi	Certified
				Plasma BGR	2020		-
Rantau Panjang. PT Guthrie Pecconina Indonesia	2012	4,133	2020	Rantau Panjang	2012	Musi Banyuasin District – South Sumatera	Certified
				Bumi Ayu	2012		Certified
				Karang Ringin	2012		Certified
				Napal	2012		Certified
				Mangun Jaya	2012		Certified
				Sungai Jernih Estate and GPI KKPA	2017		-
Blang Simpo. PT Perkasa Subur Sakti	2013	1,286	2020	Tamiang (PT PPP)	2013	Aceh Tamiang and East Aceh District – Nanggroe Aceh Darussalam	Certified
				Batang Ara (PT PSK)	2013		Certified
				Blang Simpo-01	2013		Certified
				Blang Simpo-02	2013		Certified
MAS. PT Mitra Austral Sejahtera	2020			MAS 1	2018	Sanggau District – West Kalimantan	-
				MAS 1	2018		-
				MAS 1	2018		-
				Plasma MAS	2020		-
Lembiru.	2014			Lembiru	2014	Ketapang District	Certified

PT Sandika Nata Palma				Awatan	2014	– West Kalimantan	Certified
				Karya Palma	2018		-
				KKPA SNP	2020		-
				Pelanjau (PT BAL)	2018		-
				Sungai Putih (PT BAL)	2018		-
				Baturus (PT BAL)	2018		-
				KKPA BAL	2020		-
MALAYSIA							
Sg Dingin SOU 1	2010			Bukit Hijau	2010	Kerangan, Kedah	Certified
				Padang Buluh	2010		Certified
				Bukit Selangor	2010		Certified
				Sg Dingin	2010		Certified
				Jentayu	2010		Certified
				Anak Kuli	2010		Certified
				Somme	2010		Certified
Chersonese SOU 2	2011			Chersonese	2011	Kuala Kurau, Perak	Certified
				Holyrood	2011		Certified
				Kalumpong	2011		Certified
				Tali Ayer	2011		Certified
Elphil SOU 3	2011			Kinta Kellas	2011	Sg Siput, Perak	Certified
				Elphil	2011		Certified
				Kamuning	2011		Certified
Flemington SOU 4	2011			Flemington	2011	Teluk Intan, Perak	Certified
				Bagan Datoh	2011		Certified
				Sabak Bernam	2011		Certified
				Sg Samak	2011		Certified
Seri Intan SOU 5	2011			Seri Intan (Main Division)	2011	Teluk Intan, Perak	Certified
				Sabrang	2011		Certified
				Sg Wangi	2011		Certified
				Sogomana (Main Division)	2011		Certified
Selaba SOU 5	2011			Seri Intan (Selaba Division)	2011	Teluk Intan, Perak	Certified
				Sogomana (Cashwood & Sg Beruas Division)	2011		Certified
				Bikam	2011		Certified
				Clumy	2011		Certified
Tennamaram SOU 6	2011			Tennamaram	2011	Bestari Jaya, Selangor	Certified
				Sungei Buloh	2011		Certified
				Bkt Talang	2011		Certified
Bkt Kerayong SOU 7	2011			Bkt Kerayong	2011	Kapar, Selangor	Certified
				Bkt Cherakah	2011		Certified

				Bkt Rajah	2011		Certified
				Bkt Lagong	2011		Certified
				Elmina	2011		Certified
East SOU 8	2010			East	2010	Carey Island, Selangor	Certified
				Dusun Durian	2010		Certified
				Sepang	2010		Certified
West - SOU 9	2010			West	2010	Carey Island, Selangor	Certified
Bukit Putri - SOU 10	2011			Bukit Putri	2011	Raub, Pahang	Certified
Kerdau SOU 11	2011			Kerdau	2011	Temerloh, Pahang	Certified
				Jentar	2011		Certified
				Mentakab	2011		Certified
				Sg Mai	2011		Certified
				Chenor	2011		Certified
Jabor - SOU 12	2011			Jabor	2011	Kuantan, Pahang	Certified
Labu SOU 13	2011			Labu	2011	Nilai, Negeri Sembilan	Certified
				New Labu	2011		Certified
				Bradwall	2011		Certified
Tanah Merah SOU 14	2010			Tanah Merah	2010	Port Dickson, Negeri Sembilan	Certified
				Sua Betong	2010		Certified
				Bukit Pelandok	2010		Certified
Sua Betong SOU 15	2014			Salak	2014	Port Dickson, Negeri Sembilan	Certified
				Sengkang	2014		Certified
				Siliau	2014		Certified
				PD Lukut	2014		Certified
				Sungai Baru	2014		Certified
				Tampin Linggi	2014		Certified
Kok Foh SOU 16	2011			Bukit Pilah	2011	Bahau, Negeri Sembilan	Certified
				Kok Foh	2011		Certified
				Muar River	2011		Certified
				St. Helier	2011		Certified
				Pertang	2011		Certified
				Sg Gemas	2011		Certified
				Sg Sebaling	2011		Certified
				Sg Senarut	2011		Certified
Kempas SOU 17	2010			Kempas	2010	Jasin, Melaka	Certified
				Kemuning	2010		Certified
				Tangkah	2010		Certified
Diamond Jubilee SOU 18	2011			Bukit Asahan	2011	Jasin, Melaka	Certified
				Diamond Jubilee	2011		Certified
				Serkam	2011		Certified
Pagoh SOU 19	2014			Pagoh	2014	Muar, Johor	Certified
				Lanadron	2014		Certified
				Pengkalan Bukit	2014		Certified
				Welch	2014		Certified

Chaah SOU 20	2010			North Labis	2010	Chaah, Johor	Certified
				Cha'ah	2010		Certified
				Sg Simpang Kiri	2010		Certified
Gunung Mas SOU 21	2010			Gunung Mas	2010	Kluang, Johor	Certified
				Kempas Klebang	2010		Certified
				Bukit Paloh	2010		Certified
				Yong Peng	2010		Certified
Bukit Benut SOU 22	2011			Bukit Benut	2011	Kluang, Johor	Certified
				CEP Niyor	2011		Certified
				Lambak / Elaeis	2011		Certified
Ulu Remis SOU 23	2011			Pekan	2011	Layang-layang, Johor	Certified
				Sembrong	2011		Certified
				Tun Dr. Ismail	2011		Certified
				Ulu Remis	2011		Certified
				Bukit Badak	2011		Certified
				Cenas	2011		Certified
Hadapan SOU 24	2011			CEP Rengam	2011	Layang-layang, Johor	Certified
				Kulai	2011		Certified
				Layang	2011		Certified
				Seri Pulai	2011		Certified
Sandakan Bay SOU 26	2008			Tun Tan Siew Sin	2008	Sandakan, Sabah	Certified
				Tunku	2008		Certified
				Tigowis	2008		Certified
				Sentosa	2008		Certified
				Saguliud	2008		Certified
Melalap SOU 27	2011			Melalap	2011	Tenom, Sabah	Certified
				Sapong	2011		Certified
Binuang SOU 28	2009			Tingkeyu	2009	Kunak, Sabah	Certified
				Sungang	2009		Certified
				Jelata Bumi	2009		Certified
				Binuang	2009		Certified
Giram SOU 29	2009			Mostyn	2009	Kunak, Sabah	Certified
				Giram	2009		Certified
Merotai SOU 30	2009			Imam	2009	Tawau, Sabah	Certified
				Merotai	2009		Certified
				Table	2009		Certified
				Tiger	2009		Certified
Lavang SOU 31	2011			Belian	2011	Bintulu, Serawak	Certified
				Kelida	2011		Certified
				Lavang	2011		Certified
				Lavang (SE)	2011		Certified
				Rasan	2011		Certified
Rajawali	2011			Rajawali	2011	Bintulu, Serawak	Certified

SOU 32				Samudera	2011		Certified
				Semarak	2011		Certified
				Bayu	2011		Certified
Derawan SOU 33	2011			Takau	2011	Bintulu, Serawak	Certified
				Damai	2011		Certified
				Derawan	2011		Certified
				Sahua	2011		Certified
Pekaka SOU 34	2011			Chartquest	2011	Bintulu, Serawak	Certified
				Dulang	2011		Certified
				Peroh	2011		Certified
				Pekaka	2011		Certified
				Ruai	2011		Certified

Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia.

A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and Sime Darby Plantation Sdn Bhd targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress.

There was change of the Time Bound Plan under Sime Darby on 15 April 2016 cause the Sime Darby postpone the others certification process. Change of the Time Bound Plan explanation: PT Mitra Austral Sejahtera. There are social issue still unresolved from the Serikat Petani Kelapa Sawit (SPKS) Sanggau, however the improvement are in progress. Sime Darby has informed the Time Bound Plan progress, MUTU has consider that Sime Darby still comply with the RSPO requirement for partial certification.

1.10.2	Progress of Associated Smallholders and Outgrowers for Certifiable Standard
	The Certificate Holder does not receive FFB from associated smallholder or outgrower. The supply of FFB from the three own estate (Teluk Siak, Aneka Persada & Pinang Sebatang)

2.0	ASSESSMENT PROCESS
2.1	Assessment Team
ASA 1.1	<p>1. Oktovianus Rusmin (Lead Auditor). Bachelor's Degree in Social & Political Sciences Department of Anthropology. The working experience, consist of: Coastal Project-Department of Anthropology in Indonesian University (Pilot Project of Mangrove Rehabilitation in coastal area of South Sulawesi) as Social Supervisor (1999-2001), Center of Anthropology-Indonesian University (Research and Publication) as Researcher (2002 – 2014), The Forest Trust-Indonesia (Consultant of Sustainable Forest Management) as Social Advisor (2004 – 2010) and eForest Consultant (HCV Identification and Social Impact Assessment) as staff (2010 – 2011). Already participated in several training, consist of: Forest Management Auditor (FSC Standard), Environmental Management System ISO 14001, ISO 9001:2008, Conflict Resolution, Human Right, Verification System of Wood Legality, Training Lead Auditor of ISPO & RSPO Scheme. Had participate in Sustainable Forest Certification (Eco Labelling Indonesia Standard), Gap Analysis of FSC Standard. He was numerously involved in audit of sustainable palm oil certification since 2011 for Indonesian Sustainable Palm Oil (ISPO) and RSPO Scheme in Indonesia & Malaysia as Auditor and Lead Auditor. The aspect of audited consist of : Social/Conflict Resolution, Land Use Legality and Supply Chain Certification System (SCCS).</p> <p>2. Mohamad Amarullah. Indonesian Citizen. Master of Wood Science and Technology and Bachelor of Forestry, majoring in Forest Product Technology. Has experiences as an Agronomist and Research Assistant in Indonesia and Malaysia from 2008 to 2014. Has been attended several trainings such as Lead Auditor of ISPO, RSPO, ISO 17021, ISO 17065, ISO 9001, ISO 19001, ISO 14001, HCV, etc. Has been conducted several ISPO audit scheme as an Auditor since 2014 in BMP, environment, conservation and OHS aspect. Fluent in Bahasa, Malay and English. In this audit he assessed the environmental, conservation, waste management and GHG aspects.</p> <p>3. Benli Manurung. Indonesian citizen, Bachelor of Agriculture, Soil Science Department. He has a working experience more than four years as a staff operational plantation in the private oil palm plantation company in Indonesia. Training have been followed are: ISPO, Lead auditor ISO 9001: 2015 and In House Training of Best Management Practice. Has been involved in several of similar scheme audit activities since 2016 covering of Best Management Practice and Worker Welfare. During this audit, he verify Worker welfare, Transparency and Social.</p> <p>4. Sahat Simarmata. Bachelor of Science in Agriculture (Plant Protection) obtained from the Faculty of Agriculture, Universitas Sumatera Utara - Medan and Master of Science (Environmental Science and Management) obtained from University of the Philippines Los Banos (UPLB), Philippines. Worked at the Directorate General of Estate Crops, Ministry of Agriculture for 32 years and actively involved in undertaking Field Test of RSPO P&C Draft, actively involved in formulating and undertaking Field Test of ISPO P&C Draft, and socialized Regulation of Minister of Agriculture No.19/2011 on ISPO Guidance. Currently he is working on the independent Certification Body. The training attended, are Auditor ISPO, In house Training – Awareness RSPO Certification, and Training of Lead Auditor, ISO 9001 (In House Training). He has been conducting several audit related sustainable palm oil certification system as auditor trainee and auditor. In this audit he assessed the Best management Practices aspect, Management Plan and Occupational Health & Safety (OHS).</p>
2.2	Assessment Methodology, Assessment Process and Locations of Assessment
2.2.1	Figure of person days to implement assessment
ASA 1.1	<p>Number of auditors : 4 auditor Number of days for ASA 1.1 at site : 5 days Number of working days for ASA 1.1 at site : 20 Working days</p>
2.2.2	Assessment Process
ASA 1.1	<p>The assessment was conducted by measuring the sufficiency of implementation with the consistency done by the PT AIP to the requirements of <i>Indonesian National Interpretation of RSPO Principle and Criteria by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors Meeting on 30 Sept 2016)</i> and Supply Chain Requirement for CPO Mill, November 2014.</p> <p>The assessment was conducted in three methods: (1) document review, aiming to observe the sufficiency of types or</p>

substances from required documents; (2) *interview*, aiming to obtain more detailed information and cross check the information; and (3) field observation, aiming to observe directly the sufficiency of implementation on site. Some opportunities for improvement of the results **ASA 1.1** delivered by the MUTU auditor to the management unit and the results are the subject will be verified at the next assessment phase (**ASA 1.2**).

Improvement of findings from main assesment findings were observed by auditors at this **ASA 1.1** assessment. All information obtained was recorded in Check List of PT Mutuagung Lestari (MUTU) and part of **ASA 1.2**

The assessment program please find Appendix 2

2.2.3 Locations of Assessment

ASA 1.1 The sampling location determined by using formula $0,8\sqrt{y}$ of the total estate suppliers and consider the issue arose from the review documents and stakeholders consultation that are fundamental and crucial. Based on this formula, the team of auditors determined that the sampling locations are one (1) Palm Oil Mill (Teluk Siak POM) and two (2) estates (Pinang Sebatang and Aneka Persada).

Pinang Sebatang Estate

- **HCV-1 in Block D013 Divisi 4.** Observation on unit management implementation towards HCV and riparian zone management of Pingai River.
- **Landfill in Block B009 Divisi 3.** Observation towards domestic waste management produced from Staff Emplacement, Complex 3 and Complex 4 Employees housing, as well as its condition and distance from nearest housing complex area.
- **Block Spraying System House in Block C004 Divisi 1.** Observation and interview with house keeper towards job description, pesticide applicator equipment or devices management and treatment, manpower, safety, health, first aid and environment aspects.
- **Nursery of *Mucuna bracteata* in Housing Complex 1.** Observation towards safety, health and environment aspect.
- **Landfill in Block D003 Divisi 1.** Observation towards domestic waste management produced from Staff Emplacement, Complex 1 Employees housing, as well as its condition and distance from nearest housing complex area.
- **HCV-6 in Block D003 Divisi 1.** Observation on unit management implementation towards local old cemetery area.
- **Agrochemicals Central Store in Divisi 4.** Observation and interview with Store Keeper towards technical, training given, type of agrochemicals stored, manpower, safety, health, first aid and environment aspects.
- **Fire Fighter Store.** Observation towards warehouse facilities, list of fire fighter equipment and its condition monitoring record, safety, health, first aid, procedure and organization chart.
- **Diesel station.** Observation towards safety, health and environment aspect.
- **Fertilizer Store.** Observation towards type of fertilizers stored, safety, health, first aid and environment aspect.
- **Big Electricity Tower in Block C004 Divisi 1 (still un-functioned).** Observation towards safety and health aspect.
- **Workshop Traction.** Observation and interview with Foreman and welder technician towards technical, hazardous wastes management (ex. lubricant, battery, filter and used/contaminate fabric, used containers), safety, health, first aid, manpower, and environment aspect.
- **Maredan Village :** Stakeholder consultation related to social interaction between company and the community surround, Community Development and CSR Program by the company
- **Boundary Poles checking:** 5 poles sample : (Blok C001, D001 & D002). The several boundary poles are not in good condition, the reference number is not clear.
- **Housing Complex supporting facilities:** observation the facilities for the employee (house facilities, electricity, fresh water, domestic waste management, etc)
- **Chemical Control of Rhinoceros Beetle (*Oryctes sp.*) – Block D014, Division IV.** Field observation and interview related to compliance of occupational safety dan health, insecticide application, training / socialization, and health examination.

- **Managemet Strategy in Excessive Area – Block D016, Division IV:** Field observation related to management strategy in hilly area conducted by the company – making contour and silvit, growing leguminous cover crops (*Mucuna bracteata*, *Pueraria javanica*, dan *Calopogonium mucunoides*, conservation of fern (*Nephrolepis biserrata*), and arrangement of the pruned fronds in inter row and along lower part of terraces.
- **Empty Fruit Bunch Application - Block C013, Division IV.** Field observation and interview related to compliance of occupational safety dan health, and application techniques in replanting area (immature plant) – thickness and rate per Ha and per tree.
- **Intergrated Pest Management - Monitoring of Barn Owl Box (BOB) of *Tyto alba* – Block A013, Division III.** Field observation and interview related to installation and monitoring of BOB in biological control of rodent.
- **Harvesting - Block A007, Division III.** Field observation and interview related to compliance of occupational safety dan health, harvest techniques, harvest record, fruit sortation/grading, training / socialization, and health examination.
- **Replanting – Block A005, Division II.** Field observation and interview related to land preparation techniques, activities covered by contractor and company, and progress of land preparation.
- **Chemical Weed Control – Block A004, Division II.** Field observation and interview related to compliance of occupational safety and health, spraying techniques, training, and health examination.
- **Nursery –** Field observation and interview related to nursery statge (Pre Nursey and Main Nursery), source of seeds (seedlings), seed selection (culling) and handling of the abnormal seedlings, seedlings maintenance in PN and MN, seedlings distribution, and stock of seedlings (number and age).
- **Manuring - Manuring activity in 2017 has been finished.** Interview held in the office of Pinang Sebatang Estate related to compliance of occupational safety and health, manuring techniques (spreading, rate per tree), training, and.health examination.
- **Road Maintenance (Block H38 and Blok H39).** Field observation related to road maintenance techniques – mechanical (material and equipment used).
- **Intergrated Pest Management Implementation – Planting / Maintaining of Beneficial Plants - Division II (Block A004, Block A005, Block), Division III (Block A007, Block A013), and Division IV (Block A014, Block A016, Block C013).** Field observation related to planting / conserving beneficial plants of natural enemies of fire caterpillar (*Turnera subulata*, *Antigonon leptosus*, and *Cassia cobanensis*).
- **Pesticide Storage – Central Storage:** Observation and interview related to occupational compliance of safety and health, stock of pesticide, MSDS, symbol of hazardous waste, fire extinguisher, eye wash, First Aids Box, shower, pesticide mixing area, ventilation (air circulation), Self Protective Equipment (SPE), and logbook.

Aneka Persada Estate

- **Agrochemicals and Lubricant Central Store.** Observation and interview with Store Keeper towards technical, training given, type of agrochemicals stored, manpower, safety, health, first aid and environment aspects.
- **Workshop Traction.** Observation and interview with Foreman and welder technician towards technical, hazardous wastes management (ex. lubricant, battery, filter and used/contaminate fabric, used containers), safety, health, first aid, manpower, and environment aspect.
- **HCV-1 in Block D014 Divisi 4.** Observation on unit management implementation towards HCV and riparian zone management of Pingai River.
- **Block Spraying System House in Divisi 4.** Observation and interview with house keeper towards job description, pesticide applicator equipment or devices management and treatment, manpower, safety, health, first aid and environment aspects.
- **Landfill in Divisi 4.** Observation towards domestic waste management produced from Complex 4 Employees housing, as well as its condition and distance from nearest housing complex area.
- **Block H021 Divisi 3.** Observation towards peat management implementation which includes field drain pattern, water level monitoring stick yard, subsidence pole, flap gate and water gate. There is no installation of piezometer for water table monitoring due to small and homogeny peat properties area (not fully in this particular Block).
- **Fire Fighter Store.** Observation towards warehouse facilities, list of fire fighter equipment and its condition monitoring record, safety, health, first aid, procedure and organization chart.
- **Fertilizer Store.** Observation towards type of fertilizers stored, safety, health, first aid and environment aspect.

- **Boundary Poles checking:** poles sample number 1 to 4 di Blok A16, A18, A021 & B021 (1poles in broken condition).
- **Tualang Timur Village :** Stakeholder consultation related to social interaction between company and the community surround, Community Development and CSR Program by the company
- **Manuring – Block C18 Division I.** Field observation and interview related to compliance of occupational safety and health, manuring techniques (spreading, rate per tree), training, and health examination..
- **Chemical Weed Control – Block C14, Division I.** Field observation and interview related to compliance of occupational safety and health, spraying techniques, training, and health examination.
- **Harvesting - Block A17, Division I.** Field observation and interview related to compliance of occupational safety dan health, harvest techniques, harvest record, fruit sortation/grading, training / socialization, and health examination.
- **Replanting – Block C19, Division II.** Field observation and interview related to land preparation techniques, activities covered by contractor and company, and progress of land preparation.
- **Soil Erosion – Block A15, Division I.** Field observation and interview related to installing and monitoring of water level (stick yard and subsidence), and construction of field drain.
- **Intergrated Pest Management IImplementation - Monitoring of BOB - *Tyto alba* – Block B14, Division I.** Field observation and interview related to installation and monitoring of BOB in biological control of rodent.
- **Application of Empty Fruit Bunch - Block E20, Division III.** Field observation and interview related to compliance of occupational safety dan health, and application techniques in replanting area (immature plant) – thickness and rate per Ha and per tree.
- **Intergrated Pest Management I Implementaion – Planting / Conserving Beneficial Plants - Division I (Block C18, Block C14, Block A15, Block A17, and Block B17).** Field observation related to planting / conserving beneficial plants of natural enemies of fire caterpillar (*Turnera subulata*, *Antigonon leptosus*, and *Cassia cobanensis*).
- **Peat Land Management – Block H021, Division III.** Field observation and interview related to peatland management – measurement of water level (stick yard), measurement of peatland subsidence, and construction of field drain.
- **Pesticide Storage – Central Storage.** Observation and interview related to occupational compliance of safety and health, stock of pesticide, MSDS, symbol of hazardous waste, fire extinguisher, eye wash, First Aids Box, shower, pesticide mixing area, ventillation (air circulation), Self Protective Equipment (SPE), and logbook.
- **Field C14, Division 1.** Observation of chemicals used by the company, application management, safety worked, implementation of OHS and interview related labor.
- **Field A17, Division 1.** Observations and interviews with harvesters regarding wages, harvesting procedures and OSH implementation.
- **Clinic Central.** Interview with company doctor related to working accident and also observe medical waste/hazardous waste management.
- **Sentral Housing Complex.** Field observation to see the facility of employee

Teluk Siak Factory

- **Effluent Treatment Plant.** Observation towards effluent system, flowmeter and outlet condition.
- **Hazardous Waste Store.** Observation and interview with Store Keeper towards technical, OSH, manpower, safety, health and environment aspects.
- **Loading Ramp Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Engine Room.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Press Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Hoisting Crane Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.

- **Nut and Silo Kernel Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Clarification Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Boiler Station.** Observation and interview with Operator towards technical, maintenance, manpower, safety, health and environment aspects.
- **Teluk Siak Factory Office:** SCCS Verification (verification of procedure, sample of FFB Delivery Note, FFB Weight Ticket, training recorded, etc) and SCCS training record
- **Weight bridge station:** Observation of mechanism and process of FFB received, interview the weigh bridge staff
- **Grading Area :** Observation of grading mechanism and interview of related personnel in charge (Grading Foreman and their staff)
- **Workshop.** Field observation and interview related to compliance of occupational safety and health, PPE, First Aids Box, SOP, Symbol/Safety First, Operator Licence (heavy equipment operator, electricity operator, and welder), accident at work, training / socialization, working hour, and health examination.
- **Water Treatment.** Field observation and interview related to water source, water meter (record / measurement), chemicals used for water treatment, symbol - dangerous, PPE, water pool, sand filter, and water use (processing in factory and domestic / housing).

Internal and External Stakeholders

- Worker Union
- Meredan village and Tualang Timur Village
- Related Agencies (Environment Agency, Manpower and Transmigration Agency, National Land Agency, Forest and Plantation Agency)
- Local Contractor
- Non-Government Organization

2.3	Stakeholder Consultation and Stakeholders Contacted
2.3.1	Summary of stakeholder consultation process.
ASA 1.1	Public consultation with Stkholder to PT Aneka Inti Persada done through: <ol style="list-style-type: none"> 1. Public Announcement on the website of Mutuagung Lestari (www.mutucertification.com) on October 23th, 2017. 2. Public consultation to NGO on November 01, 2017 3. Public consultation with government agency District of Siak on November 07, 2017. Pubic consultation with local stakeholder by visit to nearby village (Maredan village on November 07 , 2017 and Tualang Timur village on November 08 , 2017. 4. Stakeholder consultation with local contractor on November 08 , 2017. <p>Numbers of input from stakeholders were clarified by PT Aneka Inti Persada.</p>
2.3.2	Stakeholder contacted
	<i>Please find appendix 1</i>
2.4	Determining Next Assessment
	The next visit (ASA 1.2) will be carried out on nine to twelve month after this ASA 1.1 (November - 2017) .

3.0. ASSESSMENT FINDINGS

3.1. Summary of Assessment Report of the RSPO Certification

MUTUAGUNG LESTARI has conducted an assessment of **Teluk Siak POM – PT Aneka Inti Persada, Sime Darby**

Plantation Sdn Bhd operation consisting of one (1) mill and three (3) oil palm estates (Teluk Siak Estate, Pinang Sebatang Estate dan Aneka Persada Estate).

During the assessment, there were *nine (9)* Nonconformities were assigned against Major Compliance Indicators; *five (5)* nonconformities were assigned against Minor Compliance Indicators; and *three (3)* opportunities for improvement were identified.

Further explanation of the non-conformities raised and corrective actions taken by the company are provided in section 3.5. The company has already prepared and implemented the corrective action(s) that had been reviewed and accepted by Auditor(s) in form of documentation evidence(s) e.g. (*document record/photographic/etc.*). Those corrective action(s) taken that consist of *nine (9)* Major non-conformities had been closed out and *three (3)* Minor non-conformities had still open and it will verify on next assessment.

MUTUAGUNG LESTARI found that Teluk Siak POM – PT Aneka Inti Persada, subsidiary of Sime Darby Plantation Sdn. Bhd with the requirements of *Indonesian National Interpretation of RSPO Principle and Criteri 2013 by INA-NITF, July 2016 (Endorsed by the RSPO Board of Governors Meeting on 30 Sept 2016)* and Supply Chain Certification Standard For organizations seeking or holding certification Adopted by the RSPO Board of Governors on 21 November 2014 (Module D for CPO Mill).

Therefore MUTUAGUNG LESTARI Recommends RSPO Certification of compliance is **Continued**

Ref Std.	VERIFICATION RESULT of MUTU-Certification	
PRINCIPLE #1 COMMITMENT TO TRANSPARENCY		
1.1 Growers and millers provide adequate information to relevant stakeholders on environmental, social and legal issues relevant to RSPO Criteria, in appropriate languages and forms to allow for effective participation in decision making.		
Indicator 1.1.1		
Certificate holder has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, community organization, labor organization and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number and address. The latest update stakeholders is 2017. The company has SOP No. 034/BSS-SOP in term of request of information, explained mechanism of request of information conduct by stakeholder, response of management, time of response, the type of publicly document. According to memorandum No 084/PSE/VII/2017/s from Chairman SOU 17 there are 12 documents that can be accessed by stakeholder. Based on interviews with related agencies and village officials around the company, known that they have been know the types of information that can be accessed. It has communicated by the company through phone or meetings with related stakeholders.		
Indicator 1.1.2		
Any requests for information from stakeholders are recorded on the logbooks of information request. 2016 to 2017 there are no requests for information from stakeholder, there is only demand for funding and services that have been responded by the company. However, companies routinely submitted information that is mandatory to relevant agencies. CH has do the mandatory reporting to the relevant agencies, for example: WLTK Reports (Employment Official Report), Environmental Management and Monitoring Report and Reporting Guiding Committee Of Occupational Safety & Health		
Status: Comply		
1.2 Management documents are publicly available, except where this is prevented by commercial confidentiality or where disclosure of information would result in negative environmental or social outcomes.		
Indicator 1.2.1		
Certificate holder has provided a list of information that is accessible to the relevant public. According to memorandum		

No 084/PSE/VII/2017/s from Chairman SOU 17 there are 12 documents that can be accessed by stakeholder, for example: OHS documents, HCV, SEIA and environmental documents. All these documents are placed in PSD office and operational documents placed in each unit both of estate and mill.

Based on interviews with the heads of Maredan villages and the Environment Agency known that they already know the type of information that can be accessed in PT AIP.

Status: Comply

1.3

Growers and millers commit to ethical conduct in all business operations and transactions.

Indicator 1.3.1

The Company has a policy that contains a commitment to integrity code (adherence to fair business practices) and ethical conduct in the entire conduct of operations (banning corruption, bribery, fraud) in the form of documents CODE of CONDUCT (code of ethics) with document number: 440 / HRM-COC / 07 which is issued on December 17, 2007. The policy has disseminated to employees with Indonesia language.

Interviews with workers known that they know about the company policy to respect human rights, COC and commitment to ethical behavior in all working operations.

Status: Comply

PRINCIPLE #2 COMPLIANCE WITH APPLICABLE LAWS AND REGULATIONS

2.1

There is compliance with all applicable local, national and ratified international laws and regulations.

Indicator 2.1.1

List of laws and regulations which adopted for oil palm plantation activitie in PT Aneka Intipersada (PT AIP) were documented on "Evaluasi Pemenuhan Peraturan PT AIP or "Evaluation of Laws/Regulations Pursuance of PT AIP" dated September 2nd 2017. This document was issued by Coordinator of Legal Aspect from Plantation Operation Department (POD) PT AIP, in coordination with Department of Plantation Sustainable Quality and Management (PSQM) and Plantation Services Department (PSD) from Regional Riau Utara and Aceh and/or Head Quarter Office in Jakarta. Mechanism of laws/regulations evaluation has in accordance with procedure No. SPO/022/AIP-MEP/III/17 dated March 20th 2017. This document has describes Code of laws/regulations. Description, pursuance status, evidence of pursuance and information remarks. List of laws/regulations has covers land permit legality, occupational safety and health (OSH), manpower, best management practices, environment, conservation and social aspects.

The certificate holder (CH) has shows several compliaces towards legal requirements, for example as follows:
Some of the compliance with these laws covers Land Use Rights and other permits related to the completeness of the operator's permit in the factory and the plantation area. Some of the compliance with the rules consist of:

Land Use Legalities

- HGU Certificate No. 05.02.01.06.2.00003 for the 11,134 Ha area valid until 28 July 2034 (35 years). The certificate is based on Decree of Minister of Agrarian number HGU 41 / HGU / BPN / 99 dated July 28, 1999 concerning Land Rights Utilization in Maredan/Tualang/Pinang Sebatang / Kuala Gasib Village, Siak Subdistrict, Bengkalis Regency, Riau Province.
- Land Map of National Land Agency of Riau Province Office for Boundary Mapping (HGU) of PT Aneka Inti Persada No..DI.302 covering 421,313 Ha dated December 15, 2001. The map explains there are 76 point of boundary of HGU BPN boundary. The map as the basis for the management of PT Aneka Inti Persada HGU in Pekanbaru area. The certificate holder has shown the progress of the handling in completing the requirement of the HGU Certificate of proof for IUP-B.

The certificate holder has showed the progress of the handling in completing the requirements for the certificate of HGU, proof of the of IUP-B. The proof evidence consists of :

- Letter Number 062 / AIP / UM / PSD / I / 2017 dated January 9, 2017 from the Director of PT Aneka Intipersada to the Governor of Riau Cq. Head of Department of Investment and Integrated Services One Door Riau Province. Subject of the letter is the Application for Renewal of Plantation Business License under the name of PT Aneka Intipersada for land area of 421,31 Ha located in Pekanbaru City directly adjacent to the location of land area of 11,134 Ha located in Siak Regency.

- Receipt Document (No. 503 / TT / DPMPSTP / III / 2017/23, dated March 14, 2017, Concerning Application of Plantation Business Permit for Cultivation (IUP-B) on behalf of PT Aneka Intipersada.

Manpower aspect

- The CH has implementing Decree of Governor of Riau No. 120/II/2017 dated January 26th 2017 about minimum wages of agriculture/plantation sector, which was about IDR 2,516,812.00-/month. See Indicator 6.5.1 for further detail.
- All workers has registered to Government Insurance Scheme for Manpower (BPJS-Ketenagakerjaan). See Indicator 4.7.6 for further detail.

Best management practices aspect

- The CH has conducting zero burning method during land clearing on replanting, which starts carried out from 2013 to 2017.
- The CH has adopts integrated pest management which consist of early warning system, census, biological control, chemical control, monitoring and evaluation. See Indicator 4.5.1 for further detail.
- The CH has only used pesticides listed in Pesticides Commission of Department of Agriculture 2016. See Indicator 4.6.1 for further detail.

Environment aspect

- Hazardous waste store in Teluk Siak Factory (TSF) has permit, as mentioned in Decree of Environment Department of Siak Regency No. 12/BLH-S/KPTS/2014 dated July 4th 2014, valid until July 4th 2019.
- Has conducting testing and evaluation on emission, air and water quality, as well as its reporting.

The Certified Unit has evidence of compliance documents related to environmental aspect. Example:

- Temporary storage permit for hazardous and toxic waste legalized by relevant government which is valid for 5 years from the date of stipulation, 4 July 2014.
- Permit for utilization of Palm Oil Mill Effluent (POME) in Teluk Siak Estate legalized by relevant government, dated 13 May 2015, with an application area of 200 Ha.
- Letter of recommendation for assessment of utilization of POME from relevant government, dated 27 April 2015. The assessment result has been presented on 2 November 2017. Issuance of permit for utilization of POME in Teluk Siak Estate is still in process.

The Certified Unit also has evidence of compliance documents related to Best Management Practices aspect. Example: All types of pesticides used are licensed and are registered in Pesticides Commission of the Republic of Indonesia.

Occupatioanl Safety and Health aspect

Compilation, monitoring and update of laws and regulations was under responsibility of Legal Officer of PT AIP. Master of softcopy and hardcopy were stored in PT AIP Office.

Indicator 2.1.2

Procedure of laws/regulations monitoring was presented in document No. SPO/022/AIP-MEP/III/17 dated March 20th 2017. The procedure mentioned that monitoring, update and evaluation were conducted by Legal Officer from POD of PT AIP, in coordination with Department of PSQM and PSD from Regional Riau Utara and Aceh and/or Head Quarter Office in Jakarta. Document of "Evaluation of Laws/Regulations Pursuance of PT AIP" dated September 2nd 2017 has distributed to Factory and all Estate units, confirmed founded during field visit to Pinang Sebatang Estate, Aneka Persada Estate and Teluk Siak Factory Office, and it was available to all level of management. List of laws/regulation informed that there were 130 laws/regulations, which consist of 266 points to be evaluated. The results shows that 260 points were comply while the rest were not applicable, such as Minister of Agriculture Regulation No. 03/1985 Article 3 and Article 18 (1), ILO Convention No. 141/1975 Article 2 and Article 3, Instruction of President No. 10/2011 and Minister of Agriculture Regulation No. 98/2013 Article 29 (1).

Indicator 2.1.3

Annual internal audit of laws/regulations pursuance was carried out by Legal Officer from POD PT AIP, in coordination with Department of PSQM and PSD from Regional Riau Utara and Aceh and/or Head Quarter Office in Jakarta. Legal Officer was appointed by PSQM Manager.

Report of audit was presented in document of "Evaluation of Laws/Regulations Pursuance of PT AIP". Latest report was dated on September 2nd 2017. According to the report, it was known that from 130 laws/regulations listed, 98 % has implemented, while the rest were considered as not applicable.

Indicator 2.1.4

Procedure of laws/regulations update, monitoring and evaluation was presented in procedure No. SPO/022/AIP-MEP/III/17 dated March 20th 2017. According to Evaluation of Laws/Regulations Pursuance of PT AIP dated September 2nd 2017, it was informed that compare to the previous year, there were five new laws/regulations being updated, as follows:

- Decree of Governor of Riau No. 120/II/2017 dated January 26th 2017 about minimum wages of plantation sector, which was about IDR 2,516,812.00-/month.
- Minister of Environment and Forestry Regulation No. P.14/MENLHK/SETJEN/KUM.1/2/2017 dated February 27th 2017 about manual of inventarisation and determining of function of peat ecosystem.
- Minister of Environment and Forestry Regulation No. P.15/MENLHK/SETJEN/KUM.1/2/2017 dated February 27th 2017 about manual of water level measurement in peat ecosystem management.
- Minister of Environment and Forestry Regulation No. P.16/MENLHK/SETJEN/KUM.1/2/2017 dated February 27th 2017 about manual of restiration function on peat ecosystem.
- Minister of Agraria and Space Arrangement, Chief of National Land Agency (BPN) Regulation No. 07/ATR/BPN/2017 dated May 3rd 2017 about arrangement and procedure of Land Title determination.

Status: Comply

2.2

The right to use the land is demonstrated, and is not legitimately contested by local people who can demonstrate that they have legal, customary or user rights.

Indicator 2.2.1

The Certificate document of land Certificate Holder e legalities, consist of :

- HGU Certificate No. 05.02.01.06.2.00003 for the 11,134 Ha area valid until 28 July 2034 (35 years). The certificate is based on Decree of Minister of Agrarian number HGU 41 / HGU / BPN / 99 dated July 28, 1999 concerning Land Rights Utilization in Maredan/Tualang/Pinang Sebatang / Kuala Gasib Village, Siak Subdistrict, Bengkalis Regency, Riau Province.
- Land Map of National Land Agency of Riau Province Office for Boundary Mapping (HGU) of PT Aneka Inti Persada No. DI.302 covering 421,313 Ha dated December 15, 2001. The map explains there are 76 point of boundary of HGU BPN boundary. The map as the basis for the management of PT Aneka Inti Persada HGU in Pekanbaru area. The certificate holder has shown the progress of the handling in completing the requirement of the HGU Certificate of proof for IUP-B.

The certificate holder has demonstrated the progress of the handling in completing the requirements for the certificate of HGU, namely the proof of the management of IUP-B. The proof evidence consists of :

- Letter Number 062 / AIP / UM / PSD / I / 2017 dated January 9, 2017 from the Director of PT Aneka Intipersada to the Governor of Riau Cq. Head of Department of Investment and Integrated Services One Door Riau Province. Subject of the letter is the Application for Renewal of Plantation Business License under the name of PT Aneka Intipersada for land area of 421,31 Ha located in Pekanbaru City directly adjacent to the location of land area of 11,134 Ha located in Siak Regency.
- Receipt Document (No. 503 / TT / DPMPSTSP / III / 2017/23, dated March 14, 2017, Concerning Application of Plantation Business Permit for Cultivation (IUP-B) on behalf of PT Aneka Intipersada.

Indicator 2.2.2

The certificate holder has procedure of Boundary Stone Maintenance (SPO/PEM-PTK-BPN/III/17). These procedure as guidance for maintenance all of boundaries stones periodically. The list of Boundary Stone of PT Aneka Intipersada showed that the number of boundary stone in plantation area was 155 poles, consist of ; 28 poles in Teluk Siak Estate,

73 poles in Pinang Sebatang Estate and 16 poles in Aneka Persada Estate.

NCR 2016.02 Minor category

- Based on the map of boundary markers and the field map/the situation map, the Certified Unit has put up boundary markers in the area of operations but it has not referring to the legal limit owned by the Certified Unit.
- Based on the field visit on block A02 in PSE, Block I020 in TSE, Block B21 and A21 Div 2 in APE, there are boundary markers placed at the operational boundary area but the boundary markers identities are irrelevant with the boundary markers identities in the field map or the situation map.

07 November 2017

Based on the document review it is known that the Certificate Holder has not significantly followed up on the existence of the poles that have been adjusted to the legal limit owned. The results of the field visit at Pinang Sebatang Estate (PSE), the sampling in Division I, among others: in Block D001, D002, C001 & C002), show that the boundaries are in an unidentified condition (some of which have been damaged physical and benchmark numbers are not clear).

The NCR 2016.02 is upgrade to Major Category

Indicator 2.2.3 & 2.2.4

Based on document verification and information from stakeholder consultation with local stakeholder consist of Head of Village, Informal Leader and the communities from Maredan and Tualang Timur Village, was known there is no significant issues of land conflict among the Certificate Holder with another party in surround of plantation area.

Indicator 2.2.5

Based on Area Statement per November 2017, there was any land occupation by another party. The Certificate Holder not yet has an evidence of the land occupation map by participation of related party.

NCR 2016. 03 Minor upgrade to Major category

Indicator 2.2.6

The Certificate Holder had policy issued by Chairman of Strategic Operating Unit (SOU) 17 Memorandum No 021/PT.AIP//2016/Memorandum by Chairman of SOU 17 (PT Aneka Intipersada)). These Policy related to Prohibition of Contractually Army using, the main point the policy was explained:

- In the operation of plantation and mill, the company was refer to Indonesian regulation
- The company will not using of Contractually Army in conflict resolution
- The company will not tolerance of anarchism in conflict resolution process

The Certificate Holder has been show the evidence of these policy socialization, consist of:

- Socialization on on March 15, 2017 at Teluk Siak Factory (TSF) attended by 33 participants (Photos and Attendance List of Attendees)
- Socialization on July 19, 2017 at Pinang Sebatang Estate (PSE), attended by 12 participants (Photos and Attendance List of Attendees)
- Socialization on 25 September 2017 in Basic School in Pinang Sebatang Estate (PSE) attended by 46 participants (Photos and Attendance List of Attached Participants)
- Socialization on October 25, 2017 in Division 3 Teluk Siak Estate (TSE) which was attended by 39 participants (Photos and Attendance List of Attendees).
- Socialization on 4 November 2017 at Division 3 & 4 of Aneka Persada Estate (APE) attended by 174 (Photos and Attendance List of Attached Participants)

Based on field visit observation during the audit process, stakeholder consultation with village head, informal leader and community from Maredan and Tualang Timur Village, also by interview with union worker representation and gender committee, there is no indication of Contractually Army using in operation of plantation and mill of the PT Aneka Inti Persada.

Minor 2.2.2	Status: Non Conformity 2016.02 is upgrade to Major Category	
Minor 2.2.5	Status: Non Conformity 2016.03 is upgrade to Major Category	

2.3 Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their

free, prior and informed consent.

Indicator 2.3.1

Based on document verification of High Conservation Value Identification and Social Impact Assessment in PT Aneka Intipersada, stakeholder consultation with the head of village, informal leader and community representation from village surround in Maredan and Tualang Timur that know there is no area of the company was under of customary right. During the Recertification period, there is no land compensation process, the compensation process has been done in the early period of plantation development. The land acquisition or compensation documentation process was filled in each estate.

Indicator 2.3.2

Based on document verification and information from Plantation Service Department staff of Minamas Plantation, that knew since Recertification till ASA 1.1 on November 2017 there was no more compensation process in PT Aneka Intipersada plantation area. The documentation sample of land compensation was documented in each estate. The documentation consist of Letter of Land Right Release by the owner, Official Report for estimation the land compensation, agreement was signed by all of parties and Receive of Compensation.

Indicator 2.3.3

Since Recertification period till ASA 1.1 on November 2017, there was no more land compensation processed by Certificate Holder to another party. The documentation of land compensation process was filled in related estate and all information (Land location map, Land Compensation Agreement, Negotiation Result of Compensation Value Agreement, Compensation Standards, Minutes and Evidence/Receipt of Compensation Payment) is available in Indonesian language and the format that can be understood by the related parties.

Indicator 2.3.4

The process of land compensation was begun from identification and inventory of land, mapping of land location, negotiation of compensation amount, Letter of Land Right Release, Official Report Land Compensation, Payment of Compensation was witnessed by Village and Sub District Head. There was showed Official Report of Land Compensation process has been signed by related party both of land owner and the company representation and witnessed by Village and Sub District Head.

Status: Comply

PRINCIPLE #3 Commitment to long-term economic and financial viability

3.1

There is an implemented management plan that aims to achieve long term economic and financial viability.

Indicator 3.1.1

The Certified Unit has a work plan for the next 5 years in the Budget Document 2016-2017 (Actual) – 2017/2018 (On Going) , and 2018/2019 – 2020/2021 (Projection) which are made per management unit. In the document has explained that the operational area plan has not changed, the production of FFB, CPO, and PK, yield / Ha, the projected extraction of CPO & PK, the cost for ESH, social, and environmental management and operations.

In addition the Certified Unit has a term plan which describes the number of seeds, FFB production, OER, production cost, replanting, and CPO production. **However, the work plan has not explained yet the price of CPO and revenue.** The Certified Unit has conducted an evaluation of the estimated budget which is conducted every month. Evaluation is recorded in Performance Monitoring documents -Simplified EVP-M3. In the document explaining that the difference between realization activities and budget as well as to explain the evaluation of these differences.

Based on the document review the auditor team raised a Non-Conformity 2017.01 with MAJOR category.

Indicator 3.1.2

The Certified Unit's replanting program has changed from the previous assessment listed in the Long Range Replanting Program for the years 2010/2011 - 2026/2027. Replanting progress noted in the Actual Replanting document and Atatement Area. For example, actual replanting in APE for the year 2012/2013 (360.64 Ha); year 2013/2014 (396.37 Ha); year 2014/2015 (252.72 Ha); year 2015/2016 (177.87 Ha); and 2016/2017(248.63 Ha).

Auditor team concluded that this indicator has met the requirements.

<p>Major 3.1.1</p>	<p>Status: Non-Conformity 2017.01 with Major category</p>	
<p>PRINCIPLE #4 Use of appropriate best practices by growers and millers</p>		
<p>4.1 Operating procedures are appropriately documented and consistently implemented and monitored.</p>		
<p>Indicator 4.1.1</p> <p>There were no revision on the current procedure of oil palm agronomy and processing. The company has procedure (SOP) of oil palm Agronomy for Minamas Plantation Group which presented in document of Agricultural Reference Manual Policy No. 110/EST-ARM/13 dated September 1st, 2013, signed by the Head of Plantation Upstream Indonesia. The SOP describes techniques on palm material preparation, nursery, planting and replanting, land preparation, harvesting management, field upkeep, manuring, by-product application (EFB and POME), canopy management, water management and management in peat soil, standard of ripeness, ablation, palm protections, weeds control, LCC planting and rainfall recording.</p> <p>Based on Agronomy SOP's document reviews, field observation and interview with two Foreman and five harvesters in Block A007 Divisi 7 PSE and Block A017 Divisi 1 APE, it could be concluded that the harvesters was able to explain and demonstrate the harvesting process in accordance with SOP, such as ripeness criteria, frond stacking and the use of personal protection equipment (PPE). Furthermore, based on field observation and interview with two Foreman and ten Pesticide Applicators in Block A004 Divisi 2 PSE and Block C014 Divisi 1 APE, it could be concluded that the workers were able to explain and demonstrate its job in accordance with the SOP, such as considering wind flows during spraying process, pesticides and weeds target, prohibited areas to be sprayed (for example conservation area and riparian zone, which were marked with yellow poles and yellow mark on the palm trunks), PPE's to be used as well as its management.</p> <p>Moreover, procedure for oil palm processing from FFB acceptance to dispatch of CPO and PK were presented in document of Minamas Plantation palm oil mill guidelines Part I and Part II, policy No. 130/POD-FAC/07 and No. 110/POD-FAC/07 Chapter I, Sub-chapter 1.1 which describes POM technical guidelines, such as stations processing, stocking, waste control and management, water treatment and laboratory analysis. There were also another policies related with oil palm processing, for example: Policy No. 14x/PTK-TRP/2004, No. SOP-SLF-01/2010 and No. 721/TQEM-PKA/08 Sub-chapter 6.2 which describes about FFB transportation, FFB acceptance and FFB grading on the mill, respectively. Based on field observation to security post, weigh bridge station, loading ramp station, processing stations, power station (genset), workshop, water treatment plant and effluent treatment plant in Teluk Siak Factory, it could be concluded that all processing activities has implemented in accordance with the procedures.</p> <p>Procedure of safe working practices towards pesticides application is presented in the following documents:</p> <ul style="list-style-type: none"> • No. LF/SOP.ESH/04 dated January 11th 2011 about agrochemicals handling. • ARM Policy No. 110/EST-ARM/13 Chapter 15 dated September 1st 2013 about plant protection. • Material Safety Data Sheet (MSDS) of pesticide products. <p>Safe working practices for mill is already mentioned in the Mill procedures such as Minamas Plantation palm oil mill guidelines Part I and Part II, policy No. 130/POD-FAC/07 and No. 110/POD-FAC/07. According to field observation to estate and mill, as we ll as interview with the respective workers, it could be concluded that in general the workers has understood the basic of safe working practices such as using a set of personal protection equipment (PPE), meaning of risk symbols, agrochemicals and hazardous materials handling, etc.</p> <p>Based on SOP documents review, it could be concluded that the oil palm agronomy and processing procedures were still relevant with current situation and covers all main aspects from the field to the factory. All SOP's were available in Bahasa. Furthermore, based on observation to Pinang Sebatang Estate, Aneka Persada Estate and Teluk Siak Factory Office, it could be concluded that the respective SOP's were well distributed by Department of System and Procedure from HQ in Jakarta.</p> <p>Indicator 4.1.2</p> <p>Masterlist of SOP was stored, updated and distributed to production units by Department of System and Procedure from HQ in Jakarta and PSQM Department. All procedures were available in Bahasa. Records of monitoring towards procedure</p>		

implementation were available. For example, training of emergency action and first aid for Assistant and Foreman has been carried out in October 20th 2017 and April 5th 2017, respectively, while training of safe working practices for pesticide Applicators has been carried out in October 17th 2017.

Monitoring towards procedure implementation and its consistency were carried out by Plantation Advisory visit which carried out by Technopalm Sdn. Bhd. Malaysia quarterly and by Mill Advisory visit which carried out by Plantation and Mechanization Department from Sime Darby Plantation Sdn. Bhd. Malaysia twice a year, for example as shows in the following documents:

- Estate visit report Teluk Siak SOU 2nd Interim visit for Aneka Persada Estate; date of visit were March 13th and March 15th 2017 for mature and immature areas, respectively. Assessment were carried out on specific Blocks. For example, score of Block C017 – 2013/2014 replanting area was “Category A” while in Block D020 was “Category B”. overall, the visit has covers immature and mature palm performance which focused on production, harvesting quality, pruning, field upkeep, soil and water conservation, road maintenance, integrated pest management and machinery maintenance.
- Estate visit report Teluk Siak SOU 2nd Full Visit Pinang Sebatang Estate; date of visit 7th to 8th July 2017 for mature area assessment and 10th to 11th July 2017 for immature area. For example, notes major issues arising from visit to immature field towards weeds management are: an urgent need to eradicate noxious weeds such as voulebtary oil palm seeds, stenochlena, brackens and other woodies growth, a new deadline of 30th September 2017 has been given and no lalang identified during this visit has considered as Good situation.
- Mill Advisory report No. TSF/01/16-17; date of visit 21st to 22nd November 2016. Overall, report has describes summaries and mentioned critical point(s) found and noted during audit. All findings were need to be response and follow up by the respective Manager through action plan and time frame, immediately. Progress were reported directly to the respective Advisor(s) and upper ordinate or authority (Head Office Management). Field verification and evaluation later on to be conducted by the Advisor(s) on the coming assessment.

Observation results has documented and delivered via online to head affice management for personal performance scoring purposes.

Indicator 4.1.3

Estates and Factory management operational activities has monitored, documented and regularly reported, for example as follows:

- Production report by Plantation Operation Department (POD) which describes FFB received, FFB processed, CPO and PK production, bulking and its stock in storage and bulking for RSPO certified and Non-certified.
- Monthly Factory Manager report which describes general data, production quality, production loss, FFB quality, EFB and Mill Effluent application, delivery, losses analysis, production cost, manpower, etc.
- Monthly and semester FFB production report which describes production per Block, rotation, bunch weight, etc.
- Manuring report which describes program vs actual fertilizers application.
- Daily harvesting notes and Foreman notes which informed date of harvesting, harvester name, Block location of harvesting, rotation, FFB number and volume (kg).
- Daily work plan which informed type of works, location, number of manpower and other remarks.

The above records or report has informed raw data, analysis and mentioned summary notes. Furthermore, Estate and Factory operational records has also recorded on programme namely System Application Product and Processing (SAP) which updated on daily basis. All critical parameter points describes were need to be response and follow up by the respective person in charge (PIC) through action plan immediately. Progress of action plan were reported and submitted directly to the upper ordinate. Later on, each (priority) points were discussed, analysed and presented in monthly meeting by Manager. For example, describes as follows:

Critical issue	:	Average of OER for financial year 016/2017 was about 21.39 %, which was lower than budget of 23.50 %.
Place of issues identified	:	During FFB spot check on November 21 st 2016
Action plan	:	<ul style="list-style-type: none"> • Continue stopt checking on crop quality. • Inform supplying estate concern.

Deadline :

- To continue pest damage assessment.
- Harvesting interval to be maintained on 10 days.
- Estate to carry out rat baiting accordingly.

 January 2017. Coordination with SOU has been done and FFB spot checking had been carried out continuously.

Records on FFB spot checking, pest damage assessment, rat baiting, harvesting quality checking were available.

Indicator 4.1.4

Until ASA 1.1, the PT Aneka Intipersada did not receive FFB from outsider. The FFBs was process on Teluk Siak Factory was supplied from own estate consist of Teluk Siak Estate (TSE), Pinang Sebatang (PSE) and Aneka Persada Estate (APE).

Status: Comply

4.2

Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.

Indicator 4.2.1 and 4.2.2

The Certified Unit has SOPs for Good Agricultural Practices in managing soil fertility provide in “Referensi Manual Agronomi Penanaman Kelapa Sawit” No. Policy: 110/EST-ARM/13 - Chapter 7 about Field Upkeep and Chapter 8 about Manuring. During the field observation, the manuring workers interviewed at Pinang Sebatang Estate, Division-III, Block A-011 explained that the first rotation of manuring has been conducted on July 2017 using CCM44 in area of 14 Ha, applied in the oil palm circle 3.5 Kg / plant. Actual manuring from July 2016 to June 2017 at Pinang Sebatang Estate was 84% of the planned and Aneka Persada Estate was 89.25% of the planned. There are 5 items of fertilizer used (HGFB, Z_NSO₄, CuSO₄, CCM44, and RP). The auditor team also sighted that the Certified Unit was conducting the second rotation of manuring at Aneka Persada Estate, Division-I Block C-18 using CCM44 (3.1 kg / plant).



The auditor team also observed and interviewed workers in Pinang Sebatang Estate Division-IV Block C-013 who are applying empty fruit bunch in replanting area of immature plant at the rate of 150 kg / plant. Actual application of empty fruit bunch from July 2016 to June 2017 in Pinang Sebatang Estate was 177.17 ha amounted to 4,710 tons (26.60 tons / ha) and in Aneka Persada Estate was 151.09 Ha amounted to 4,333 tons (28.70 ton/ha)

The manuring implementation has been well recorded in each estate. Based on field and document observation, auditor team concluded that this indicator has met the requirements.

Indicator 4.2.3

The Certified Unit has an SOP for leaf analysis (SOP Leaf Sampling Unit No PM 0901 dated 01 April 2010) and soil analysis in “Pedoman Manajemen Perkebunan Berkelanjutan” No 724/TQEM-SPMS/09 dated 27 August 2010). The leaf and soil analysis was conducted periodically by Minamas Research Center (MRC), once a year for leaf analysis and every year for soil analysis.

The Certified Unit has had the Semi Detailed Soil Survey and Land Suitability for Oil Palm Plant for 2016 - 2021 PT Aneka Intipersada (published on July 2016). Soil survey was conducted on June 2015 by a team of GNSS (Global Navigation Satellite System), GIS (Geographical Information System), and the Soil Survey MRC (Minamas Research Centre).

Leaf sampling has been done in Aneka Persada Estate on 21 February 2017 and result of analysis has been issued on 05 April 2017 while leaf sampling in Pinang Sebatang Estate was conducted on 17 February 2017 and result of analysis was issued on 10 March 2017. The results of soil and leaf analysis has been used as reference in determining fertilizer recommendation.

Based on document examination, auditor team concluded that this indicator has met the requirements.

Indicator 4.2.4

During the assessment the auditor team have checked the field implementation of nutrient recycling strategy, such as:

- The empty fruit bunch used as organic fertilizer at the rate of 150 - 200 kg / plant.
- Palm Oil Mill Effluent (POME) used as fertilizer (land application) at Teluk Siak Estate Divison-II for 136.40 Ha in 2016/2017.
- Boiler ash used as land filling in the lower area (swamp) in the area of Teluk Siak Mill.
- Shell and fibre used as fuel for boiler power plant at Teluk Siak Mill.
- Replanting activity of the felling and chipping to accelerate the decomposition and avoiding the infestation of horn beetles

Auditor team concluded that this indicator has met the requirements.

Status: Comply

4.3

Practices minimize and control erosion and degradation of soils.

Indicator 4.3.1

The Certified Unit has had Map of the Actual and Potential Land Suitability, scale of 1: 40.000 in each estate (Teluk Siak Estate, Pinang Sebatang Estate, and Aneka Persada Estate) provided in the Semi Detailed Soil Survey and Land Suitability For Oil Palm, 2016 - 2021 PT Aneka Intipersada (Report published on July 2016). Based on the Peat Depth Survey of PT. Aneka Intipersada, it is known that:

- Teluk Siak Estate: Peat land (histosol) 790.8 Ha or about 25.14% of the total area of Teluk Siak Estate. Peat depth: > 3 M (71%) and < 3 M (29%) of total area.
- Aneka Persada Estate: Peat land 291 Ha; Peat depth: > 3 M (192.06 Ha or 66%) and < 3 M (98.94 Ha or 34%)
- Pinang Sebatang Estate: Peat land (none)
- Based on maturity level of peat decomposition in Teluk Siak Estate, it has been suitable for the development of oil palm, due to largely mature and half mature peat.

The map is provided in geographic, topographic, and geologic information with scale 1:40.000.

Auditor team concluded that this indicator has met the requirements.

Indicator 4.3.2

The Certified Unit has management strategy for plantings on sloping area including identification of steep areas unsuitable for planting and policy of planting on sloping area.

Based on field observations, there are some planting strategies on sloping area, they are building terrace contours, planting Legumes Cover Crops (*Pueraria javanica*, *Calopogonium mucunoides*, *Mucuna bracteata*), U-Shape frond stacking, and putting silt-pit.

From July 2016 to June 2017 the Certified Unit has planted 9.340 plants of *Mucuna bracteata* in Aneka Persada Estate and 6,750 plants in Pinang Sebatang Estate, 100% respectively of the targeted.

Auditor team conducted observation of the rolling area in Block A-15, Division-I, Aneka Persada Estate, the area has had contours, soft fern (*Nephrolepis biserrata*) were well growing in inter row, and frond stacking in lower part of terraces. Auditor team concluded that this indicator has met the requirements.



Indicator 4.3.3

The Certified Unit has developed a work plan outlined in the road maintenance upkeep (form RB5201 ROAD UPKEEP) with the period July 2017 until June 2018. In each estate it is planned road maintenance for 3 times (collection midrib pruning, manual road upkeep, and heavy equipment (graders and compactor), road upkeep every year for each field, and the addition of pavement using "broken stone" 1 time per year.

From July 2016 to June 2017, road maintenance has been conducted along 348,965 M (133.38% of targeted 261,619 M) in Aneka Persada Estate and 178,828 M (43.21% of targeted 413,809 M) in Pinang Sebatang Estate.

Based on field observation in Block A-012, Division-III, Pinang Sebatang Estate, the conditions of main road, collection road, even in the boundary road operations has been well maintained.

Auditor team concluded that this indicator has met the requirements.

**Indicator 4.3.4**

The Certified Unit has Minamas Plantation Agriculture Reference Manual. Procedure of Water Management in the Coastal Zone and Planting in Peat Land published on 1 September 2013. The procedure has referred to "RSPO Manual on Best Management Practices (BMPs) for the Management and Rehabilitation of Natural Vegetation Associated With Oil Palm Cultivation on Peat".

The Certified Unit has monitored the peat subsidence done every end of month recorded in Report of Peat Land Subsidence Measurement Result in 2017. Example, measurement at Aneka Persada Estate, Division-III, Block H-021 showed that from end of January to October 2017, the average subsidence of peat land was 1.33 Cm. Water level is maintained at 45 - 60 Cm below the peat soil surface to minimize subsidence. During field visit in Block H-021, Division-III, Aneka Persada Estate, the water level measurement at stick yard was 10Cm; meanwhile water gate was being opened.

For ground cover management program the auditor team checked during the field observation. Planting of legume cover crops (*Mucuna bracteata*, *Calopogonium mucunoides*, and *Pueraria javanica*) has been well implemented in the replanting areas.

Auditor team concluded that this indicator has met the requirement.

**Indicator 4.3.5**

The Certified Unit has had study of drainability level (water discharge) before replanting is done. The assessment described in the Brief Assessment of SEIA of Replanting of Oil Palm Plantation, PT Aneka Intipersada (Teluk Siak, Pinang Sebatang, and Aneka Persada) in Siak regency, Riau Province. It was conducted on 7, 15, 16, 17 September, 2015.

In general, the area that has potential of waterlogged or flooded is the flat area located in the eastern part of Aneka Persada Estate and Teluk Siak Estate, the northern part of Teluk Siak Estate, and in the western part of Pinang Sebatang Estate. The maps of area prone to waterlogged and flooded in Pinang Sebatang Estate (scale 1:50.000) and in Aneka Persada Estate (scale 1:40.000) dated 29 September 2017 have been available.

From the results of the SEIA study, it is known that the operational area of the Certified Unit is still suitable for re-planted with treatment in accordance with the RSPO BMP. The plans for rehabilitation are chambering and constructing dams. Example, field observation of land preparation in Block C-19, Division-II, Pinang Sebatang Estate, showed that contractor was conducting chambering in area prone to waterlogged or flooded.

Auditor team concluded that this indicator has met the requirement.

Indicator 4.3.6.

Management strategy for other fragile and problem soils has been implemented by the Certified Unit. Most of the marginal soil (peat), which has been cultivated into oil palm plantations, for example in Block H-021, Division-III, Aneka Persada Estate is managed by constructing water canal (drainage) to maintain water availability. In critical soil (low content of organic

matter and high erosion level), it was also managed by frond stacking, application of empty fruit bunch (40 tons / ha), and planting of soft fern (*Nephrolepis biserrata*).

Records of monitoring and implementation of slope area and peat area management is available. Auditor team conducted observation of the rolling area in Block A-15, Division-I, Aneka Persada Estate, the area has had contours, soft fern (*Nephrolepis biserrata*) were well growing in inter row, and frond stacking in lower part of terraces.

Auditor team concluded that this indicator has met the requirement.



Status: Comply

4.4

Practices maintain the quality and availability of surface and ground water.

Indicator 4.4.1

Identification of water sources is presented as follows:

- Pinang Sebatang Estate: 5 water bodies (artificial basin), 5 water catchment (artificial basin), Minyak River and Pingai River.
- Aneka Persada Estate: 32 water bodies (artificial basin), Pingai River and Gasib River.
- Teluk Siak Factory: 2 water bodies (artificial basin).

Management plan on surface and ground water management was presented in document of Environment Management and Monitoring Plan (RKL/RPL) which conducted every semester. Map of those water sources are available and used as basic of surface and ground water management. Management plan towards water sources was carried out through monitoring and maintenance of riparian zone. Monitoring of water source quality is presented as follows:

Upstream and downstream

There are 3 physics, 20 chemical anorganic and chemical 3 organic parameter tested in Pingai and Gasib River upstream and downstream. Laboratory testing was carried out by PU (civil infrastructure) Agency of Riau Province (Acc No. LP-750-IDN). Results of testing analysis, for example in Pingai River is presented as follows:

Parameter (Tested in May 2017)	Threshold*	Upstream	Downstream
TDS (mg/l)	1,000	32	166
TSS (mg/l)	50	86	84
pH	6.0 – 9.0	6.10	7.68
BOD ₅ (mg/l)	2.00	8.81	12.33
COD (mg/l)	10.00	25.44	53.97
DO (mg/l)	6.00	4.57	3.94

*Threshold is based on PP No. 82/2001.

According to the Table above, it was noted that company activities has affecting the value of BOD₅ and COD which increased for about 40 % and 112 %, respectively. Regarding this matter, evaluation, analysis and mitigation strategy to overcome this situation are not available. Hence, raised **NCR No. 2017.02 with minor category**.

Monitoring Wells

There are 12 parameters tested in monitoring wells located in Block H016 Divisi 2 Teluk Siak Estate (Land Application area, Non Land Application Area and Divisi 2 Housing area). Results of minotoring, for example in 2017 is presented in the following Table:

Parameter	Threshold*	LA	Non-LA	Housing
BOD (mg/l)	-	3.32	2.01	8.61
COD (mg/l)	-	26.91	12.69	28.13
DO (mg/l)	-	4.01	4.19	4.37
pH	6.50 – 9.00	6.97	6.74	7.36

*Threshold is based on KepmenLH No. 28 and 29, year 2003.

According to the Table above, it could be concluded that those parameters are less than the detection limit indicated by Ministry of Environment Regulation No. 28 and 29/2003. However, high BOD and COD has taken as consideration for housing occupant to avoid the use of housing well waters for consumption purposes.

Based on observation to Riparian area of Pingai River in Block D013 Divisi 4 Pinang Sebatang Estate, it was found signboards which informed: HCV.1 area, list and figure of protected faunas, prohibition of animal hunting, prohibition of logging, buffer zone area in radius 50 m from water bodies, fire warning, prohibition of agrochemicals application and fishing with electricity method.

Indicator 4.4.2

Identification of water sources was presented in several maps which derived from high conservation value (HCV) report, environment monitoring and management effort (UKL/UPL) report and water bodies' map. The company has procedure of land protection on slope and riparian zone area which presented in document policy No. 724/TQEM-SPMS/09 about manual of sustainable plantation management which mentioned protection on slopes (especially hilly) and buffer zone on riparian areas. Several strategy carried out by estate management for riparian and water sources protection is presented as follows:

- Signboard installation and marking of riparian zone areas (50 m from water bodies) by yellow paint as confirmed during observation to Sungai Pingai in Block D013 Divisi 4 Pinang Sebatang Estate and Block D014 Divisi 4 Aneka Persada Estate.
- Water conservation on the field through selective weeding, terraces planting pattern on hilly areas, as well as frond stacking parallel to the contour line, silt-pit installation.
- Water quality monitoring as mentioned in Indicator 4.4.1.

Indicator 4.4.3

Liquid waste from oil palm processing has treated on the waste water (effluent) treatment plant. Teluk Siak Factory have 10 ponds to process the effluent to meet the standard required by Minister of Environment Decree No. 28 year 2003 (pH 5-9 and BOD <5,000 mg/l). Permit of effluent for land application was presented in document Permit of Environment Agency of Siak Regency No. 06/BLH-S/KPTS/IV/2015 dated May 13th 2015, valid until may 13th 2020. Effluent application has only permitted to be applied in Block F and G Teluk Siak Estate with total areas for about 200 ha.

Results of additional of land application study in Block H016 and G016 Divisi 2 Teluk Siak Estate (Recommendation No. 660/BLH-S/IV/2015/356 dated April 27th 2015) which conducted by MRC has been presented to Department of Environment, Plantation Agency and "Penanaman Modal dan Pelayanan Terpadu Satu Pintu (BPMPPT)" Agency of Siak Regency in November 2nd 2017. Permit was still under progress.

Monitoring of effluent (waste water) has carried out every month regularly and reported to Environment Agency of Siak Regency every three month. Evaluation and water sampling in WWTP inlet and outlet was carried out by Public Works Agency of Riau Province (Accreditation: LP-750-IDN). There were 10 parameter tested on laboratory analysis. Results of laboratory analysis, for example from July to September 2017 is presented as follows:

Parameter	July 2017		August 2017		September 2017	
	Inlet	Outlet	Inlet	Outlet	Inlet	Outlet
pH	5.13	7.99	4.55	7.80	4.43	8.03
BOD ₅ (mg/l)	6,341	145	4,429	530	7,700	503
COD (mg/l)	26,682	1,325	17,877	1,827	20,418	1,512
Oil and fat (mg/l)	1,277	11	374	74	1,766	10
TSS	8,700	398	4,050	1,046	12,650	618

Based on the Table above, according to Ministry of Environment Regulation No. 28 and 29 year 2003, it could be concluded that testing results were less than the detection limit indicated (pH 5-9 and BOD <5,000 mg/l).

Based on observation to WWTP, it was fund that flowmeter was well functioned and there were no spills to the land. Furthermore, there is no issues from stakeholders related to land application.

Indicator 4.4.4

The company has permit of water sources usage as presented in Decree of Minister of Public Works Agency No. 356/KPTS/M/2017 dated May 30th 201, valid for five years. The company has shows record of water usage for oil palm processing from January to September 2017, presented in the Table belows:

Month (2017)	FFB Processed (ton)	Total Water Used (m ³)	Water Used (m ³ /tonFFB)	Budget Water Used (m ³ /tonFFB)
January	12,700.38	15,989	1.26	1.45
February	10,760.98	14,101	1.31	1.66
March	11,672.77	15,370	1.32	1.43
April	10,512.29	14,486	1.38	1.22
May	10,379.95	17,335	1.67	1.26
June	8,445.51	17,335	2.05	1.30
July	10,276.35	20,559	2.00	1.28
August	10,728.21	21,025	1.96	1.02
September	9,824.48	19,813	2.02	1.02

According to the Table above, it could be concluded that average water used ratio for oil palm processing was ranged from 1.26 to 2.05 m³/ton FFB, while monthly budget were ranged from 1.02 to 1.66 m³/ton FFB. From April to September 2017, uses of water for FFB processing were over budget for about 13 to 98 %. Regarding this matter, management evaluation towards this situation is not available. Hence raised **NCR No. 2017.03 with minor category**.

4.4.1	Status: Non-Conformity No. 2017.02 with Minor category	
4.4.4	Non-Conformity No. 2017.03 with Minor category	

4.5

Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.

Indicator 4.5.1

The Company has had an the Integrated Pest Management (IPM) program that is listed in the annual budget. Budget in accordance with the procedures set in the SOP of Integrated Pest Management; those are census of leaf caterpillar (once a month), horn beetle (every 2 weeks), rat (during sortation / grading in loading ramp), and monitoring of Barn Owl Box (BOB) every month. Census is conducted regularly by plant workers and is reported to the estate manager. The company submit monthly report of pest and disease monitoring to Minamas Research Station (MRC).

Cultural and biological techniques are implemented to control the pest and disease attack.

- The control of fire caterpillar and bag worm is done biologically by planting beneficial plant (*Cassia cobanensis*, *Antigonon leptopus*, *Turnerea subulata*) and chemical by trunk injection or fogging.
- Rat attack is controlled biologically by development of breeding and releasing of predator - Owl (*Tyto alba*).
- *Ganoderma* disease is controlled by soil mounding, dismantled, and chipped.
- Termite is controlled by drenching termiticide.
- *Oryctes* sp. is ontrolled by trapping using pherotrapp and biological control by applying *Metarhizium anisopliae*.

During the field inspection some of the pest and disease control techniques were implemented.

Based on the result of Pest and Disease Monitoring and Control on October 2017, there are several potential pest that attack in each estate. Example:

Pinang Sebatang Estate:

- In September 2017, fire caterpillar has infested the area of 30 Ha with average number of larvae 0.90 per frond. Chemical control has been done using 10.80 Lt (360 Cc / Ha) of insecticide Sentrin 50 EC (Cypermetrin) applied by mist blower. The average number of larvae is 0.90 per frond which is stil below economic threshold level (5 larvae per frond), however chemical control has been done. **Based on the document review the auditor team raised a Non-Conformity 2017.04 with MAJOR category.**
- In October 2017, horn beetle (*Oryctes* sp.) has infested the area of 2,539.29 Ha with percentage of infestation 5% (has reached economic threshold level). Chemical control has been conducted using 1,015.70 Lt (400 Cc / Ha) of insecticide Sentrin 50 EC (Cypermetrin).
- The bag worm attack is not found, however biological control has been done by planting / conserving beneficial plants,

such as *Cassia cobanensis* 2,300 M, *Antigonon leptopus* 800 M, dan *Turnera subulata* 2,125 M.

- The rat attacks is also not found, however biological control has been done by installing / monitoring the Barn Owl Box (BOB) for *Tyto alba*. There have been 161 Units of BOB installed. Monitoring result in September 2017 showed that 119 Unit (74%) are still active.

Aneka Persada Estate

- In August 2017, fire caterpillar has infested in Block C-17 with average number of larvae 5.0 per frond (has reached economic threshold level). Chemical control has been done using 249 Lt (380 Cc / Ha) of insecticide Sentrin 50 EC (Cypermethrin) applied in 656 Ha.
- The infestation of horn beetle (*Oryctes* sp.) has infested the area of 52 Ha with percentage of infestation 5% (has reached economic threshold level). Chemical control has been conducted using 604 Lt (300 Cc / Ha) of insecticide Sentrin 50 EC (Cypermethrin), applied in 193 Ha..



- The bag worm attack is not found, however biological control has been done by planting / conserving beneficial plants, *Turnera subulata* 1,100 M.
- The rat attacks is also not found, however biological control has been done by installing / monitoring the Barn Owl Box (BOB) for *Tyto alba*. There have been 172 Units of BOB installed. Monitoring result in September 2017 showed that 114 Unit (66.28%) are still active.

The biological and cultural application of pest and disease control helps in reducing the use of chemicals. For example, the use of rodenticide in fiscal year 2016/2017 in Pinang Sebatang Estate and Aneka Persada Estate has been zero due to implementation of biological control of rat by putting Barn Owl Box (BOB).

Based on observation of document and interview of with the clerk of chemical storage it is known that there is no pesticide used in prophylactic way.

The procedures to monitor the effectiveness of implementation is described in "Referensi Manual Agronomi Penanaman Kelapa Sawit" No. Policy 110/EST-ARM/13, Chapter 15 (Plant Protection) and Chapter 16 (Weed Control). Records of pest occurrence and control are available in each division and estate. Auditor team concluded that this indicator has met the requirement.



Indicator 4.5.2

Training records were available for those who involved in the implementation of IPM. Example:

Pinang Sebatang Estate:

- Training on horn beetle control held on 5 February 2017 attended by 11 spraying workers.
- Training and socialization of pest control held on 12 March 2017 and 25 August 2017 attended by 15 spraying workers. The training material comprising of kinds of weeds and use of SPE.

Aneka Persada Estate:

- Training on control of Fire Caterpillar and Bag Worm held on 16 October 2017 attended by 9 participants (foreman and upkeep workers). Training material comprising of pest description, biology, census / monitoring (principle, method, data analysis, economic threshold level, attack category) examination, and control action,
- Training on control of horn beetle (*Oryctes* sp.) and Circle Spraying held on 16 October 2017 attended by 17 participants (foreman and spraying workers).

Based on field observation and interview with spraying workers during chemical weed control in Block A-004, Division-II, Pinang Sebatang Estate and in Block C-14, Division I, Aneka Persada Estate, the spraying workers have understood the chemical handling and spraying technique and were able to demonstrate properly.

Auditor team concluded that this indicator has met the requirement.

4.5.1 Status: Non-Conformity 2017.04 with MAJOR category

4.6

Pesticides are used in ways that do not endanger health or the environment

Indicator 4.6.1

The policy on safe use of chemicals was provided in "Referensi Manual Agronomi Penanaman Kelapa Sawit" No. Policy 110 / EST-ARM / 13, informed at Chapter 15 (Plant Protection) and Chapter 16 (Weed Control). Based on the documents review, there are 7 types of pesticides used by the Company in fiscal year 2017/2018. Results of the auditor's verification, all pesticides have been registered in Pesticide Commission, Ministry of Agriculture, the Republic of Indonesia, and its

license is still valid. Based on field observation and interview with spraying workers in Block D-014, Division-IV, Pinang Sebatang Estate and in Block C-14, Division-I, Aneka Persda Estate, the workers have had good understanding on safety practices of chemical spraying related to chemical (pesticides) use. Auditor team concluded that this indicator has met the requirement.

Indicator 4.6.2

The Certified Unit has documented records related to the use of pesticides that informed about trade mark, the active ingredients, LD50 (mg / kg), % of active ingredient, total of area treated (Ha), total amount applied (Lt or Kg), total amount of active ingredient (Lt or Kg), total amount of active ingredient per Ha, FFB Prot in unction Tton), and content of active ingredien per ton FFB. Records of pesticide use is provided in form of "Laporan Rekapitulasi Pemakaian Bahan Kimia". Example:

- Aneka Persada Estate: Sentrin 50 EC, active ingredient (Cypermethrin 50 g/l), LD50 (2400 mg/kg), % active ingredient (5%), total area treated (633.33 Ha), total insecticide applied (7,296 Lt), total active ingredient (364.80 lt), total active ingredient per Ha (0.5760030316 kg), FFB production (493 Ton), % active ingredient per Ton FFB (0.0011683631).
- Pinang Sebatang Estate: Kenlon 480 EC, active ingredient (Trichlopyr butoksi etyl ester 480 g/l), LD50 (2500 mg/kg), % active ingredient (48%), total area treated (2,131 Ha), total herbicide applied (100 Lt), total active ingredient (48 lt), total active ingredient per Ha (0.0225248363 kg), FFB production (41,686 Ton), % active ingredient per Ton FFB (0.0000005403). Auditor team concluded that this indicator has met the requirements.

Indicator 4.6.3

The Company has established an Integrated Pest Management (IPM) program regularly in every year and it is listed in the annual work plan (budget). The IPM implementation is program refers to SOP of Plant Protection established by top management. The use of pesticides is inemphasized on the use of natural enemies (biological control), mechanical/manual control (hand picking) or isolation. Chemical control is the last option based on census result (economic threshold level).

The results of the identification of pest potential has well done, the records process start from pest and disease foreman (mandore) report to the Estate Office inform of Pest and Disease Monitoring Report every month and followed up by reported to MRC (Minamas Research Centre). There is no prophylactic use of pesticides. Auditor team concluded that this indicator has met the requirements.

Indicator 4.6.4

The Certified Unit can show a list of pesticides that are used by companies including category of the WHO (World Health Organisation) Class 1A or 1B, or listed in the Stockholm Convention or Rotterdam. List of pesticides used are described in document "Monitoring Toksisitas Pestsida dan Bahan Chemical 2016/2017.

The company has a policy that has been implemented, that no longer allowed to use paraquat herbicide. Based on field observation and interview with spraying workers in Block A-004, Division-II, Pinang Sebatang Estate auditor team found no such pesticide usage.

Based on the bservation result and interview with clerk of Central Store of Pinang Sebatang Estate and Aneka Persada Estate, the company did not use any pesticide categorized as WHO tpe 1A or 1B, or or listed in the Stockholm Convention or Rotterdam and paraquat. Auditor team concluded that this indicator has met the requirement.

Indicator 4.6.5

SOP for chemicals/pesticides handling is provide in Work Instruction No.701/IK-TQEM-ESH-10. Training for workers who handle pesticides have been conducted and are well documented. At the time of the audit, auditor team conducted interview with workers in Block A-004, Division II, Pinang Sebatang Estate and in Block C-14, Division I, Aneka Persada Estate. It is known that workers have understood the handling of pesticide. Training records were stated in the list of pesticide used in for those involved in the implementation of IPM.

- Pinang Sebatang Estate: Training on best practices spraying, MSDS, and HIRAC was conducted on 29 August 2017 attended by 15 chemical spraying workers and training on best manukring practices, MSDS, and HIRAC was performed on 15 September 2017 attended by 14 manuring workers.
- Aneka Persada Esatte: Training on spraying techniques was done on 17 October 2017 attended by 9 spraying foreman and workers. Meanwhile, socialization of Health and Safety Work, training on fist aid, and spraying techniques have also been done attended by 9 upkeeping workers and MHS foreman.

Pesticides are handled and stored properly in chemical storage of every estate and monitored by the warehouse clerk, while in the field when pesticides spraying conducted are handled properly by the spraying foreman. These officials have been trained in the handling of pesticides. All the pesticides applied according to the product label and MSDS. During the field observation to chemical warehouse at Pinang Sebatang Estate and Aneka Persada Estate, the auditor team sighted that MSDS is available and properly placed in language understood by the workers (bahasa Indonesia). Information obtained from administration officials for mixing pesticides reserved a special place. Team auditor also sighted the location of pesticide mixing is in suitable condition.

From field observation and interviews with workers in PSE and APE, auditor team obtained information that spraying workers used PPE. Workers claimed that damaged PPE can be replaced by showing such the damaged PPE for reimbursement. Spraying foreman carried out inspection of PPE use during morning muster every day using PPE checklist. Based on field observation and interview with workers, auditor team concluded that this indicator has met the requirements. However, based on observation to *Oryctes* population control by Insecticide Sentrin 50 EC (Cipermethrin) in Block D014 Divisi 4 Pinang Sebatang Estate, it was found that pesticide Applicators has used several mask such as respirator, carbon type and disposable mask as presented in the figure bellows. Apart from respirator mask type, the rest mask are not in accordance with the respective MSDS products. Hence, raised **Non-Conformity 2017.05 with MAJOR category**.

Indicator 4.6.6

The company have Working Instruction No. 701/IK-TQM-SSH/10 regarding Handling of Pesticide Ex-Container. Pesticide ex-container is sent to the washing site, then rinsed thoroughly (minimum 3 x rinse), packed into 6 pieces, put into drum, the clean ex-container is sent to temporary storage place of hazardous waste and be submitted to a licensed third party. The company has cooperation with licensed hazardous collecting company, PT. Primanru Jaya, which has obtained a license in accordance with the Ministerial Decree No. 234 Year 2011 on Hazardous Waste Collection Permit. Based on observations of pesticide warehouse at Pinang Sebatang Estate and Aneka Persada Estate, pesticide stock has been neatly arranged and there are MSDS of each type of pesticide. All pesticide ex-containers produced from field operations have been managed in accordance with applicable regulations. Auditor team concluded that this indicator has met the requirements.

Indicator 4.6.7

The application of pesticides in the Certified Unit operations has been arranged in such a way to minimize the risks and negative impacts that may occur. The procedure for applications has been set in Pesticide Application Procedures and Its Management. Several points that must be considered in the procedure are:

- Employee / sprayers must have healthy body, no open wounds or abnormalities, and respiratory disease.
- Children, pregnant or breastfeeding women, and unhealthy, are not allowed to work.
- Enough food and drink before working.
- Workers must wear special protective clothing and long sleeves, trousers, gloves, high boots, hat and face shield.
- While in working should not eat, drink, or smoke.
- Avoid pesticides inhaled through breathing or contact with skin, eyes, mouth, and clothing.
- Dosing, dilution and mixing of pesticides carried out in outdoor or well-ventilated room.
- Mix the pesticide in accordance with the recommended dosage. Dilution has to use clean water. Stirring is done until blended carefully in order to avoid spilling or splashing. During mixing, wear rubber gloves.
- The spraying equipment used must be in good condition, clean and not leak. To avoid the danger of toxicity in plants, equipment used for herbicide has to be separated and should not be used for other types of pesticides (insecticides or fungicide).
- Workers should not work alone, especially when working with relatively highly toxic pesticides (e.g paraquat).
- Spraying is not done at the time of going to rain, high wind and spraying to opposite direction of the wind.
- If pesticides spill into clothes, skin, eyes or other part of your body , clean up immediately and rinse with clean water and soap. When exposed to the eyes, wash with clean water for 15 minutes.
- Always clean face and hands with soap and clean water before break for eating, drinking or smoking.
- In case of intoxication symptoms, immediately stop working and give first aid or brought to the clinic / physician if necessary.
- The tools were used in working such as clothing, boots and other working equipment should be washed with clean water in a safe place, away from the well or water resource.

- Empty ex-container of pesticide should be destroyed and buried or handed back to the estate warehouse.
- After completion of work the workers had to take a bath.

Regularly, every morning during morning muster, supervisor and assistant alternately convey the proper procedure for the application of pesticides, proper use of PPE and any risk factors. Based on interviews with spraying workers in Block A-004, Division II, Pinang Sebatang Estate and in Block C-14, Division I, Aneka Persada Estate, they can explain the proper procedure for pesticide application, the function of PPE and risk that may resulting from the activity of pesticide application. Auditor team concluded that this indicator has been met with the requirement

Indicator 4.6.8.

During the ASA-1.1 activities take place, from the observation of pesticide application documents, interviews with management and spraying workers, as well as field visits, auditor team did not notice that the certification unit of AIP Pesticides applied pesticide aerially.

Indicator 4.6.9

CH has conducted training records for labor who handling the pesticides, for example training records were available for those involved in the implementation of IPM. APE training conducted on 17 October 2017 attended by 8 chemical spraying workers, PSE training conducted on 29 August 2017 attended by 17 chemical spraying workers,. The training is using Bahasa in presentation material.

Pesticides are handled and stored properly in storage of chemicals in every estate and monitored by the administrative officer at the warehouse (krani), while in the field when pesticides spraying conducted are handled properly by spraying supervisor. These officials have been trained in the handling of pesticides. All the pesticides applied according to the product label and MSDS.

Based on the field visit at Blok of C14 Div. I APE spraying activity, it is known that the worker has been equipped by PPE such as helmet, glasses, cloth gloves, rubber gloves, shirt, apron, mask and shoes.

Indicator 4.6.10

Procedure of agrochemicals (pesticide) storage and disposal was presented in several documents, as follows:

- Procedure No. 020/AIP-LB3/III/17 dated March 20th 2017 about hazardous waste.
- Procedure No. 7307/AIP-ESH-10 dated August 2nd 2010 about hazardous waste management, which covers storage and delivery of hazardous materials.
- Work instruction No. 701/IK-TQEM-ESH/10 about used pesticide containers management, which mentioned 3 times rinsed/washed and delivery to permitted hazardous waste store and take over to the permitted collector.
- Procedure No. 001/AIP-PSE/12 dated May 7th 2012 about of Block Spraying System, which covers pesticide applicator devices washing and management.

Training or socialization of hazardous waste management which includes used pesticide containers to workers has conducted annually. For example, such training conducted in Divisi 3 and Divisi 4 PSE on July 22nd 2017, attended by 39 workers, includes Manager and Staff; in Divisi 3 and Divisi 4 APE on April 3rd 2017, attended by 20 workers, includes Assitant and Foreman.

Based on observation to BSS in APE and PSE, it was found that used-rinsed water from pesticide applicator devices washed were trapped on the special receptackle and reused for pesticide mixing.

Based on interview with agrochemicals store keeper in APE and PSE, it was stated that used pesticide containers from Divisi units were directly delivered to the permitted hazardous waste store in Teluk Siak Factory. Furthermore, balance of pesticide in and out were available. Moreover, based on observation to housing complex 2 in APE and central housing complex in PSE, it was known that there were no use of pesticide containers for domestic purposes.

Indicator 4.6.11

Certificate holder show the document of medical examination such as cholinesterase for all employees who work using chemicals. Its was conducted by Central Clinic on 12 September 2017. Health examination results show that there is no

health problem which have been presented to all employees.

Based on interviews with workers and paramedics at the clinic, the company always conducts health examination for pesticides operators on a regular. Field observation in spraying activity knows that employees was followed a regular health checks and there are no identified any complaints of skin disease or itching.

Indicator 4.6.12

The Certified Unit has a policy about Female Workers on 1 December 2014 approved by the chairman of SOU 17 (PT.AIP) which explains that pregnant women are prohibited from doing work related to chemicals (spraying and fertilization) as well as for workers who had just given birth / lactating is prohibited from doing activities related to chemicals for one year. Based on the results of field observation in block 0f C14 spraying activities, there are no workers who are pregnant or breastfeeding. Workers said that pregnant or breastfeeding women are forbidden to work related to chemicals.

4.6.5	Status: Non-Conformity 2017.05 with MAJOR category	
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4.7
An occupational health and safety plan is documented, effectively communicated and implemented.

Indicator 4.7.1

The policy related to OHS unchanged from previous assessments listed on OHS policy approved by the Head Plantation Upstream Indonesia December 2011. OHS policy has been socialized to workers during Safety Town hall on the 25 & 26 July 2016 at Pinang Sebatang Estate to 495 workers and on 16 October 2017 to 20 workers. OHS policy also placed in front of the estate office so that employees can be aware of the policy. The Certified Unit shows OHS Work Program for fiscal year 2016/2017 formulated by the Clerk of Environment Safety and Health, and approved by the Estate Manager. Implementation evidence of OHS plans are Guiding Committee of OHS meeting every three months, checking emergency response tools (the last check of Fire Extinguisher done on 02 November 2017), and related training of OHS on 4 April 2017 attended by 12 workers. Evaluation of OHS work program is conducted during the meeting of Guiding Committee of OHS every 3 months. Auditor team concluded that this indicator has been met with the requirement

Indicator 4.7.2

The Certified Unit evaluated the risk of identification on 21 March 2016 conducted by the whole unit manager of PT Aneka Intipersada and approved by the Chairman PT Aneka Intipersada. The Certified Unit has had HIRAC explaining that workers have to use PPE. The Certified Unit showed document of Monitoring of Working Accident From October – December 2016. Example: Teluk Siak Mill (there are no working accident), Pinang Sebatang Estate (17 cases, lost of 52 working days with category 5 and 4), and Aneka Persada Estate (58 cases, lost of 18 working days with category 5 and 4). The company has identified the causal of working accident occurred and conduct follow up action to minimize accident in the document “Pemberitahuan Mengenai Kecelakaan Kerja”. Example: Teluk Siak Mill (on 18 Juli 2017, irritation on the below part of right and left hands of Moaiman), Aneka Persada Estate (on 3 September 2017, trauma wound of Marselus Lase), and Pinang Sebatang Estate (on 22 October 2017, wound on arm and left leg of Maidin). Safety briefing has been done during morning muster and in the field.

- Based on the field visit to Teluk Siak Mill, auditor team sighted that operator of heavy equipment (EFB loader) has used proper PPE, however auditor team observed the operators working in Press Station, Kernel & Nut Station, and Crarification Station do not use PPE (ear plug). Non-Conformity 2017.05 with MAJOR category. Observation result of auditor team showed that welder who is working in Kernel & Nut Station in Teluk Siak Mill does not use PPE (face shield, ear plug, and gloves) in accordance with working place and kind of work as required in HIRAC.
- The company has had MSDS of chemical, for instance, in Water Treatment Plant there is MSDS of NaClO 8173 that explain PPE to be used, among others, masker, gloves PVC / butyl / rubber / nitril / fabric / neoprene, use of skin protective clothing, and eye glasses. Based on document verification, field observation, and interview with workers, the Certified Unit has not made preventive action in accordance with the products, such as welder working in Kernel & Nut Station, Teluk Siak Mill, does not use PPE (face shield, ear plug, and gloves).

The auditor team raised a Non-Conformity No. 2017.06 with MAJOR category.

Indicator 4.7.3

The Certified Unit has conducted training activities and recorded in the form of photos, the minutes, attendance list and certificate/operator license. For example:

- Pinang Sebatang Estate: Training on OHS, Gender Committee, HIRAC, Control of Horn Beetle, and Circle Chemical

Spraying, held on 16 October 2017 attended 13 workers to socialize OHS, gender committee, HIRAC, control of horn beetle and chemical weed control in cirle.

- Aneka Persada Estate: Training on OHS and Fist Aid, eld on 17 October 2017, attended by 9 workers.
- Teluk Siak Mill: Training on SOP Operational held on 18 August 2017 attended by 13 workers.

Based on interviews with spray workers, manuring workers, harvest workers, and operator EFB loader (heavy equipment), the Certified Unit has provided training on how to work safely and the use of PPE. In addition, during field visits, supervisor can show PPE Checking Form which is used to record conditions of PPE used by the workers.

CH has programmed safety training, operational SOP training for workers with exposure of high noise level in Mill which stated in training program period of July 2017 - June 2018, for example: training operational SOP that conducted on August 18, 2017. Based of field visits in Mill known that the workers with high noise levels, found the company has provided PPE ear muff and ear plug.

Indicator 4.7.4

The person in charge for the implementation of OHS is listed in Guiding Committee of OHS structure. The structure has been formed in every management unit. The entire structure has been approved by the Labor Agency of Siak District. Based on interviews with the Labor Agency, the Certified Unit have had Guiding Committee of OHS structure and have in accordance with regulations. The Certified Unit also has had OHS expert appointment in every management unit. For example, Muhamad Abadi as Secretary of Guiding Committee of OHS in Teluk Siak Mill (the certified OHS expert Reg. No. 5248 / PK3 / AJ / 31 / 2013 / P0 dated 27 May 2013, valid until 24 Oktober 2019). The Certified Unit has conducted regular meetings every three months and it is able to show evidence of execution in the form of the minutes of the meeting, attendance list, and photographs deccribed in the document Guiding Committee of OHS report. Based on the minutes of the meeting, it is known that in the meetings held by the Board of Guiding Committee of OHS have discussed about OHS workers. For example:

- Teluk Siak Mill: The meeting held on 18 October 2017 to discuss evaluation of working accident.
- Aneka Persada Estate: The meeting held on 21 October 2017 to discuss socialization of Safety Town hall.
- Pinang Sebatang Estate: The meeting held on 29 September 2017 to discuss anticipation of housing burning.

The quarterly report meeting from everu management unit has been submitted to the Labor Agency of Siak District. During ASA-1.1 activity, the auditor team has interviewed 45 workers related to OHS (6 workers in Teluk Siak Mill, 18 workers in Aneka Persada Estate, and 21 workers in Pinang Sebatang Estate). Auditor team concluded that this indicator has been met with the requirement

Indicator 4.7.5

The Certified Unit has had a SOP on handling accidents and emergencies, for example SOP of Identification and Evaluation of Potential Emergencies (SPO/012/AIP-IEPD/V/13), SOP of Fire Prevention and Mitigation (SPO/015/AIP-PDPK/V/13), SOP of Explosion Prevention and Mitigation (SPO/018/AIP-PDPL/V/13), SOP of Emergency Preparedness and Response and Recovery of Emergencies (SPO/013/AIP-KRSPK/V/13, adopted on 4 May 2013-5th revision on 20 March 2017 - No. SPO/013/AIP-P&C/RSPK/III/17); SOP of Earthquake (SPO/016/AIP-GB/V/13); and SOP of Evacuation (SPO/14/AIP-EVAKUASI/V/13, adopted on 04 May 2013 – 5th revision on 20 March 2017 – No.SPO/014/AIP-EV/III/17). The Certified Unit showed socialization of emergency response procedures in the Certified Unit, including training in handling fire on 20 October 2017 to 16 workers. Based on field visits and interviews, it is known that all foremaen/supervisors in every activity are equipped with First Aid Kit and have been given training on use of First Aid Kit. They can explain the use of every first aid tools. However, the results of checking the First Aid Kit at Aneka Persada Estate (workshop, central warehouse, BSS house, Division-I Block C18, Block C14 and Block A17) and at Pinang Sebatang Estate (Division-II, Block A004 and Division-III, Block A007), the First Aid Kits are inconsistent. The company has not been able to show justification. **The auditor team raised a Non-Conformity No. 2017.07 with Minor category.**

Indicator 4.7.6

The Certified Unit is able to show the evidence of payment of contributions for accident insurance period of October 2017 that were included in Social insurance for all workers. Based on interviews with workers, explained that the workers have a Social insurance membership card. For medical care of employees, the Certified Unit has a clinic equipped with the company doctor and paramedic.

Based on the results of interviews to employees during field visits on some activities such as harvesting, fertilization, spray and mill processing known that employees get treatment at the clinic which is also as Health Facility. Verification of employee list known there are 10 contract workers in Teluk Siak POM and based on employee salary review known that they have been included in the employment insurance program. Contract workers have been registered in employment insurance programs and this is one of the requirements of contract with the company.

Based on verification of sample Letter of Work Agreement (No.APE/LKL/VI/2017/004-TBS, 14 June 2017) between PT Aneka Intipersada with Local Contractor (RB) for FFB transport services from the area of the Aneka Persada Estate to Teluk Siak Palm Oil Mill area was showed clause that the contractor workers must covered with insurance. These insurance is the responsibility of the employer. Interviewed with the local contractor that knowed their worker (driver) was covered by insurance (BPJS).

Indicator 4.7.7

Certificate holder has established safety and health procedures covers all the main potential causes of emergencies including occupational health and safety procedures, emergency response for work accidents, emergency response to natural disasters (floods) etc. Certificate holder carries out monitoring of workplace accidents with lost time accident analysis equipped with accident investigation work submitted regularly to the Manpower Agency District of Siak. Based on the results of field observation in several activities such as harvesting, fertilizing, spraying, processing activities are known that the company provides first aid equipment in the field and located in strategic places.

	Status:	
4.7.2	Non-Conformity 2017.06 with MAJOR category.	
4.7.5	Non-Conformity 2017.07 with Minor category.	

4.8

All staff, workers, smallholders and contractors are appropriately trained.

Indicator 4.8.1

Certificate holder has established the training program based on the identification of the training needs of workers (permanen workers and contract workers) to improve competences. The training program of period 2017 – 2018 consisted of technical training, training concerning OHS and environmental health, simulation and socialization associated with sustainability, for example:

- a. Training operator spraying
- b. Training operator manuring
- c. OHS training
- d. First Aid Training
- e. Training of land and forest fire control and fires

Contractor workers have received OHS socialization during “*safety town hall*”, for example the meeting held on 21 October 2017 in Aneka Persada Estatect. Based on interview with the local contractor for FFB transport informed that theya are also has involve in “*safety town hall*” and in a while at safety briefing in mill area.

Indicator 4.8.2

CH has kept a record the training conducted at company, the record presented in the form of training assessment record, which inform the date, the training topic, name of trainer and trainee. The records of the training have been stored in operation units and maintained by the company.

	Status: Comply	
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PRINCIPLE #5 Environmental responsibility and conservation of natural resources and biodiversity

5.1

Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

Indicator 5.1.1

At the time of ASA-1.1, the company has no new planting area. Hence there is no revision and/or change of AMDAL or environment impact assessment (EIA) and Environment Management and Monitoring Plan (RKL/RPKL). PT AIP related with environment (EIA) documents is presented as follows:

- Approval from Minister of Agriculture approval towards EIA through Letter No. 007/ANDAL/BA/II/1995 dated February 2nd 1995. The EIA has covers 12,000 ha and oil palm factory with processing capacity about 60 ton FFB/hour.
- Approval from Environment Agency of Bengkalis Regency towards RKL/RPL through Letter No. 094/RKL-RPL/BA/V/1996 dated May 15th 1996.
- Addendum of AMDAL 2015 for oil palm plantation 11,134 ha and oil palm Mill with processing capacity 60 ton FFB/hour, situated on Lubuk Dalam and Tualang Sub-District, Regent of Siak. This assessment has approved by AMDAL Comission of Siak Regent through Letter No. 10/660/BLH-S/KPTS/2015 dated November 27th 2015. Addendum of this document has involving several stakeholders, such as National Land Agency, Environment Agency, NGO, Social and Culture Expert, etc.

The community has involve local community parcitipation on replanting activities for period 2015 to 2018 which presented in Social Environment Impact Assessment (SEIA) report, conducted by Consultant Aksenta in September 2015.

Indicator 5.1.2

Management plan towards environement was presented in document RKL/RPL Semester, which also in accordance with AMDAL matrix. First Semester of RKL/RPL report of PT AIP has delivered to Environemnt of Agency of Siak Regency, Province of Riau and Ministry of Environment in August 2017. Several environment parameter which managed and monitored are presented as follows:

- Air quality (emission and ambient) and noise monitoring on Boiler and Genset Stations.
- Water quality of Pingai and Gasib River in the upstream and downstream.
- Ground water quality in monitoring wells surrounding Land Application areas.
- Soil fertility monitoring.
- Flora and Fauna monitoring.
- Water Biota monitoring in Pingai and Gasib River.
- Works opportunity for surrounding communities for Village of Pinang Sebatang, Maredan, Kuala Gaip and Lubuk Dalam.
- Community income monitoring.
- Community fidgetiness monitoring.
- Community perception monitoring.
- Fire monitoring.

Based on RKL/RPL Semester 1 2017 review, it was identified that water biota monitoring in Pingai and Gasib River were not available. Hence, raised **NCR No. 2017.08 with minor category**.

Indicator 5.1.3

Monitoring plan on environment management has carried out to prevent potential environment damage which might be happen in the near future if not well managed. The plan and its actual implementation for first semester 2017 was presented in RKL/RPL document which has follows EIA/AMDAL assessment in September 2015. Among the implementation for example are presented as follows:

- Effluent quality analysis has fulfilled requirement as mentioned in Ministry of Environment Regulation No. 28 and 29/2003. Paramater testing results were less than the detection limit indicated (pH 5-9 and BOD <5,000 mg/l).
- Air ambient quality paramater tested in Mess in TSE and infront of TSF has comply with Ministry of Environment Regulation No. 41/1999.

First Semester of RKL/RPL report of PT AIP has delivered to Environemnt of Agency of Siak Regency, Province of Riau and Ministry of Environment in August 2017.

5.1.2	Status: Non-Conformity NCR No. 2017.08 with Minor Category	
5.2 The status of rare, threatened or endangered species and other High Conservation Value habitats, if any, that exist in the plantation or that could be affected by plantation or mill management, shall be identified and operations managed to best ensure that they are maintained and/or enhanced		

Indicator 5.2.1

The company has conducting HCV assessment in 2010, conducted by consultant Polito, with total potential HCV identified was 499.75 ha, as mentioned in the previous Audit assessment. Later on, PSQM Department has conducting verification study of HCV areas against previous assessment, which aims to verify the current conditions of the identified actual and potential HCV areas. New assessment was conducted in August 2017 with summary as follows:

No.	Location	Ha	HCV Status	Recommendation
1	Buffer zone of Pingai River in PSE, APE and TSE.	129.00	HCV 1 (1.1; 1.2; 1.3 and 1.4)	To conduct HCV re-assessment and confirm whether this is HCV 1 or HCV 4.
2	Buffer of Gasib River	79.00	HCV 1 (1.1; 1.2; 1.3 and 1.4)	MRC to recalculate the hectarage of the buffer of Gasib river that is within PT AIP Land Title (HGU).
3	Swampy area in Block J47, I47, H47, H46 and H45	166.94	Potential HCV (HCV 4.1 and HCV 5)	To remove from potential HCV.
4	Steep slopes (>40 %) in APE (1.57 ha) and PSE (81.17 ha)	82.74	Potential HCV 1.1	To remove from potential HCV.
5	Water source in Block H20 TSE	12.57	Potential HCV 1.1	To remove from potential HCV.
6	Gasib River	28.50	HCV 5 (5.1; 5.2; 5.3 and 5.4)	To remove from HCV 5 as the river is not within PT AIP HGU.
7	Old cemeteries in Block F19, G37, I22 TSE; Block D4 PSE and Block C30, E29, G42 APE.	1.00	HCV 6 (6.1)	To maintain these areas as HCV 6.

(Note: Assessed by Siti Norraakmam Yahya and Iswari Nallisamy)

According to the Table above, it could be concluded that this exercise would reduce the hectarage of HCV area in PT AIP to 209.00 ha. However until the time of audit, unit management has not decided /issued the HCV status of PT AIP. HCV hectare statement 2017 was still remain the same with the previous year, which was totaling about **252.78 ha**, divided into 104.91 ha in TSE, 59.69 ha in PSE and 88.18 ha in APE. Regarding this matter, if the company want to change HCV hectarage, it should be confirmed that lead HCV assessor for new report was ALS listed. **OFI observation.**

HCV study has identified wildlife is PT AIP with its status according to Government Regulation (PP) No. 7/1999, CITES and IUCN. It was informed that there were identified 66 species flora, 55 aves, 6 mamals and 5 reptiles. From those wildlife mentioned in the former, summary of status is describes as follows:

- PP No. 70/1999: 11 aves and 3 mamals has classified with protected status.
- CITES: 7 aves, 2 mamals and 1 reptiles has classified with Appendix II and 1 mamals was Appendix I.
- IUCN: no RTE status.

For example, list of wildlife according to CITES is presented as follows:

Local Name	Scientific Name	Status
Aves		
Baza hitam	<i>Aviceda leuphotes</i>	Appendix II
Elang tikus	<i>Elanus caeruleus</i>	Appendix II
Elang ular bido	<i>Spilornis cheela</i>	Appendix II
Alap-alap capung	<i>Microhierax fringillarius</i>	Appendix II
Betet ekor panjang	<i>Psittacula longicauda</i>	Appendix II
Serak jawa	<i>Tyto alba</i>	Appendix II
Julang jambul hitam	<i>Aceros corrugatus</i>	Appendix II

Mamals		
Monyet beruk	<i>Macaca nemestrina</i>	Appendix II
Lutung	<i>Presbytis femoralis</i>	Appendix II
Kucing akar	<i>Prionailurus bengalensis</i>	Appendix I
Reptile		
Biawak	<i>Varanus salvator</i>	Appendix II

Map of HCV potential area was presented in the report.

Indicator 5.2.2

The company has identified list of flora and fauna and its category based on IUCN, CITES and PP No. 7/1999 as mentioned in Indicator 5.2.1. Based on HCV report conducted by Polito in 2010, it was informed that according to IUCN classification, there were 19 aves and 1 mamal has classified as least concern; 3 aves and 1 reptile has classified as near threatened and 1 reptile has classified as vulnerable.

Management plan on HCV area is presented as follows:

- Yellow marking on identified riparian buffer zone or 50 m from water body.
- Agrochemicals application are not allowed in HCV areas.
- Management and recondition of HCV-related signboard.
- To conduct flora and fauna monitoring.
- Socialization Flora, Fauna and HCV areas to local communities.

The company shows monthly HCV monitoring records, for example as follows:

- HCV monitoring record in PSE has conducted in Block D003, D026, C026, A026 and A027, from 16th to 30th September 2017. Monitoring list of flora and fauna found were available.
- HCV monitoring record in APE has conducted in Block E015 Divisi 4 on September 30th 2017. Monitoring list of flora and fauna found were available. For example, flora identified on the particular monitoring areas are *Euginia* sp. (Jambu-jambu), *Koompassia malaccensis* (Kempas), *Lagerstroemia speciosa* (Laban), *Alstonia* sp. (Pulai), *Dyera costulata* (Jelutung) and *Ficus* sp. (Beringin).

Based on observation to Riparian area of Pingai River in Block D013 Divisi 4 Pinang Sebatang Estate, it was found signboards as socialization media which informed: HCV.1 area, list and figure of protected faunas, prohibition of animal hunting, prohibition of logging, buffer zone area in radius 50 m from water bodies, fire warning, prohibition of agrochemicals application and fishing with electricity method. Moreover, there is no animal trap founded.

Based on interviews with five Harvesters in Block A007 Divisi 7 PSE and Block A017 Divisi 1 APE, and ten Pesticide Applicators in Block A004 Divisi 2 PSE and Block C014 Divisi 1 APE, it could be concluded that the workers were able to mentioned several protected animals mentioned in the signboard such as Elang ular bido (*Spilornis cheela*), Kucing akar (*Prionailurus bengalensis*) and Lutung (*Presbytis femoralis*). Furthermore, based on observation to housing areas in PSE and APE, it could be concluded that no occupants who has keep the protected animals. Conflict between wildlife and humans were never happened.

Indicator 5.2.3

Based on HCV report, it was informed that there were no RTE species within PT AIP operational areas. However, monitoring of flora and fauna identified in HCV report was still carried out. Estate management has appointing officer in charge whose responsible for HCV monitoring, as mentioned in the previous assessment.

Based on observation to Riparian area of Pingai River in Block D013 Divisi 4 Pinang Sebatang Estate, it was found signboards as socialization media which informed: HCV.1 area, list and figure of protected faunas, prohibition of animal hunting, prohibition of logging, buffer zone area in radius 50 m from water bodies, fire warning, prohibition of agrochemicals application and fishing with electricity method. Moreover, there is no animal trap founded.

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Indicator 5.2.5

According to HCV study in 2010, it was identified local old cemeteires (HCV 6.1) located in Block F19, G37, I22 TSE; Block D4 PSE and Block C30, E29, G42 APE, with total heactarage for about 1.00 ha. Based on observation to HCV 6 area in Divisi 1 PSE, it was found that the particular areas has separated through fencing. Signboard of HCV 6 information has also installed. Based on interview with Local people, BPN and Agriculture Agencu of Siak Regency, it could be concluded that there is no issues related to HCV occupation by local peoples.

Status: Comply

5.3

Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.

Indicator 5.3.1

The company has identified and listing type of waste produced by plantation activities (estates and mill), presented as follows:

Estates

- From housing complex activities: domestic household waste (organic and non-organic) has categorized as non hazardous waste.
- From office: paper, used stationaries and used PPE has categorized as non hazardous waste.
- Workshop: used fabric, used battery, used filter, used lamp, used lubricant and its containers, categorized as hazardous waste. Meanwhile, scrap spareparts (iron/metal) has categorized as non hazardous waste.

Factory

- From by-products process: effluent, decanter cake, fibre, kernel shell, EFB, boiler ash has categorized as non hazardous waste.

- From office: paper, used stationaries and used PPE has categorized as non hazardous waste
- Workshop: used fabric, used battery, used filter, used lamp, used lubricant and its containers, categorized as hazardous waste. Meanwhile, scrap spareparts (iron/metal) has categorized as non hazardous waste.

The company has also identify activities which listed as source pollution such as replanting, transportation, oil palm processing (generator set, boiler, etc.), fertilizer application and effluent treatment plant.

Indicator 5.3.2

Records of agrochemicals and used agrochemicals store were found on estates and TSF warehouse and hazardous warehouse in TSE. Permit of hazardous waste was presented in Decree of Environment Agency of Siak Regency No. 12/BLH-S/KPTS/2014 dated July 4th 2014, valid for five years. Time of storage was 180 days. List of hazardous waste stored are used lubricant and its container, used paint cans, lamps (TL, mercury and halogen), used chemical or agrochemical containers, used fabric, used filter, used battery, used contaminate gloves and used toner.

The company shows work agreement letter with several licensed hazardous waste collector, as follows:

- Agreement with Bina Kasih Hospital for medical waste disposal No. 024/RSBK/DIR-PKS/10.2015 dated October 13th 2015, valid for three years.
- Agreement with PT Primanru Jaya for hazardous waste delivery No. 02/PMJ-MOU/IV/2017 dated April 7th 2017, valid for one year. Primanru has Permit No. SK.1/Menlhk/Setjen/PLB.3/1/2017 dated January 4th 2017, valid for five years.

The company shows record of hazardous waste and it's Manifest. For example, hazardous waste delivered to PT Primanru Jaya with vehicle No. B 9402 QT is presented as follows:

No.	Type of Hazardous Material	Volume (ton)	Manifest	Hazardous Waste Code
1	Used fabric	0.0524	BC 0038318	B110d
2	Used gloves	0.0568	BC 0038318	B110d
3	Used lubricant	2.6830	BC 0038315	B105d
4	Used lubricant drum	0.2240	BC 0038315	B105d
5	Used agrochemical containers	0.6335	BC 0038319	B104d
6	Used bulb lamp	0.0014	BC 0038320	B107d
7	Used battery N50 7 psc	0.1010	BC 0038316	A102d
8	Used lubricant filter	0.1510	BC 0038317	B109d

Based on hazardous balance balance review in Hazardous Waste Store of Teluk Siak Factory, it could be concluded that all hazardous waste stored were not more than 180 days as required by the permit.

The company shows official letter from company doctor No. 200/KLNK PT.AIP/APE/X/2017 dated October 13th 2017 about medical waste delivery to Bina Kasih Hospital. List of waste are vial (3 pcs.), ampule (21 pcs.), Sfring/spuit (29 pcs.), liquid bottle (38 pcs.), abocath (22 pcs.), infuse set (15 pcs.), needle injection (29 pcs.), sewing needle (7 pcs.), blade/bisturi (4 pcs.), hand schoen (276 pcs.), stesolid (3 pcs.), Cassa box (7 pcs.), cotton (3 kg) and cassa (3 kg). Total weight of those waste was 15 kg.

However, Auditor has noted several Non conformity (**NCR No. 2017.09 with Major category**) related to this Indicator, as follows:

- Based on observation to Mucuna bracteata nursery in Housing Complex 1 PSE, it was found used lubricant drums were reuse as water storage. Furthermore, based on observation to Block A002 Divisi 2 PSE, it was found two pieces of used pesticide containers (brand Trendy 20 WP) on the ground.

Based on observation and hazardous waste balance reviews in APE and PSE Workshop, it could be concluded that mechanism of time of storage before deliver to the permitted hazardous waste store was not available.

Indicator 5.3.3

The company has management plan towards waste management, as follows:

- All hazardous waste should be placed on the permitted hazardous waste store and delivered to the permitted collector (PT Primanru Jaya), as well as its recording and monitoring.

- Medical waste should be delivered to Bina Kasih Hospital which Incinerator was available.
- By-products such as palm oil mill effluent (POME) and empty fruit bunches (EFB) were used as land application and mulching, respectively, which aims for nutrient cycle to the field.
- Monitoring on effluent quality.
- By-products such as fibre and kernel shell were sent to Boiler Station and used as source of energy.
- Domestic wastes were placed on the landfill located more than 1 km from nearest housing complex.

Based on interview with agrochemicals store keeper in APE and PSE, it was stated that used pesticide containers from Divisi units were directly delivered to the permitted hazardous waste store in Teluk Siak Factory. Furthermore, balance of pesticide in and out were available. Moreover, based on observation to housing complex 2 in APE and central housing complex in PSE, it was known that domestic waste were disposed into the landfill, no burning and there were no use of pesticide containers for domestic purposes. Location of landfill for example in Divisi 3 PSE and Divisi 4 APE were more than 1 km from the nearest employees housing areas.

5.3.2 Status: Non-Conformity NCR No. 2017.09 with Major Category

5.4 Efficiency of fossil fuel use and the use of renewable energy is optimised.

Indicator 5.4.1

The company has used by-products such as fibre and kernel shell as strategy for fuel substitution for CPO and kernel production, burns in the Boiler to produce electricity which distributed to processing station and housing areas. Mill management unit was able to show these by-product utilization as well as fuel consumption monitoring, for example for period January to September 2017, presented as follows:

Fuel consumption monitoring

Month	Diesel Used (liter/ton FFB)				Diesel Used (liter/ton CPO)
	TSE	APE	PSE	TSF	
January	5.10	4.60	12.70	2.00	42.00
February	5.90	5.30	12.50	2.30	45.80
March	5.90	5.70	12.00	2.40	47.40
April	6.80	5.60	12.80	2.70	50.70
May	7.20	5.80	9.60	3.30	51.20
June	8.30	6.50	17.30	3.90	70.20
July	8.00	4.80	10.60	3.20	51.30
August	6.70	5.30	17.40	3.00	58.20
September	6.20	5.20	16.60	3.80	59.00

Record of renewable energy monitoring

Month	Fiber		Kernel Shell	
	kg/ton FFB	kg/ton CPO	kg/ton FFB	kg/ton CPO
January	130.1	590	60.1	272
February	130.4	602	60.3	278
March	130.5	609	60.5	281
April	130.1	604	60.3	279
May	130.2	615	60.2	284
June	130.3	615	60.4	284
July	130.8	645	60.4	298
August	130.2	563	60.2	260
September	130.5	641	60.3	296

Month	Energy From Fiber		Energy From Kernel Shell		Total Energy	
	kcal/ton FFB	kcal/ton CPO	kcal/ton FFB	kcal/ton CPO	kcal/ ton FFB	kcal/ton CPO
Jan	352,294	1,599,153	269,992	1,225,563	622,285	2,824,717

Feb	352,294	1,630,234	269,992	1,249,383	622,285	2,879,616
Mar	352,294	1,650,860	269,992	1,265,190	622,285	2,916,050
Apr	352,294	1,637,813	269,992	1,255,191	622,285	2,893,004
May	352,294	1,665,690	269,992	1,276,556	622,285	2,942,246
Jun	352,294	1,665,690	269,992	1,276,556	622,285	2,942,246
Jul	352,294	1,673,603	269,992	1,282,620	622,285	2,956,224
Aug	352,294	1,665,690	269,992	1,276,556	622,285	2,942,246
Sep	352,294	1,647,771	269,992	1,262,823	622,285	2,910,594

Up to ASA 1.1, unit management informed that PT AIP has no plan to develop methane capture implementation through biogas plant installation.

Status: Comply

5.5

Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Indicator 5.5.1 and 5.5.2

The company has policy regarding to zero burning in Guidance of Sustainable Plantation Management, Section 5.7.2. explains that the company's environmental policy has support replanting activity using zero burning mechanism. Zero burning policy also documented on Manual Agronomy of Oil Palm that approved by Head Plantation Upstream Indonesia since 16 September 2013.

Based on field observation in replanting area in Block A-005, Division-II, Pinang Sebatang Estate and in Block C-19, Division-II, Aneka Persada Estate, auditor team sighted that all replanting activities (land preparation) were done mechanically by using heavy equipment, such as excavator and bulldozer. There was no signs of fire / burning in replanting area.

The company has minimize the risk of fire in operational or boundary area by conducting monitoring of hot spot every day by firefighter rescue team. For example, result of monitoring during March 2017 in hot spot tower in Block C-005, Division I, Pinang Sebatang Estate and in Blok F-25 and Block A-21, Division III, Aneka Persada Estate, showed that no hot spot monitored. It has been reported to the related government agencies. Auditor team concluded that this indicator has been met with the requirement

Status: Comply

5.6

Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.

Indicator 5.6.1

The company was able to shows several analysis data related to pollutions which conducted by PU (civil infrastructure) Agency of Riau Province (Acc No. LP-750-IDN). For example, testing results which also presented in the latest RKL/RPL report, for example as follows:

Working Environment Air Quality (Permenakertrans No. 13, year 2011)

Location: Inside the factory, nearby WTP station

Parameter	Std. Limit	Results
NO ₂ (ppm)	3.00	0.63
SO ₂ (µg/Nm ³)	250	5.00
CO (µg/Nm ³)	29,000.00	10.00
TSP or dust (µg/Nm ³)	10.00	-
Noisy (dBA)	85.00	-
Temperature (°C)	-	25
RH (%)	-	-
Wind Velocity (m/sec)	-	-

Based from the Table above, it could be concluded that working environment air quality were below the threshold limit.

Air Ambient Quality (PerMenLH No.41 year 1999 and KepMenLH No.48/MENLH/IV/1996)

Location: Mess TSE (Loc. 2) and in front of TSF (Loc. 1)

Parameter	Std. Limit	Loc. 1	Loc. 2
NO ₂ (ppm)	200 (1 hour)	<2.92	<2.92
SO ₂ (µg/Nm ³)	900 (1 hour)	<2.29	<2.29
CO (µg/Nm ³)	20,000 (1 hour)	<74.00	<74.00
TSP or dust (µg/Nm ³)	230 (24 hours)	137.13	130.97
Noisy (dBA)	55 (24 hours)	43.06	38.45
Temperature (°C)	-	30.5	34
RH (%)	-	67.6	59.9
Wind Velocity (m/sec)	-	0.2 - 0.4	0.0 - 0.8

Based from the Table above, it could be concluded that air ambient quality in the Mess TSE and in front of TSF were below the threshold limit.

Odor Monitoring (Analisa Kebauan) (KEPMENLH No.50/MENLH/XI/1995)

Location: in front of TSE (Loc 1), Pondok II TSE Div 2 (Loc 2)

Parameter	Std. Limit	Location 1	Location 2
NH ₃ (ppm)	2.00	0.26	0.22
H ₂ S (ppm)	0.02	<0.01	<0.01
Methyl; Mercaptan (ppm)	0.002	<0.002	<0.002
Methyl Sulfide (ppm)	0.01	<0.006	<0.006
Styrene (ppm)	0.1	<0.005	<0.005

Based from the Table above, it could be concluded that odor quality in front of TSE and Pondok 2 housing areas were below the threshold limit.

Static Emission (Emisi) (PerMenLH No. 07/2017 and PermenLH No. 13/2009)

Location: Boiler Chimney Vickers Hoskins No.3 kap 35 ton (Loc. 1), Boiler Chimney MMI No.1 kap 20 ton (Loc. 2)

Parameter	Std. Limit	Loc. 1	Loc. 2
NH ₃ (mg/m ³)	1.00	0.66	0.54
Cl ₂ (mg/m ³)	5.00	0.06	<0.02
HCl (mg/m ³)	5.00	<1.88	<1.88
HF (mg/m ³)	8.00	4.40	5.46
NO ₂ (mg/m ³)	800.00	18.11	261.79
Opacity (%)	30.00	10	20
Particulate (mg/m ³)	300.00	8.38	272.50
SO ₂ (mg/m ³)	600.00	18.17	240.95
CO (mg/m ³)	600.00	-	-
Water Flow (m/sec)	-	21.30	20.40

Based from the Table above, it could be concluded that boiler emission were below the threshold limit.

Generator Set Emission (PermenLH No. 21/2008)

Parameter	Std. Limit	Genset 1	Genset 2	Genset 3
Non-metal				
NO ₂	1000 mg/m ³	309.68	441.18	451.69
SO ₂	600 mg/m ³	-	-	-
CO	540 mg/m ³	192.26	334.12	358.15
Dust Particulate	120 mg/m ³	-	-	-
Opacity	20 mg/m ³	20.2	21.4	21.6

Based from the Table above, it could be concluded that genset emission were below the threshold limit.

Indicator 5.6.2

Estate and mill management unit has identified GHG emission, as well as its mitigation program which presented in procedure No. 700/PSQM-GRLK-01.12. identification of GHG sources is presented as follows:

Estate operational

- Land clearing due to replanting (CO₂).
- Current land use: fertilizer application (N₂O), soil organic change (CO₂), soil management (CH₄), planting on peat soil (CO₂ dan CH₄).
- Use of diesel for generator set and heavy machinaries (CO₂).
- Transportation (CO₂).

Mill operational

- Use of diesel for generator set and heavy machinaries (CO₂).
- Use of fibre and kernel shell for boiler (CO₂).
- Electricity consumption.
- Palm oil mill effluent (CO₂ dan CH₄).
- Transportation (CO₂).

Mitigation program is presented as follows:

- Zero burning for land clearing activities.
- Reduction the used of urea and to apply by-products (EFB) for nutrient supply.
- Land application.
- Fuel efficiency.
- Periodic machinaries and vehicles maintenance.
- Periodic emission monitoring.

For example, implementation of mitigation program is effluent as liquid waste from oil palm processing has treated on the effluent treatment plant. Teluk Siak Factory have 10 ponds to process the effluent to meet the standard required by Minister of Environment Decree No. 28 year 2003 (pH 5-9 and BOD <5,000 mg/l), before distributed to the permitted field in Block F and G Divisi 2 Teluk Siak Estate with total areas for about 200 ha.

Indicator 5.6.3

Calculation of GHG emission and its monitoring has conducted by PSQM Department in Jakarta. GHG emission has calculated through the RSPO PalmGHG Calculator Version 3.0.1, with summaries are presented as follows:

Summary of Net GHG Emissions

Emissions per product	tCO ₂ e/tProduct	Extraction	%	Production	ton/year
CPO	4.92	OER	22.9	FFB Processed	106,047
PK	4.92	KER	4.88	CPO Produced	22,723

Land Use	Ha
OP planted area	9,655.96
OP Planted on peat	1,127.25
Conservation (forested)	6.19
Conservation (non-forested)	-

Summary of Field Emissions and Sinks

	Own Crop		Group		3 rd Party		Total	
	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha	tCO ₂ e	tCO ₂ e/ha

Emissions							131,274.95	13.6
Land conversion	131,274.95	13.6	-	-	-	-	24,177.34	2.5
*CO ₂ emissions from fertilizer	24,177.34	2.5	-	-	-	-	12,621.7	1.31
**N ₂ O emissions	12,621.7	1.31	-	-	-	-	3,633.6	0.38
Fuel consumption	3,633.6	0.38	-	-	-	-	61,548.95	6.37
Peat Oxidation	61,548.95	6.37	-	-	-	-		
Sinks							-86,505.98	-8.96
Crop sequestration	-86,505.98	-8.96	-	-	-	-	-56.76	-0.01
Conservation Sequestration	-56.76	-0.01	-	-	-	-	146,693.8	15.19
Total	146,693.8	15.19	-	-	-	-	131,274.95	13.6

Summary of Mill Emissions and Credits

	tCO ₂ e	tCO ₂ e/tFFB
Emissions		
POME	24,749.34	0.20
Fuel consumption	1,133.80	0.01
Grid Electricity Utilization	-	-
Credits		
Export of Grid Electricity	-	-
Sales of PKS	-	-
Sales of EFB	-	-
Total	25,883.14	0.21

Palm oil Mill Effluent (POME) Treatment

Divert to compost	- %
Divert to anaerobic digestion	- %

POME Diverted to Anaerobic Digestion:

Divert to anaerobic pond	- %
Divert to methane capture (flaring)	- %
Divert to methane capture (electricity generation)	- %

Status: Comply
PRINCIPLE #6 Responsible consideration of employees and of individuals and communities affected by growers and mills
6.1

Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate the continuous improvement.

Indicator 6.1.1

The Certificate Holder has document of Social Impact Assessment. The assessment process was done on November 2009 and the scope of study are impact of plantation and mill operation to workers and community adjacent of plantation area. The assessment and reported was carry out by POLLITO Consultant on 21 to 28 November 2009. These document was explained of negative and positive impact of plantation and mill operation to social aspect and the recommendation

for negative impact reduction and increasing of positive impact. There was showed also the minutes meeting of consultation process with community surround. The evidence was consist of Attendant List of village member on Focus Group Discussion as phase of data gathering for Social Impact Assessment Report.

The company also has document of The Social and Environmental Impact Assessment of Replanting Activities for the scope of PT Aneka Intipersada Period 2015 – 2018. The assessment carry out by ASENTA Consultants. The assessment areas include: Aneka Persada Estate (APE) of 3.377.90 Ha, Teluk Siak Estate (TSE) of 3,321.21 Ha and Pinang Sebatang (PSE) area 3,799.21 Ha. The study describes the steps of replanting and indications of replanting impacts at each stage that may affect environmental and social conditions, both in the environment surrounding of plantation area and the community surround. The objective is to identify environmental and social impacts, impacted activities, components and or potentially affected parties, environmental and social impact mitigation options. Based on stakeholder consultation in surrounding village (Meredan and Tualang Timur Village), there was no significant issue was raise by the related party.

Indicator 6.1.2

The Social Impact Assessment has been done with involve of related party, consist of community surround, head of village and informal leader (customary leader). There was showed documentation of assessment process on 21 till 28 November 2019, for instance the Attendant List of data gathering in Tualang, Pinang Sebatang and Mareidan (Koto Tualang Sub District) and Kuala Gasib and Lubuk Dalam Village (Lubuk Dalam Sub District) Siak District, Riau Province.

Indicator 6.1.3

has been shown the Participative Management Plan SIA 2016/2017 and documentation of the implementation of discussions in Mareidan and Tualang Timur Village related Proposed of CSR and Social Assistance Program 2016/2017 signed by each Estate Manager and Village Head. There was also shown the document of Environment Management and Action Plan (RKL/RPL) Semester 1 year of 2017.

Indicator 6.1.4

There was showed document Realization Report of Environment Management Plan & Monitoring (RKL/RPL) Semester 1 year of 2017 of PT Aneka Intipersada. These report was submitted to Environment Agency in District of Siak for every 6 month (semester). These document was also includes of social aspect consist of monitoring and evaluation based on community input in surround plantation area. There was showed examples of documentation of meetings with communities in Mareidan and Tualang Timur Village.

The Company has reviewed the management and monitoring of social impacts by 2016. The social impacts that are managed and monitored are: employment opportunities to the surrounding community, prioritizing the work force that comes from the surrounding community, and implementing the Corporate Social Responsibility (CSR) program. The review was conducted by involving the participation of the surrounding community through interviews by using questionnaires distributed to the respondents (107 people).

Indicator 6.1.5

Until ASA 1.1, the Certificate Holder not yet has Smallholder Scheme

Status: Comply

6.2

There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.

Indicator 6.2.1

The Certified Unit has the SOP of communication/consultation with the Community No. Doc: SPO/006/AIP-KKM/X/14, rev.03, dated 1 October 2014 which is equipped with a flow chart of communication and consultation with the community. Based on interviews with the Agency and the Village officer, it is known that the stakeholders are still not familiar to conduct communication and consultation with the Certified Unit.

Based on an interview with the head of Tualang Timur Village, the Environmental Agency found that they already known the mechanism of consultation and communication with the company.

Indicator 6.2.2

The Certified Unit has appointed personnel to conduct consultations and communication with relevant parties or the

surrounding communities for each of the plantations that are appointed based on memorandum of Chairman SOU 17 Teluk Siak with number: 154.A/SOU-17/III/2015 dated 3 August 2015, appointed KTU/Kasie PT Aneka Inti Persada, as representative of the Certified Unit to conduct communication and consultation with the community.

Based on an interview with the head of Tualang Timur Village, the Environmental Agency found that they already know the mechanism of consultation and communication with the company. In charge personnel has been assigned namely Kasie. The company has responded well to the existing communication process. The recording of information usually is only a request for financial assistance, requests for village road repair assistance where the PT AIP has responded for its.

Indicator 6.2.3

Certificate holder has been identifying the stakeholders and listed it in stakeholders list document, contain of government agencies, contractor, NGO, head of villages, hospital, school, community organization, labor organization and supplier. Stakeholder list revised annually and/or there is change of information such as name, contact number and address. The latest update stakeholders is in 2017.

Based on an interview with the head of Tualang Timur Village, the Environmental Agency found that they already know the mechanism of consultation and communication with the company. In charge personnel has been assigned namely Kasie. The company has responded well to the existing communication process. The recording of information usually is only a request for financial assistance, requests for village road repair assistance where the PT AIP has responded for its.

Status: Comply

6.3

There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.

Indicator 6.3.1

The Certificate Holder has system for dealing the dispute and complaint received. These system was refer to SOP for Handling of Employee Complaints (004/AIP-PKK/III/17 dated March 20, 2017 Revision 04); SOP for Handling of Community Complaints No. 005/AIP-PKM/III/2017, Revision 06 dated March 20, 2017; SOP Communication and Community Consultation (006/AIP/KKM/13, Revision 2, May 04, 2013). These procedure was explained that the company will protect the whistleblower and there are no sanction for them. When the cases did not handled enough in estate unit, the cases will continue to next level of management, including to jurisdiction level or another way (including RSPO Grievance), based on the agreement each parties. These procedure was completed with flow chart of Form of Complaint Handling Data.

Indicator 6.3.2

Based on the Complaint Book in Pinang Sebatang Estate (PSE) & Aneka Persada Estate (APE), it is known that during November 2016 to November 2017 there are only complaints related to housing facilities, such as the repair of kitchen facilities of employees, for example floor and roof. These condition have been direct follow up by the company. Based on result of stakeholder consultation with Village Government, Community Leader, Village Representative (Maredan & Tualang Timur Village), also with the workers union representation and gender committee, there is no indication of complaint related to plantation and factory operation by the PT Aneka Intipersada.

Status: Comply

6.4

Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.

Indicator 6.4.1 & 6.4.2

The Certificate Holder has Procedure of Land Occupation Compensation (Policy No. 343/PSD-OKUP/10) was revised based on from related parties.. These procedure explained that the process of land occupation compensation will begun by identification process of land. The measuring result with GPS identification and Technical Feasibility Survey by the Department of Minamas Research Centre (MRC) will follow up with negotiation for land release by the owner. The Manager of Plantation Services-Region and Estate Manager will handle these process and witnessed by the head of village and related parties.

The Procedure of Land Occupation Compensation as guidance for land compensation process. The documents

requirement in land compensation shall signed by land owner, management unit representative, Head of sub District, Notary and Head of Village. These documents shall included of photograph, Map, Letter of land release by the owner, Official Report was signed by related parties consist of land owner and management unit representative, witnessed by Head of Village and Sub District. The process of payment for land or land compensation shall completed with receive and photograph as documentation evidence.

Indicator 6.4.3

The Certificate Holder has been documented all of land compensation process. The documentation consist of Map, Negotiation result (minutes of meeting), Land Release Letter, Payment Receive was filled in estate office based on land location. Based on SOP Communication and Community Consultation (006/AIP/KKM/13, Revision 2, May 04, 2013), the documentation of land compensation process are limited access and should approved by Plantation Service Department and Manager of Estate if any related parties will access this document. Theses document can access with letter of Information Request from another parties to the company.

Based on document verification, information from management representation and stakeholder consultation with community representation from several village surround (Maredan and Tualang Timur Village), there was no information of land compensation processed by the PT Aneka Intipersada since period of Recertification 2006 till ASA 1.1 on November 2017.

Status: Comply

6.5

Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.

Indicator 6.5.1

Based on mutual labor agreement article V (payments), payroll refers to regional minimum wage. Based on Governor Decree of Riau No. 120/II/2017 year 2017, employee salary for agriculture sector/ coconut and palm oil plantation as well as rubber crops in 2017 were 2,516,812 IDR including rice. Based on interviews with workers and Worker Unions, explained that the payment of wages in accordance with the regulations issued by the government.

Based on review of documents wages payment (APE, SPE and TSF) shown the form of employee wages master list informed : no workers ID, name of workers, P1+M, income (wages, additional wages/premium, overtime), insurance benefits, rice benefits, deductions, gross wages and salaries paid. Interview with workers (harvesting operator, manuring and spraying operator known that wages payment has been conducted timely and has been in accordance with applicable regulation.

Through the employee data, there was indicated 10 employee listed as contract employees in Teluk Siak POM. All workers has the contract with the company, for example: Agreement No. 032/PKWT/TSF/IX/217 dated September 2, 2017 where the Agreement has clarified the positions, wages, rights and obligations of employees.

Based on interviews with harvester in block of A007 PSE known that workers have understood the working hours that set by the company. Workers understand the details of wages received within one business day (such as base wage, base premium wage and excess base wage). In addition, the worker explained that there is no obligation to work outside of working hours and if within 7 working hours the worker has not got the established base then the worker still get the wage of base wage.

Indicator 6.5.2

Based on document review known the company have paid overtime in accordance with that specified in the mutual labor agreement . The results of interviews with workers in TSF known that workers have earned wages and overtime has paid in accordance with the applicable regulation.

Indicator 6.5.3

Facilities and infrastructure provided by the company to support the welfare of the employees. Facilities and infrastructure are provided such as: housing, sport facilities, places of worship, clean water, lighting, health facilities (clinics, Maternal and child health center and ambulance) and means of supporting education (School Bus).

Based on the field visit at housing Pondok II APE, founding that:

- Some of the housing is damaged, the floor is broken and the roof is leaking
- The domestic sewerage is broken

- Condition of septic tank damaged / leaking
- Domestic waste is scattered around the housing

The results of interviews with the Worker Union of APE and verification documents Minutes of Meeting on August 29, 2017, it is known that it has been discussed with the company

Based on fact above, it raised **non conformity No. 2017.10 with minor category**

Indicator 6.5.4

The company has sought to improve the access of workers to adequate, adequate and affordable food. Some of the following efforts are the method of payment by using rice and given loans from cooperatives.

The results of interviews with workers known that available stalls in the housing that provides groceries. The company has provided road access to the market surrounding the estate, for example : "Pasar Sabtu" in APE which operates once a week.

6.5.3	Status: Non-Conformity No. 2017.10 with minor category
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6.6

The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.

Indicator 6.6.1

The Company has a social policy that gives freedom to workers to organize, contained in point 5 which states "the company respects the rights of each staff/employees to form and join labor unions of their choice and to bargain collectively" signed by the Head Upstream Plantation Indonesia in December 2011. Based on document observation, there were at least 4 labor union in PT. AIP such as SPSI, SBSI, SP-KAHUTINDO and F.HUKATAN – SBSI.

Has been established the independent union labor in each unit estates and mill, structure and document of endorsement can show to auditor. All employees are freedom to be the member of union labor and the policy was written in bahasa.

Indicator 6.6.2

Worker Unions meetings both internally and with management do if there are labor issues that have been raised by the company with the Workers. The company showed minute of meeting, for example minute of meeting on 29 August 2017 concern about housing repairs.

	Status: Comply
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6.7

Children are not employed or exploited.

Indicator 6.7.1

The company through Head Plantation Operations has released memorandum No: POD-UM-052 / III / 2010 dated March 24, 2010 regarding child protection policy, which the company prohibits the use of underage labors in accordance with Labor Regulation of the Republic of Indonesia.

Based on document review of employee data, the company has implemented the policy and there were no underage workers found (workers under 18 years old). The results of interviews with the spraying and harvesting workers known that they understand about the minimum age requirement employment is 18 years. Based on field visits known that there are no worker was found with a wife or children assisting them work. Workers also understand about their company's policy of prohibition to bringing children to work.

	Status: Comply
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6.8

Any form of discrimination based on race, caste, national origin, religion, disability, gender, sexual orientation, union membership, political affiliation, or age, is prohibited.

Indicator 6.8.1

The company has a social policy regarding to no discrimination. It written in Sustainable Plantation Management Guideline No. Policy: 724/TQEM-SPMS/09, Rev.00, April 1, 2010 points 1 states that All staff / employees should be treated fairly and equitable in the matters of relating to recruitment, advancement, conditions and job description, without depending on races, degrees, ethnicity, genders, color, imperfections (defects), sexual orientation, membership organizations, political views, religion and age.

The policy has been socialized to employees in every muster morning and has been displayed in each office of mill and estates. Based on interviews with worker union, gender committee and employees in the field adn POM known that workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender.

Indicator 6.8.2

The results of interviews with the head of gender committee known that there is no gender discrimination in the workplace. PT AIP provide protection to female workers, for example: women who are menstruating given 2 days leave, and for pregnant women are transferred to light work (office garden care).

Indicator 6.8.3

The company has a social policy regarding to no discrimination. It written in Sustainable Plantation Management Guideline No. Policy: 724/TQEM-SPMS/09, Rev.00, April 1, 2010 points 1 states that All staff / employees should be treated fairly and equitable in the matters of relating to recruitment, advancement, conditions and job description, without depending on races, degrees, ethnicity, genders, color, imperfections (defects), sexual orientation, membership organizations, political views, religion and age.

Based on interviews with employees in the field known that workers understand the company policy regarding equal opportunity to get a job without distinction of race, religion and gender. PT AIP has provide the assessment documents, promotions and the employee appointments.

Status: Comply

6.9

There is no harassment or abuse in the work place, and reproductive rights are protected.

Indicator 6.9.1 and 6.9.2

PT AIP has Social Policy in the Sustainable Plantation Management Guideline No. Policy: 724 / TQEM-SPMS / 09, Rev.00, April 1, 2010 point 4: Develop and implement policies to protect women workers from sexual harassment and crime and protecting the rights related to the female reproductive. Gender policy point 1 which states that the company tried to prevent sexual harassment and other forms of crimes against women, workers and the public. Legalize in April 2011 by the Indonesian Upstream Head plantation.

Moreover, through the Gender Policy point 1 that approved since April 2011 by Head of Plantation Upstream Indonesia mentioned that the company trying to prevent sexual harassment and other forms of crimes against women, workers and communities. Gender committee has been founded in all unit estate and mill. The information of Gender Committee PIC has been installed in public area.

Based on interview with spraying operator and fertilizer operator, known that the workers has had sufficient understanding on sexual harassment policy and gender committee. The employee has known the PIC if there is a special grievance. Based on reviews of "complaint documents" known that there is no complaints entered. The company has provide the protection of women's rights has been granted, for example menstrual rights. And maternal leaves

Indicator 6.9.3

The company has a code of conduct (440/HRM-COC/07 dated may 24, 2007) in point 2.2 explains that all employees can convey their opinions and aspirations to the company and the company will respect and maintain the confidentiality of records and personal information

The results of interviews with workers in the field known that workers have already understood the mechanism of complaint / delivery to the company. Workers explained that complaints could be addressed to foremen, assistants, unions and gender committees

Status: Comply

6.10

Growers and mills deal fairly and transparently with smallholders and other local businesses.

Indicator 6.10.1 & 6.10.2

Until ASA 1.1 , the PT Aneka Intipersada did not bought and received FFB from outsider, all of FFB was supplied from four own estates (Teluk Siak, Pinang Sebatang and Aneka Persada Estate)

Indicator 6.10.3

Based on verification of sample Letter of Work Agreement (No.APE/LKL/VI/2017/004-TBS, 14 June 2017) between PT Aneka Intipersada with Local Contractor (Rapenda Bangun) for FFB transport services from the area of the Aneka Persada Estate to Teluk Siak Palm Oil Mill area. The document contains a description of the Rights and Obligations of the Parties, including the obligation of the contractor to provide Personal Protective Equipment (PPE) for their employee. The Payment System is signed by both the Estate Manager and the Local Contractor, and approved by the General Manager Estate of Central Kalimantan. The contract document was kept by each party. The document contains description of the Rights and Responsibilities of the parties, including the obligation of the contractor to provide PPE to their employees and the Payment System. These document was signed by both of parties and approved by the General Manager of the area of Sumatera-Riau and with a stamped IDR 6,000. Based on interview with two local contractor above that knew that they was understand of contract clause before signed. Both of parties, the company and the local contractor was kept the contract documents

Indicator 6.10.4

The payment process by the PT Aneka Intipersada to local contractor was transfer to Bank Account , it based on clause of contract on (Point 7.3) related to Progress and Payment Claim. Before payment will process, the company will verification and preparing several document comprise with: issued of Official Report of Work Checking by PT Aneka Intipersada, Invoice from the contactor , issued of Bank Voucher by the PT Aneka Intipersada, and Receive from PT Aneka Intipersada to local contractor as payment evidence. Based on interview with the local contractors for FFB transportation service that knew of payment process was carry out consistently every end of month.

Status: Comply

6.11

Growers and millers contribute to local sustainable development wherever appropriate.

Indicator 6.11.1

Certificate holder has compiled a CSR budget estimates for the period 2017-2018 which covers education, religious, social and cultural fields. In the preparation of CSR program has involved the local community, providing by evidence minutes of meetings “**Musrembang**” discuss about Village Development Work Plan.

In addition, company has empowered local communities through the use local contractors, such as building contractors (FFB Transporter). The results of interviews with contractors known that contracts are established by mutual agreement that signed by contractors and company. The contents of the contract describes the volume of contracts, OHS aspect, methods and time of contract payments.

Indicator 6.11.2

Until the ASA-1.1, PT. AIP does not have scheme smallholder.

Status: Comply

6.12

No forms of forced or trafficked labour are used.

Indicator 6.12.1

Based on the social policy that signed by Head of Plantation Upstream Indonesia on December 2011, the company declared that all operating unit will not using forced labor or under age labor (children).

Through the public consultation with Manpower Agency in District of Siak, labor union and direct interview with several worker can conclude there were no forced labor and under age labor that employed in the company. Certificate holder routinely report the the amount and status of employment to the relevant agencies through the documents of Labor compulsory report (WLTK).

There are no contracts substitution or force labours, all worker have the agreements where the work agreements are made before work begins. Workers explained that they have been known that the work performed is in accordance with

the mentioned in the worker agreements. In addition, workers also explain that any time may to resign without any threatened or penalty to be paid to the company.

Indicator 6.12.2

There is no contract substitution at the time of recruitment, all workers accepted have had the agreement before work begins. Based on document review of employee list, Labor compulsory report (WLTK) and interview with workers in the field known that there is no complain regarding to unfair contract.

Indicator 6.12.3

The certificate holder does not employ migrant workers and outside the region (inter-city inter-regional), all workers are come from the area around the plantation. Based on documents review of employees list which inform the regional origin and addresses of employees known that there are no migrant workers at PT AIP.

Based on the results of interview with Labour Agency known that the company has regularly reported the the amount and status of employees through Labor compulsory report (WLTK) and there are no migrant workers.

Status: Comply

6.13

Growers and millers respect human rights

Indicator 6.13.1

The Company has a policy to respect human rights through the Memorandum number: SE/153/VII/2015/S of Chairman SOU 17 Teluk Siak dated July 31, 2015. Human Rights Policy contains:

1. Trying to maintain the right of every employee to life, surviving, improving the standard of living, forming a harmonious family and religion.
2. Provide opportunities for every employee to communicate and obtain information necessary to develop personal and social environment.
3. Provides the freedom to employees to issue opinions, form and join labour unions in accordance with the selection.
4. Communicating and explaining human rights policy in order to understand and be understood by every employee including contractors and or other related parties.

Based on interviews with workers known that the company has socialized company policies regularly including policies on human rights. Company shows evidence of human rights socialization in PSE, APE, TSE and TSF.

Status: Comply

PRINCIPLE #7 Responsible development of new plantings

7.1

A comprehensive and participatory independent social and environmental assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

Indicator 7.1.1

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP, but replanting which carried out since 2013. Hence, SEIA document for new planting area is not applicable.

Indicator 7.1.2

As explained in Indicator 7.1.1, it could be concluded that management plan and operational procedures for new planting areas are not applicable.

Indicator 7.1.3

As explained in Indicator 7.1.2, it could be concluded that outgrower or smallholder scheme and its impact scheme implication assessment are not applicable.

Status: Comply

7.2

Soil surveys and topographic information are used for site planning in the establishment of new plantings, and the results are incorporated into plans and operations.

Indicator 7.2.1

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP. Hence, this Indicator is not applicable. However, information on PT AIP soil properties and its suitability class is presented in semi detailed soil survey report which conducted by MRC team in July 2016.

Indicator 7.2.2

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP. Hence, this Indicator is not applicable. However, information on PT AIP slope and topography condition are presented in semi detailed soil survey report which conducted by MRC team in July 2016.

Status: Comply

7.3

New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

Indicator 7.3.1

Sime Darby Plantation Sdn. Bhd. as mother company (holding) of PT Aneka Intipersada (PT AIP) has deliver report of "RSPO Remediation and Compensation (RaCP) for Land Clearance Without HCV Assessment – Submission Phase 2". The report informed that disclosure of areas cleared without prior HCV assessment since November 2005 (December 2007 to December 2009), conducted by PT AIP was 5.00 ha where located in Teluk Siak Estate. Regarding this matter, RSPO Secretariat mentioned via email that the RaCP review is still on going. As usual, the one-year grace period from BHCVWG applies to all existing certified units could continues being certified for another one year with the codition that the RacP will be completed before the next surveillance audit. Hence, PT AIP has an opportunity to deliver land use change analysis (LUCA) to RSPO in accordance with time line given by RSPO Secretariate. **Observation.**

Indicator 7.3.2

Sime Darby Plantation Sdn. Bhd. as mother company (holding) of PT Aneka Intipersada (PT AIP) has deliver report of "RSPO Remediation and Compensation (RaCP) for Land Clearance Without HCV Assessment – Submission Phase 2". The report informed that disclosure of areas cleared without prior HCV assessment since November 2005 (December 2007 to December 2009), conducted by PT AIP was 5.00 ha where located in Teluk Siak Estate. Regarding this matter, RSPO Secretariat mentioned via email that the RaCP review is still on going. As usual, the one-year grace period from BHCVWG applies to all existing certified units could continues being certified for another one year with the codition that the RacP will be completed before the next surveillance audit. Hence, PT AIP has an opportunity to deliver land use change analysis (LUCA) to RSPO in accordance with time line given by RSPO Secretariate. **Observation.**

Indicator 7.3.3

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP, but replanting which carried out since 2013.

Indicator 7.3.4

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP, but replanting which carried out since 2013 (please refer on basic info point 1.5 related to Description of areal statement and point 1.6 related to Planting Year and Cycles).

Indicator 7.3.5

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP, but replanting which carried out since 2013 (please refer on basic info point 1.5 related to Description of areal statement and point 1.6 related to Planting Year and Cycles).

Status: Comply

7.4

Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

Indicator 7.4.1

Until ASA-1.1 assessment was implemented, the company did not have any new plantings development, but have carried out replanting activity started from fiscal year 2010/2011 (Indicator 3.1.2 Replanting Program). Area that has potential of waterlogged or flooded is the flat area located in the eastern part of Aneka Persada Estate and Teluk Siak Estate, the northern part of Teluk Siak Estate, and in the western part of Pinang Sebatang Estate. The maps of area prone to waterlogged and flooded in Pinang Sebatang Estate (scale 1:50.000) and in Aneka Persada Estate (scale 1:40.000) have been available.

Indicator 7.4.2

The Certified Unit did not have new planting development, but have replanting activity. The company has management strategy for plantings on sloping area including Identification of steep areas unsuitable for planting. Policy of planting on sloping area, among others, building terrace contours, planting Legumes Cover Crops (*Pueraria javanica*, *Calopogonium mucunoides*, *Mucuna bracteata*), U-Shape frond stacking, and putting silt-pit (Indicator 4.3.2). Management strategy for fragile and marginal soils, including peatland, is by constructing water canal (drainage) to maintain water availability. In critical soil (low content of organic matter and high erosion level) is done frond stacking, application of empty fruit bunch, and planting of soft fern (*Nephrolepis biserrata*) (indicator 4.3.6).

Status: Comply

7.5

No new plantings are established on local peoples' land without their 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.

Indicator 7.5.1

Until ASA-1.1 PT Aneka Intipersada has not opened or expanded new areas, only replanting activities have been conducted since 2013 in Teluk Siak Estate, Aneka Persada Estate and Pinang Sebatang Estate.

Status: Comply

7.6

Where it can be demonstrated that local peoples have legal, customary or user rights, they are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.

Indicator 7.6.1, 7.6.2, 7.6.3, 7.6.4, 7.6.5 & 7.6.6

Until ASA-1.1 PT Aneka Intipersada has not opened or expanded new areas, only replanting activities have been conducted since 2013 in Teluk Siak Estate, Aneka Persada Estate and Pinang Sebatang Estate.

Status: Comply

7.7

Use of fire in the preparation of new plantings is avoided other than in specific situations, as identified in the ASEAN guidelines or other regional best practice.

Indicator 7.7.1 and 7.7.2

The company did not have new planting development, but have replanting activity. However, the company has had policy regarding zero burning in Guidance of Sustainable Plantation Management section 5.7.2. The company's environmental policy has support replanting activity using zero burning mechanism. Zero burning policy also documented on Manual Agronomy of Oil Palm that approved by Head Plantation Upstream Indonesia since 16 September 2013. Based on field observation in replanting area in Pinang Sebatang Estate (Block A-005, Division-II) and Aneka Persada Estate (Block C-19, Division-II), all replanting activities / land preparation were done mechanically using heavy equipment, such as excavator and bulldozer. There was no signs of fire / burning in replanting area.

The company has minimized the risk of fire in operational or boundary area by conducting monitoring of hot spot every day by firefighter rescue team. Towers for monitoring of hot spot have been constructed in Block C-005, Division I, Pinang Sebatang Estate and in Blok F-25 and Block A-21, Division III, Aneka Persada Estate.

Status: Comply

7.8

New plantation developments are designed to minimise net greenhouse gas emissions.

Indicator 7.8.1

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP. Hence, this Indicator is not applicable. However

identification of GHG sources is already presented in indicator 5.6.2.

Indicator 7.8.2

Based on document verification and information from unit management, it could be concluded that up to audit ASA 1.1, there were no new land expansion and new planting area in PT AIP. Hence, this Indicator is not applicable. However mitigation plan GHG towards plantation activities is already presented in indicator 5.6.2.

Status: Comply

PRINCIPLE #8 Commitment to continuous improvement in key areas of activity

8.1

Growers and millers regularly monitor and review their activities and develop and implement action plans that allow demonstrable continuous improvement in key operations.

Reduction in the use of certain chemicals

Development of Barn of Bowl (BOB) in the area of young plants after no more use of SIME EBORS for pest control. The target of the use of natural predators (Bird Owls) to control pests of mice, currently still with the ratio of 1/30 Ha and its target is 1/20 Ha.

Best Agricultural Practices

1. Implementing IPM by emphasizing biological control, such as planting beneficial plants (*Turnera subulata*, *Antigonon leptosus*, and *Cassia cobanensis*) to control leaf caterpillar and use of predator owl (*Tyto alba*) to control rat by installing Barn Owl Boxes (BOBs) and be monitored regularly.
2. Rearing of pollinator insect (*Elaeidobius kamerunicus*) to increase fruit production through improving fruit set.
3. Reducing the use of pesticides categorized Class 1A or 1B WHO or listed in Convention of Stockholm or Rotterdam, and paraquat. The company does not use paraquat (herbicide) and warfarin (rodenticide).

Environmental impacts

- Closed Ended Conservation Trance (CECT) method for prevention of beetle breeding in replanting area
- Making of terraces (10 to 15 degrees) and silvit in the replanting area for soil and water conservation
- Addendum AMDAL (ANDAL, RKL, RPL) 2015 for Oil Palm Plantation and Palm Oil Planting 60 Ton/Hour, covering 11,134 Ha in Koto Gasib and Lubuk Dalam Sub District, and Tualang Subdistrict Siak Regency
- Re identification - Verification of High Conservation Value (HCV) of PT Aneka Inti Persada, conducted by PSQM Department of Sime Darby Plantation Berhard, September 2017

Social Impact Assessment

Social and Environmental Impact of Replanting for the scope of PT Aneka Intipersada Period 2015 - 2018. The assessment areas include: Aneka Persada Estate (APE) of 3,377.90 Ha, Teluk Siak Estate (TSE) of 3,321.21 Ha and Pinang Sebatang (PSE) 3,799.21 Ha. These activities are conducted by the AKSENTA Consultant and aim to identify the environmental and social impacts of replanting activities.

Based on Nonconformities identified at the time of the RSPO Re-Certification in 2016, the Auditor team considers that there is a recurrent Non-compliance ASA 1.1 as a result of the incomplete implementation of continuous improvement. The Non Conformities are:

- Indicator 4.7.2
- Indicator 4.6.5
- Indicator 5.3.2
- Indicator 6.5.3

8.1.1 Status: Non-Conformity 2017.11 with Major category

3.2. Summary of Assessment Report of Supply Chain Requirement

Clause	(Module D) CPO Mills – Identity Preserved Requirements																
D1	Definition																
D.1.1	<p>A mill is deemed to be Identity Preserved (IP) if the FFB used by the mill are sourced from its own supply base certified to the RSPO Principles and Criteria (RSPO P&C). Certification for CPO mills is necessary to verify the volumes and sources of certified FFB entering the mill, the implementation of any processing controls (for example, if physical separation is used), and volume sales of RSPO certified products. A mill may be taking delivery of FFB from uncertified growers, in addition to those from its own certified land base. If a mill processes certified and uncertified FFB without physically separating the material then only Module E is applicable.</p> <p>Until ASA 1.1, the Teluk Siak POM only received and processed FFB from certified plantation. The FFB supplied from own estate; consist of Teluk Siak Estate, Pinang Sebatang Estate and Aneka Persada Estate. The volume of FFB accepted from 08 December 2016 to 08th Nov 2017 is describe on table below :</p> <table border="1"> <thead> <tr> <th>Supply Base</th> <th>Code</th> <th>Total (Tonnes)</th> </tr> </thead> <tbody> <tr> <td>Teluk Siak Estate</td> <td>E450</td> <td>34,957</td> </tr> <tr> <td>Pinang Sebatang Estate</td> <td>E451</td> <td>44,942</td> </tr> <tr> <td>Aneka Persada Estate</td> <td>E452</td> <td>37,833</td> </tr> <tr> <td align="right">Total</td> <td></td> <td>117,732</td> </tr> </tbody> </table>		Supply Base	Code	Total (Tonnes)	Teluk Siak Estate	E450	34,957	Pinang Sebatang Estate	E451	44,942	Aneka Persada Estate	E452	37,833	Total		117,732
Supply Base	Code	Total (Tonnes)															
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Pinang Sebatang Estate	E451	44,942															
Aneka Persada Estate	E452	37,833															
Total		117,732															
	Status: Comply																
D.2	Explanation																
D.2.1	<p>The estimated tonnage of CPO and PK products that could potentially be produced by the certified mill must be recorded by the CB in the public summary of the P&C certification report. This figure represents the total volume of certified palm oil product (CPO and PK) that the certified mill is allowed to deliver in a year. The actual tonnage produced should then be recorded in each subsequent annual surveillance report.</p> <p>Until ASA 1.1, Teluk Siak POM only received and processed FFB from three own estates (Teluk Siak Estate, Pinang Sebatang Estate and Aneka Persada Estate). The CPO and PK products of Teluk Siak POM from from 08 December 2016 to 08th Nov 2017 is describe on table below (the implementation of ASA 1.1) described on table below:</p> <table border="1"> <thead> <tr> <th>Products</th> <th>Actual certified products Period of 08 December 2016 to 08 November 2017 (ton/year)</th> <th>Tonnage estimation Of Certified Products Period of 08 Dec 2016 to 07 Dec 2017 (ton/year)</th> </tr> </thead> <tbody> <tr> <td>CPO</td> <td align="right">25,246</td> <td align="right">29,752</td> </tr> <tr> <td>PK</td> <td align="right">5,836</td> <td align="right">6,468</td> </tr> </tbody> </table>		Products	Actual certified products Period of 08 December 2016 to 08 November 2017 (ton/year)	Tonnage estimation Of Certified Products Period of 08 Dec 2016 to 07 Dec 2017 (ton/year)	CPO	25,246	29,752	PK	5,836	6,468						
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CPO	25,246	29,752															
PK	5,836	6,468															
	Status: Comply																
D.2.2	<p>The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).</p> <p>The Teluk Siak POM - PT Aneka Intipersada (Minamas Plantation) has been registered of certified products of RSPO (CSPO and CSPK) with Palm Trace system, Member ID: RSPO_ RSPO_IT1000000317 (will end on 12/07/2017). Based on Palm Trace data as of Nov 09, 2017 it is known that from Quota volume of Certificate Product of Teluk Siak POM period 08 Dec. 2016 to 07 Nov. 2017 are: CPO = 29,752 MT and PK 6,468 MT. From the quota is known there are still stocks (Remaining Stock) of CPO = 30.100 MT (there was no certified CPO transaction) and PK 4,136.21 MT. Based on these data that known any production sold (transaction) of PK = 4,136 MT. Based on data showed by the mill management that know the number volume of RSPO Certified PK was transaction is 6,100.55 MT. These data is not equal with RSPO Palm Trace Data related to Certified Product transaction. There is any difference number</p>																

of 1,964.34 MT (6,100.55-4,136.21).	
D.2.2	Status: Non-Conformity 2017.12 with Major category
D.3	Documented procedures
D.3.1	
<p>The site shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:</p> <p>a. Complete and up to date procedures covering the implementation of all the elements in these requirements;</p> <p>b. The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the site procedures for the implementation of this standard.</p>	
<p>The Teluk Siak POM has procedures for the implementation of Supply Chain System, consisting of:</p> <p>a. SOP of Teluk Siak refers to the Technical Manual for Palm Oil Mill Operational 1, 2 and the proper administration of Head Plantation Operation Memorandum No.POD-UM-154 / VII / 2010 on July 26, 2010.</p> <ul style="list-style-type: none"> • FFB Acceptance No. 110 / POD-FAC / 07, Boiling (sterilization) No. 110 / POD-FAC / 07, Striping No. 110 / POD-FAC / 07, (Digesting) No. 110 / POD-FAC / 07, Pressing No. 110 / POD-FAC / 07, Purification (clarification) No. 110 / POD-FAC / 07, Separation of seeds and fiber No. 110 / POD-FAC / 07, Kernel Station No. 110 / POD-FAC / 07, Palm Oil Stockpiling No. 110 / POD-FAC / 07. • Teluk Siak POM have SOP System of Supply Chain Products, No. 027 / AIP-SCCS / 15, Revised 01 on September 3, Approves by 2015 by Manager of POM and Estate that describe the implemented of product tracing. <p>b. Personnel to ensure the implementation of this requirements, such as:</p> <ul style="list-style-type: none"> - Factory Manager <ul style="list-style-type: none"> - Keep and maintain all documents and records of the all raw materials used, supporting materials used in the production process and the quality of the final product. - Verification of the products delivered by the buyer to make sure the product is in accordance with the invoice, delivery order, sales contract and signed minutes of product delivery. - Provide adequate training on the requirements of supply chain certification to all staff involved in the stages of the supply chain from the receipt of raw materials, production processes, storage and delivery of products to buyers. - Assistant of Plantation Sustainable Quality Management (PSQM) <ul style="list-style-type: none"> • Checking the quality of FFB in the POM and create a daily recapitulation. • To supervise the delivery and unloading of palm product • Perform analysis for testing the quality of raw materials and products in all stages of the production process • Storing, maintaining and distributing the results of the analysis and testing of the quality of raw materials and products to relevant stakeholders. - Assistant / Senior Assistant / Manager of Bulking responsible for the transportation of CPO and PKO products from POM to bulking station. <p>There was also showed the documentation of SCCS refresh to related staff was conducted on 03 October 2017. The documentation consist of:</p> <ul style="list-style-type: none"> • Training material of SCCS • Attendant list SCCS Training (13 attendants), consist of : Trainer (PSQM-ESH Staff) and the participants: Processing Assistant, Head of Administration Section, Production Administration, Dispatch Operator, Security, RSPO Administration, PSQM Staff, Laboratory Staff and Grading Staff • Photograph of training session. <p>Based on interview with security in mill gate, that knew every truck driver must show FFB delivery note before entering the weight bridge. Observation on weight bridge area that showed the personnel in charge can demonstrate the process of FFB receipt and check the identity sources of FFB (RSPO Stamp) and after the FFB truck was check at weight bridge, the FFB ticket is stamp with RSPO Certified.</p>	
	Status: Comply
D.3.2	
The site shall have documented procedures for receiving and processing certified and non-certified FFBs.	

The Teluk Siak POM only received and process the FFB from Certified Product consist of three own estates (Teluk Siak, Pinang Sebatang and Aneka Persada). The management of mill was able to describe and demonstrate the FFB receipt and process procedure. The company has had the procedure of the FFB receipt as written on the SOP FFB receipt . Each driver must show the FFB Delivery Note from each estate. The FFB letter describes the origin of the FFB and its quantity. For example:

- **Pinang Sebatang Estate:** FFB Delivery Note on Nov 08th 2017 for FFB sent from Pinang Sebatang Estate. It informs the vehicle police number (BM 8218 TE); the driver name (Saragih); net weighing (9,060 kg). These document has been stamped as RSPO-Certified and contained information of the Division, FFB letter serial number, vehicle police number, and trip number, hour of its outgoing, harvest date, planting year, section, block, FFB quantity and tonnage. The weighbridge ticket and FFB letter have been stamped as RSPO Certified.
- **Aneka Persada Estate:** FFB Delivery Note on Nov 08th 2017 for FFB sent from Aneka Persada Estate. It informs the vehicle police number (BM 9674 SF); driver name (Dadang); net weighing (9,260 kg). These document has been stamped as RSPO-Certified and contained information of the Division, FFB letter serial number, vehicle police number, and trip number, hour of its outgoing, harvest date, planting year, section, block, FFB quantity and tonnage. The weighbridge ticket and FFB letter have been stamped as RSPO Certified.

Status: Comply

D.4 Purchasing and goods in

D.4.1

The site shall verify and document the volumes of certified and non-certified FFBs received.

Until the ASA 1.1, the Teluk Siak POM does not receive FFB from other not certified unit. The entire processed FFB in Teluk Siak POM came from own estate of PT Aneka Intipersada (Teluk Siak, Pinang Sebatang & Aneka Persada Estate). The entire processed FFB is 100% **RSPO certified-Identity Preserve**. There is FFB Delivery Note and FFB Weight Bridge receipt (**RSPO certified**) from own estate, for instance:

Pinang Sebatang Estate

FFB Delivery Note (Surat Pengantar Buah)

Division: II

Block: B 006

Delivery date: 8/11/2017

Serial number for fruit delivery note: 451.1720. 1948

Vehicle number: BM 8218 TE

Harvesting date: 8/11/2017

Cultivation year: 2013

Bunches:1,668

FFB delivery note is completed with stamp '**RSPO Certified**' and was checked by Security in Estate and Mill Gate

FFB Weight Ticket (FFB Receive)

Ticket: 230142

Supplier: E451- Pinang Sebatang Estate

Transporter: E451- Pinang Sebatang Estate

Product: 002-FFB B CROP

Vehicle No: BM 8218 TE

Driver Name: Saragih

Driver IC:

D.O No: 451170921948

Remarks:

Seal No:

Harvest Date: 8/11/2017

Bunches: 1,668

Estate Wt. (Kg): 9,060

Estate ABW: 10.88

Mil Wt. (Kg): 9,360

Act ABW: 11.42

The ticket is completed with stamp 'RSPO Certified' and was checked by Security in Mill Gate

Aneka Persada Estate

FFB Delivery Note (Surat Pengantar Buah)

Division: III
 Block: D23
 Delivery date: 8/11/2017
 Serial number for fruit delivery note: 452.17.28.9023
 Vehicle number: BM 9674 SF
 Harvesting date: 8/11/2017
 Cultivation year: 1996
 Bunches: 463

FFB delivery note is completed with stamp 'RSPO Certified' and was checked by Security in Estate and Mill Gate

FFB Weight Ticket (FFB Receive)

Ticket: 230144
 Supplier: E52 Aneka Persada Estate
 Transporter: E52 Aneka Persada Estate
 Product: 0001-FFB A CROP
 Vehicle No: BM 9674 SF
 Driver Name: Dadang
 Driver IC:
 D.O No: 45217209023
 Remarks:
 Seal No:
 Harvest Date: 8/11/2017
 Bunches:
 Estate Wt. (Kg): 9,260
 Estate ABW: 20.00
 Mil Wt. (Kg): 9,050
 Act ABW: 19.55

The ticket is completed with stamp 'RSPO Certified' and was checked by Security in Mill Gate

Status: Comply

D.4.2

The site shall inform the CB immediately if there is a projected overproduction of certified tonnage.

Until ASA 1.1 the Teluk Siak POM – PT Aneka Intipersada acknowledged and claimed the certified product for a year (period of 08 Dec. 2016 to 07 Dec. 2017) for **CPO: 29,752 MT** and **Palm Kernel: 6,468 MT**.

Based on production date from 08 December 2016 till 08 November 2017 during the ASA 1.1, total generated CPO and by Teluk Siak POM was: **CPO = 25,246 MT** and **Palm Kernel = 5,836 MT**.

The data revealed that the production of CPO and Kernel, which can be claimed by Teluk Siak POM – PT Aneka Intipersada had not exceeded the projected volume. The management of Certificate Holder has a commitment to provide information to PT Mutuagung Lestari in case there is an exceeding production of CPO and Palm Kernel from the projected volume.

Status: Comply

D.5

Record keeping

D.5.1

The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis.

The Teluk Siak POM – PT Aneka Intipersada, has a monitoring report for RSPO certified product (FFB, CPO & PK). Below was monthly production in three months basis.

Month	FFB Processed	Production	
		CPO	PK
Dec. 2016 to Feb. 2017	32,500	7,072	1,594
March. to May. 2017	32,565	6,948	1,639
Jun. to Aug. 2017	29,450	6,218	1,432
Sept. to Nov. 2017	23,217	5,008	1,170
Total	117,732	25,246	5,836

Status: Comply

D.6 Processing

D.6.1

The site shall assure and verify through documented procedures and record keeping that the RSPO certified oil palm product is kept segregated from non-certified material including during transport and storage

The entire accepted and processed product in Teluk Siak POM comes from RSPO certified own estate. Until now, Teluk Siak POM does not receipt and process FFB from not certified sources. Based on the document within the system, it reveals that the document consists of fruit delivery note, weighing ticket, Sales Contract and SIME Weigh program application, which explain the source of FFB (Division, harvesting block, cultivation year, number of bunches) to product such as CPO and PK that 100 % is a certified product (RSPO Certified). The entire document that related to product acceptance and processing and transportation process have been marked with stamp 'RSPO Certified' with **RSPO CERTIFIED**.

Based on document verification and field visit in Teluk Siak POM to verify the process from FFB received in mill, CPO and PK produced through to loading process of Certified Product (CPO and PK) from Teluk Siak POM to area of bulking Duta Palma Abadi in Dumai sub district, the Certificate Holder can demonstrate the process was kept segregated the Certified Product from non-certified material.

Status: Comply

D.6.2

The objective is for 100 % segregated material to be reached

According to SOP System of Supply Chain Products, No. 027/AIP-SCCS /15, PT Aneka Inti persada is able to produce the product physically for the RSPO. The separation is conducted since the early process to the storage tank. The company shall not mix the certified product with the non-certified one as written on the clause of Module D.6 SCCS. Based on documents verification and field visit in Teluk Siak POM and interview with weigh bridge and grading staff, its known that Teluk Siak POM processes FFB into CPO and PK, which is 100 % comes from own estate. These product was categorized as Certified Product with Identity Preserve (IP).

Status: Comply

3.3. Conformity Checklist of Certificate and Logo Use

1.	Evidence of permission or approval certificate and logo from Certification Body which submitted by Client	
ASA-1.1	The PT Aneka Inti Persada has a certificate of approval numbers No. <i>MUTU-RSPO/007</i>	✓
	Status: Comply	
2.	Implementation of certificate and logo used by Client comply with size and type (shape) against Guideline of Logo Use	
ASA-1.1	Since the PT Aneka Inti Persada obtained RSPO certification dated 11 October 2011, does not use the logo both in the on-product and off-product.	✓
	Status: Comply	
3.	Implementation of Certificate and Logo is not used on product	
ASA-1.1	Since the PT Aneka Inti Persada obtained RSPO certification dated 11 October 2011, does not use the logo both in the on-product and off-product.	✓
	Status: Comply	
4.	Controlling of Certificate and Logo, including withdrawing inappropriate logo.	
ASA-1.1	Since the PT Aneka Inti Persada obtained RSPO certification dated 11 October 2011, does not use the logo both in the on-product and off-product.	✓
	Status: Comply	

3.4. Summary of RSPO Partial Certification.

Summary of RSPO Partial Certification.

Compliance of the uncertified management units of Sime Darby Plantation Sdn Bhd against the rules for partial certification was determined through Self-Assessment in accordance with RSPO Certification System clause 4.2.4. A summary of findings is as stated below

Sime Darby Plantation Sdn Bhd Time Bound Plan is explained in table section 1.10. Sime Darby has achieved 34 management units in Malaysia and 24 Management Units in Indonesia that RSPO certified. Total management unit in Sime Darby Plantation Sdn Bhd are 34 in Malaysia, 25 in Indonesia and 1 in Liberia. Sime Darby Plantation Sdn Bhd has informed the Time Bound Plan progress through representative's office in Indonesia. MUTU has considered that Sime Darby Plantation Sdn Bhd is comply with the RSPO requirement for Time Bound Plan. The Time Bound Plan was revised and declared by the Sime Darby Plantation Sdn Bhd Indonesian representative on June 16th, 2016 by the Head of PSQM.

MUTU has verified partial certification for un-certified unit's subsidiary of Sime Darby Plantation Sdn Bhd based on their Time Bound Plan. MUTU Auditor verified positive assurance against the company internal audit and supporting evidence as well as any information from others sources.

MUTU Auditor has verified company partial certification and concludes that:

- There are significant land conflicts in PT Mitra Austral Sejahtera, there is still an issue that remain unresolved social i.e. from Serikat Petani Kelapa Sawit (SPKS), but improvements are ongoing.
- PT Budidaya Agro Lestari waiting for land title process.
- The company has follow RSPO requirement related to New Planting Procedure and Remediation and Compensation Procedure.
- There is no labour disputes that are not being resolved through an agreed process
- All plantations established since 2005 have been done so in accordance with the applicable laws of the country and that there is no evidence of non-compliance with law in any of the non-certified holdings which has not been declared above

2.1 Un-Certified Units or Holdings		
Section	Requirement	Concerns to Discuss, if any
2.2.1	Did the company conduct an internal audit? If so, has a positive assurance statement been produced?	<p>Company Group/Holding Statement: Companies are already doing internal audits. There are internal audit reports for each company.</p> <p>Auditor Verification: Internal Audit report available for uncertified management unit for example PT Sandika Natapalma – Karya Palma Estate on 10 February 2017.</p>
i.	No replacement after dates defined in NIs Criterion 7.3 of: <ul style="list-style-type: none"> • Primary forest. • Any area identified as containing High Conservation Values (HCVs). • Any area required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. 	<p>Company Group/Holding Statement: HCV assessment has been conducted for uncertified units i.e. PT Mitra Austral Sejahtera (by Aksenta in March 2009) and Sime Darby Plantation Liberia operations (by RSPO approved assessors – Dr SK Yap in 2011).</p> <p>Auditor Verification: Sime Darby Plantation Sdn Bhd sent disclosure of liability including LUCA analysis to RSPO</p>

		Secretariat on 2 December 2014 and 2 nd revision on 24 June 2016. The companies ensuring reporting of disclosure of liability progress to RSPO and according to the CB's correspondency with RSPO Remediation and Compensation.
i.	Any new plantings since January 1 st 2010 must comply with the RSPO New Plantings Procedure.	<p>Company Group/Holding Statement: A new mill will be set up in Liberia and planned for commissioning in February 2016. Preparation to undergo the RSPO Certification process is in progress and SDP targets to undergo RSPO Certification by end 2017. RSPO NPP process has been completed in 2011. Internal assessment against the draft Liberia NI has been completed and closing of gaps is in progress. *Note: RSPO NPP Announcements for SDP can be found at http://www.rspo.org/certification/new-planting-procedures/public-consultations/page/14</p> <p>Auditor Verification:</p> <ul style="list-style-type: none"> • Karya Palma Estate (PT Sandika Natapalma) and Baturus Estate (PT Budidaya Agro Lestari) any new planting after January 1st 2010 and due to not conduct NPP. • RSPO NPP process has been completed in 2011 for a new mill in Liberia.
ii.	Any Land conflicts are being resolved through a mutually agreed process, e.g. RSPO Grievance procedure or Dispute Settlement Facility, in accordance with RSPO criteria 6.4, 7.5 and 7.6.	<p>Company Group/Holding Statement: Sime Darby (Liberia) Plantation Inc. Status: Box G - Close for Monitoring Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/46 PT Mitra Austral Sejahtera (Sime Darby Sdn Bhd) Further details please refer to: http://www.rspo.org/members/complaints/status-of-complaints/view/29</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are land conflict in :</p> <ul style="list-style-type: none"> • PT Mitra Austral Sejahtera, this issue are remain being resolved with RSPO dispute settlement facilities • PT Bina Sains Cemerlang, this issue was raise on 22 April 2017 and still being process to resolve.
iii.	Any Labour disputes are being resolved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>Company Group/Holding Statement: No stakeholder comments or complaints received.</p>

		<p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There are no labour dispute in company unit.</p>
iv.	Any Legal non-compliance is being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1 and 2.2.	<p>Company Group/Holding Statement: None noted. No stakeholder comments or complaints received.</p> <p>Auditor Verification: Auditor has verified the supporting evidence of above the company statement. There is any legal non-compliance for company under SDP waiting for land title process, ie:</p> <ul style="list-style-type: none"> • PT Sime Indo Agro 1,652 Ha • PT Aneka Inti Persada 421.31 Ha • PT Bina Sains Cemerlang 308.25 Ha • PT Bersama Sejahtera Sakti 765 Ha • PT Langgeng Muaramakmur 1,162 Ha • PT Paripurna Swakarsa 1,120 Ha • PT Swadaya Andika 63 Ha • PT Bahari Gembira Ria 1,639 Ha • PT Guthrie Pecconina Indonesia 4,133 Ha • PT Perkasa Subur Sakti 1,286 Ha

3.5 Identification of Findings, Corrective Action, Observations, Opportunity for Improvement and Noteworthy Positive Components.

3.5.1 Identification of Findings, Corrective Actions and Observations at *Re-Certification* Assessment

NCR No.	: 2016. 01	Issued by	: Muhammad Rinaldi
Date Issued	: 09 September 2016	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 07 November 2017
Standard Ref. & Requirement	: 2.1.4 A system for tracking any changes in the law shall be available and implemented.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> The company had methodology to identify and evaluate every changes on laws and/or regulations, which presented in procedure No. 701/TQEM-ESH/10 about evaluation of regulation requirements. However, based on review, it was identified regulation which not relevant with company operations, for example Kalimantan Selatan Region Regulation No. 5/2007.			
Root Cause Analysis <i>(filled by organization audited):</i> Coordinator of Legal has not optimally carried out monitoring, towards regulation evaluation.			
Correction <i>(filled by organization audited):</i> To turn out the respecting irrelevant regulation(s) for PT AIP from the list			
Corrective Action <i>(filled by organization audited):</i> Coordinator of Legal will check and evaluate Legal Officer Report before issued			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 07 November 2017 The Certificate holder was able to shows "Evaluation of Regulation Fullfilment Report" dated September 2nd 2017. Based on document verification review, it was known that all laws and regulations listed were relevants and suits with company operations, as well as operational location. Hence, Non conformity on this Indicator is considered closed.			
Verified by	: Mohamad Amarullah		

NCR No.	: 2016. 02	Issued by	: Muhammad Rinaldi
Date Issued	: 09 September 2016	Time Limit	: 08 January 2018
NC Grade	: Minor upgrade to Major Category	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	: 2.2.2 Legal boundaries are demonstrated clearly and maintained		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			

- a. Based on the map of the boundary of the area and the field map or the situation map, the company has set up the boundary on the operational area but the installation of the stakes has not been referring to the legal limit owned.
- b. Based on field visits on Block A02 PSE, Block I020 TSE, Block B21 and A21 Division 2 APE, there is a set of borders installed at the operational boundary area but on the benchmark there is no identification of the mark according to the field map or the situation map.

Root Cause Analysis *(filled by organization audited):*

- Lack of attention to maintenance and monitoring of boundary conditions
- The absence of a responsible officer as coordinator for the maintenance of the boundary

Correction *(filled by organization audited):*

- Coordination to the Plantation Service Department to reinstall the stakes in accordance with the legal limits.
- Monitoring the legal boundary

Corrective Action *(filled by organization audited):*

- Establish a legal maintenance schedule
- Set Personnel in Charge (PIC).
- Evaluate the monitoring that has been done

Assessor Evaluation and Conclusion *(filled by auditor):*

07 November 2017

Based on document review it is known that the Certificate Holder has not significantly followed up on the existence of the stakes that have been adjusted to the legal limit owned. The results of the field visit at Pinang Sebatang Estate (PSE), the sampling in Division I, among others: in Block D001, D002, C001 & C002), show that the boundaries are in an unidentified condition (some of which have been damaged physical and benchmark numbers are not clear). Based on the above, the non-conformity of this indicator **has not been fulfilled**

23 November 2017

The certificate holder has presented evidence of improvement, namely:

- Document of Maintenance Program of BPN stakes
- Documentation (Photographs) Maintenance Activities of BPN at Pinang Sebatang Estate
- Inter Office Memo, Number: APE / 350 / XI / 2017 / S, dated November 13, 2017 from Manager of Aneka Persada Estate concerning Request for Re-Identification of Legal Boundary that corresponds to coordinate point at PT Aneka Intipersada.

The evidence of such improvements does not clearly indicate that the legal bounds in the field and the identity (numbering) have been in accordance with the legal boundary document owned by PT Aneka Intipersada.

Based on those evidence, the NCR is still **Open**

08 January 2018



The Certificate Holder has presented evidence of improvement, namely:

- Map of boundary stone at Aneka Persada Estate, Pinang Sebatang Estate & Teluk Siak Estate
- Recommendation and Improvement Plan for boundary stone, Location of boundary stone as "Revised Special Situation Picture Map No.7 / 1994" (Update January 2018) at Aneka Persada Estate, Pinang Sebatang Estate & Teluk Siak Estate
- Monitoring of Boundary Stone Period January 2018 at Aneka Persada Estate, Pinang Sebatang Estate & Teluk Siak Estate

Based on those evidence, the Non-conformity in this indicator is declared **Closed with Observation** and will be the auditor's attention on subsequent visits related to the follow-up Recommendation and Improvement Plan of boundary stone in all estate and consistency of Monitoring Inspection of the boundaries stone.

Verified by : **Oktovianus Rusmin**

NCR No.	: 2016. 03	Issued by	: Muhammad Rinaldi
Date Issued	: 09 September 2016	Time Limit	: 08 January 2018
NC Grade	: Minor upgrade to Major Category	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	: 2.2.5 For any conflict or dispute over the land, the evidence of the extent of disputed area is mapped out in a participatory way with involvement of affected parties (including neighboring communities and local government where applicable), shall be available		
Non-Conformance Description & Evidence observed (filled by auditor): The company has not been able to show a map of land conflicts/occupations made in a participatory manner			
Root Cause Analysis (filled by organization audited): Lack of attention to monitoring land conflict mapping.			
Correction (filled by organization audited): <ul style="list-style-type: none"> • Coordinate with National Land Agency in Siak District related with the occupation in area of PT AIP • Make a map of land / occupational conflicts with affected communities according to current conditions. • Make an official news report of the agreement with the local government. 			
Corrective Action (filled by organization audited): Every monthly meeting will be discussed in relation to land conflict and in case of conflict will be mapping (Monthly Meeting)			
Assessor Evaluation and Conclusion (filled by auditor): 07 November 2017 Has been shown Occupation Map at Aneka Persada Estate, Pinang Sebatang Estate and Teluk Siak Estate, as well as a list of names of tenants of the land. However, there is no evidence that the mapping has been conducted in a participatory manner with the affected parties. Based on the results of consultation with National Land Agency of Siak District, it is known that the company has never submitted a Land Map that is occupied by other parties. Based on the above, the non-conformity of this indicator has not been fulfilled (Open). 08 January 2018 The Certificate Holder has presented evidence of improvement consist of: <ul style="list-style-type: none"> • Location & Occupation Map of Occupation at PT Aneka Intipersada (Aneka Persada Estate & Teluk Siak Estate), status as of January 2018 • Minutes of Signing of Statements between Corporate Parties and Land Tenure Community and Village Head (Maredan, East Tualang & Lubuk Dalam) Based on those evidence, the Non-conformity in this indicator shall be declared Closed with Observation and shall be the auditor's attention on subsequent visits related to the follow-up and consistency of the Minutes of Signing of Statement between the Company and the Land-Use Society and the Village Head (Maredan, Tualang Timur & Lubuk Dalam).			
Verified by	: Oktovianus Rusmin		

NCR No.	: 2016. 04	Issued by	: Octo HPN Nainggolan
Date Issued	: 09 September 2016	Time Limit	: ASA-1.1
NC Grade	: Minor	Date of Closing	: 08 November 2017
Standard Ref. & Requirement	4.6.4 Pesticide that are categorised as World Health Organization Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The used of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.		
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on observation to agrochemicals warehouse, it was found rodenticide named Sime Ebor (active ingredients Warfarin) has used for rat population control in the estate. This rodenticide has identified as WHO Class 1B category (highly hazardous). According to pesticide used record review, it was informed 20 kg of Sime Ebor were applied in June 14th 2016. However, this rodenticide is not listed on the list of pesticide used by the company. PT AIP Certification Unit is not be able to shows list of pesticide used by the estate, as well as its category according to World Health Organization (Class 1A or 1B) that shall be minimised and eliminated.</p>			
<div style="display: flex; justify-content: space-around;">   </div>			
<p>Root Cause Analysis <i>(filled by organization audited):</i> Unit has lack of awareness towards pesticide uses, as well as updating list of pesticide used.</p>			
<p>Correction <i>(filled by organization audited):</i> To re-identified the existing current pesicide used by the estates.</p>			
<p>Corrective Action <i>(filled by organization audited):</i> The estate management will carry out update and monitoring of pesticide used, as refers to the Book of Pesticide from Pesticide Commission, Department of Agriculture version 2016.</p>			
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 08 November 2017</p>			

Certificate has shows several evidence, as follows:

- Balance and Warehouse Card dated December 26th 2016 which informed zero stock for rodenticide Sime Ebor (Warfarin).
- Document of pesticide request for 2018 which informed there is no order of warfarin based pesticide.
- Reference of WHO Recommended Classification of Pesticides by Hazard and Guidelines to Classification 2004 (Internatonal Programme on Chemical Safety/IPCS).
- Status of Barn Owl Box (BOB) record which infromed that as per October 7th 2017, 107 units of BOB has been installed throughout the estates.

Based on the explanation above, non conformity on this indicator is considered **closed**.

Verified by : **Sahat Simarmata**

NCR No.	: 2016.05	Issued by	: Octo HPN Nainggolan
Date Issued	: 9 September 2016	Time Limit	: Before the certificate issued
NC Grade	: MAJOR	Date of Closing	: 3 November 2016
Standard Ref. & Requirement	: 4.6.5. Pesticides shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).		
Non-Conformance Description			
Teluk Siak Estate. Based on field observation PPEs used (Apron) are still not in accordance with the risk arising. Apron used only to protect the sprayers body at the rear of it and also short size (the apron length is above the worker safety shoes), so the potential for chemical droplets of spray entering the boots and also exposed to the front sprayers clothes.			
Pinang Sebatang Estate. Safety mask use by the workers is not accordance to risk posed. The safety mask not for chemical prevention, however the mask is for particulate respirator. Equipment and application of appropriate safety must be provided and used by certified unit			
Location Teluk Siak Estate dan Pinang Sebatang Estate.			
Root Cause:			
<ul style="list-style-type: none"> • Lack of awareness from the unit due to the importance of identifying the kinds of PPE that was used based on the risk which can be brought from the work and the product that was used. • The non compliance in purchasing the mask which is not suitable with the standard of spray and still not yet do the socialization of appropriate PPE based on the standard. • Lack of understanding from purchase party. • The apron is not suitable with the standard and caused by during the goods receipt, there's no checking by the expert of occupational health and safety for measuring the specification of PPE which is coming over has been suitable with the standard 			

Corrective Action:

- Do the change of PPE immediately and suitable with the risk that will be brought in work and the product which is used.

Observation in September, 22nd 2016

- The handover documentation evidence of PPE for 20 workers at Teluk Siak Estate is available (signed by the division assistant III) and accompanied by the photo of acceptance and the using by spray worker.
- The handover documentation evidence of PPE in kinds of spray mask (safety mask – carbon) for 12 workers at Pinang Sebatang Estate in September, 16th 2016 is available.

The auditor's response (October, 13th 2016):

- The company has been shown the evaluation of PPE which is done by the expert of occupational health and safety and explaining the standard/specification for each kind of PPE that was used at the estate, such as special mask for spray that must be suitable with the standard of EN141.
- The company has been chosen the officer for standard checking of PPE at TSE, such as the expert of occupational health and safety based on the letter of appointment from the manager of Estate TSE in October, 16th 2016. The flow chart of PPE admission is available that was explaining that all of PPE which are coming must be done the specification test by the expert of occupational health and safety.

The auditor's response in October, 24th 2016

The company has been shown the socialization in October, 21st 2016 for the head of warehouse and purchasing section regarding to the procedure of purchasing and receiving of PPE.

November, 3rd 2016

The auditor has been done the verification of non conformity in November, 3rd 2016 and at TSE and PSE were seen that the PPE of spray (apron and mask) that has been served by the company for workers has been appropriate and suitable with MSDS.

**Preventive Action:**

- Do the re-identification due HIRAC which has been available.

Observation in October, 13th 2016

The company has shown the risk identification of spraying activity in the document of HIRAC which has been

evaluated in March, 21st 2016.

Observation in October, 24th 2016

The company has shown the document of HIRAC for the activity of spraying which within has been explaining that the controlling of risk has been done by using the glove, carbon mask, and safety goggles.

Observation in October, 27th 2016

The company has shown the document of HIRAC for the activity of spraying which within has been explaining that the controlling of risk has been done by using the glove, carbon msk and safety goggles and has been established by the chairman of SOU 17 (PT AIP) in October, 21st 2016.

Assessor Evaluation and Conclusion:

Conclusion in November, 4th 2016

Based on the root cause, corrective action, and preventive action that have been given, has been considered as fulfilled. The implementation of non conformity fulfillment has been verified by the team of auditor by doing re-visit to the unit of certification in November, 3rd 2016. So, **the non conformity No 2016.05 has been declared as fulfilled.**

Verified by : Octo HPN Nainggolan

NCR No.	: 2016.06	Issued by	: Sofyan Hadi Lubis
Date Issued	: 9 September 2016	Time Limit	: Before the certificate issued
NC Grade	: Major	Date of Closing	: 4 November 2016
Standard Ref. & Requirement	: 4.6.6. Storage of all pesticides shall be according to recognised best practices. All pesticide containers shall be properly disposed off and not used for other purposes (see Criterion 5.3)		
Non-Conformance Description			
Based on field observation in Housing Complex APE, PSE and TSE, found pesticide containers used as a domestic water storage and stored in the place not permitted (behind the house).			
Certified unit has not been able to manage the waste containers of pesticide are well-managed and not used for other purposes			
Location			
Housing Complex APE, PSE and TSE			
Root Cause:			
<ul style="list-style-type: none"> • Lack of socialization from the unit of management to the employee regarding the danger utilization of hazardous waste due to the health and environment. • Lack of control from the officer of hazardous waste due to the monitoring of hazardous waste management. 			
Corrective Action:			
- Do the withdrawal of hazardous waste immediately which has been revolved in the house of employee and managed it correctly.			
Observation in September, 22nd 2016			

Unit of certification (PSE) has been shown the evidence:

- MEMORANDUM from the manager of PSE in September, 15th 2016 regarding to prohibition the using of used package of chemical material such as jerrycans former herbicide.
- Socialization the handling of hazardous waste, include the used package of chemical material in the environment of estate in September, 15th 2016 and was attended by 20 participants who are workers and supervisors.
- Documentation such as the photo of policing activity to each house of employee and the installment of signboard of prohibition for the using of used package of chemical material.
- Checklist document of policing the used package of chemical material.

Unit of certification (APE) has been shown the evidence:

- Documentation in the form of policing the used package of chemical material (before and after) in the central housing of APE, Division II housing of PSE and Division III housing of TSE.
- Inter Office Mail document which is made by the manager of APE in September, 16th 2016 for all staff of APE and the officer of APE union labor regarding to the prohibition using of chemical material package.

Unit of certification (TSE) has been shown the evidence:

- Documentations in the form of the installment of leaflet at the information board regarding to the prohibition for using the used package of chemical material.
- Documentation in the form of policing for collecting the used package of chemical material.
- Delivery order letter of hazardous waste in the form of 7 drums of used fuel and 12 jerrycans of used pesticide from the house of employee that was signed by the staff and manager of TSE and accepted by the manager of TSF. However, that document is still not yet explaining the submission date.
- Documentation in the form of policing photo / collecting of hazardous waste. However, it still not yet clearly informed where it was placed (managed), how much, and the source of that hazardous waste.

Observation in October, 5th 2016

Unit of certification (APE) has been shown the evidence:

- Checklist documentation the policing of using the hazardous waste include the used of chemical material at housing, which is done per week in every month by the PIC who has been established, such as in September, 15th 2016.
- The policing data of hazardous waste, including the used package of chemical material at housing, the owner of the house, name of the hazardous waste, source, numbers, date of publishmet, and the withdrawal photo documentation.
- Signboard of prohibition for using the used package of chemical material.
- Socialization the handling of hazardous waste to the employee of Division III and IV in September, 28th 2016 (the evidence of photo documentation and list of attendance are available)
- The understanding of evaluation due to the socialization of hazardous waste including the used package of chemical material. One of its content is if the employee has been understood the handling procedure of hazardous waste, including the used package of chemical material.
- The schedule for handling socialization of hazardous waste, including the used package of chemical material, which done once in 4 months. As for the example, in December of 2016 at Hut 1 and 2.

Observation in October, 10th 2016

Unit of certification (TSE) has been shown the evidence:

- Policing checklist of the using of hazardous waste, including the used chemical material at housing, which is done per week in every month by the PIC who has been established, such as in September, 17th 2016.

- Policing data of hazardous waste, including used package of chemical material at housing, the owner of house, name of the hazardous waste, and the documentation photo of withdrawal/collecting the hazardous waste.
- Letter of delivery order of hazardous waste in the form of 7 drums of used fuel and 12 used of pesticide jerrycans from the house of employee and signed by the staff and manager of TSE and accepted by the manager of TSF.
- Socialization handling of hazardous waste to the employee of Division II and III in September, 30th 2016 (the evidence of photo and list of attendance documentation is available).

PSE has been shown the evidence:

- The withdrawal of hazardous waste, including the used of chemical material at housing, such as in September, 28th 2016.
- The socialization schedule of hazardous waste to the employee of hut 1, hut 3 and emplasment.

November, 3rd 2016

The auditor did the verification of non conformity in November, 3rd 2016 at TSE, PSE, and APE and saw that there's no longer exist for the availability of hazardous waste (especially at the used package of pesticide) which has been used.

**Preventive Action:**

1. Do the installment of signboard and create the leaflet regarding to the forbidden utilization of hazardous waste without permission.
2. Establishing the PIC and also creating checklist for the testing of employee housing environment by routinely (monthly).

Observation in September, 22nd 2016

Unit of certification of AIP has been show the documentation evidence in the form of environment test checklist which is informed the owner of house, the using of hazardous waste (available/not), kind of hazardous waste that has been used, the burning of domestic waste (available/not), remarks and documentation.

- The Certified Unit has had HIRAC, but the handling of risks through the use of PPE has not specifically explained the types of APD according to the product label/MSDS.
- During the field visit on the TSE Division 3 Main Road X, it is found that a former burn activities trail that can be a potentially fires in peat lands area. However the Certified Unit has not been able to shows the assessment againts that risk condition and the preventive actions.

Location:
PT. AIP

Root Cause:

- Lack of awareness from the unit due to the importance for identifying risks which could be happened and lack of evaluation for the implementation of PPE and also giving the sanction due to violations.

Corrective Action:

- Do the re-socialization of HIRAC and the using of PPE.

Observation in September, 24th 2016

- The company has been shown the loading ramp of HRIAC which is one of its activity has been included the storage of work tool by using the controlling for the availability of tool. Beside it, the company has been done the socialization for workes regarding to HIRAC, the using of PPE and the storage for aids in September, 10th 2016. However, the identification of risk for risk condition at the apart connection of lorries, the spotlight at behind of fuel tank still not yet shown.
- The company has been shown HIRAC in the activity of WTP. However, HIRAC is still not yet break down into section clearly due to what kind of PPE that must be used.
- Still can not yet shown the identification of risk due to the burning activity in the area of furt.

Observation in October, 3rd 2016

- the company has been shown the HIRAC at the loading ramp station which within explaining the withdrawal activity of capstan lorries with risk due to the worker. There's a bump with lorries and the company has been done the risk controlling by using the change of hooke connection, measuring the connection of hooke is installed correctly, create the limit bow, using the PPE such as glove until work appropriately as the standard operational of procedure. However, the company still can not yet shown the risk identication on spotlight which is behind the fuel tank.
- The company has been shown the HIRAC at the station of WTP which has been explaining the risk controlling such s the using of PPE in appropriate with MSDS with kind of glassess, rubber glove and mask.
- Still can not yet shown the risk identification due to the burning activity in the area of furt.

Observation in October, 10th 2016

- The company has been shown the document of HIRAC at machine station that has been revised in October, 7th 2016 and explaining the test activity of fuel tank/the installment of spotlight. The identification that has been done is included the danger that will be happen, level of danger until the method control.
- The company has been shown the risk identification of burning activity at the land of furt. However, the identification still can not yet done in appropriate document (document of HIRAC).
- Still not yet been choosen the PIC for PPE test except the unit of TSF.

Observation in October, 24th 2016

- The company has been shown the HIRAC regarding to the burning at the area of furt which is explaining the risk that could be happened, the impact, way to control and PIC. Beside it, the company has been shown the book monitoring of burning.

November, 3rd 2016

The auditor has been done the verification of non conformity in November, 3rd 2016 at TSF, saw that the risk review and the corrective work tool implementation was saved in a save condition has been done.

Preventive Action:

- Do the re-identification of HIRAC.
- Create the checklist of test condition, the using of PPE and evaluation.
- PC for checking the PPE at TSF is Mr Hatler Siahaan, at APE is Mr Rudiyanto, at PSE is Mr Sangkot, and at TSE is Mr Surbakti.

Assessor Evaluation and Conclusion:

Conclusion (October, 24th 2016)

Based on the root cause, corrective action and preventive action that have been shown, so the non conformity No. 2016.07 could be declared as fulfilled.

Conclusion in November, 4th 2016

The implementation fulfillment of this non conformity has been verified by the team of audito by doing the re-visiting to the unit of certification in November, 3rd 2016. So **the non conformity No. 2016.07 declared as fulfilled.**

Verified by : Muhammad Rinaldi

NCR No.	: 2016.08	Issued by	: Muhammad Rinaldi
Date Issued	: 09 September 2016	Time Limit	: Before the certificate issued
NC Grade	: Major	Date of Closing	: 24 October 2016
Standard Ref. & Requirement	4.7.3 All workers involved in the operation shall be adequately trained in safe working practices (see Criterion 4.8). Adequate and appropriate protective equipment shall be available to all workers at the place of work to cover all potentially hazardous operations, such as pesticide application, machine operations, and land preparation, harvesting and, if it is used, burning.		
Non-Conformance Description :			
Based on interviews with harvest workers in C06 Division 1 PSE, the workers have not supplied PPE in the form of shoes for a long time. This is evidenced by record of PPE shoes distribution that last conducted on May 2015 and based on a visit in APE Division 3 Block G019, it is known that fruit-lost collector do not use APD. It is not in accordance with risks identify.			
Location			
Aneka Persada Estate & Pinang Sebatang Estate			
Root Cause:			
<ul style="list-style-type: none"> Lack of awareness from unit due to the condition and the implementation of PPE 			
Corrective Action:			
<ul style="list-style-type: none"> Socialization regarding to the importance implementation of PPE during work activity. 			

Observation in September, 24th 2016

- AIP has been shown the socialization of the importance implementation of PPE for all workers in July, 18th 2016 at PSE and in March, 28th 2016 also the evidence for handover of PPE by the type of helmet and shoes for the harvester. Such as in April 2016 at PSE. However based on programme and realization of distribution of PPE, there's not yet available that "kutib brodol" worker has been given the PPE and the company still not yet shown that the PPE which has been given was appropriate with its risk identification.
- The company has also shown the test of PPE which is done every day and recorded into the document of checklist monitorin of PPE that has been done by the supervisor.

Observation in October, 3rd 2016

- AIP has been shown the schedule monitoring of PPE transfer and its realization which is explaining that the distribution of PPE for harvest activity in the form of helmet and shoes. For spray activity in the form of glove, glasses, apron, shoes, and mask that have been done in April, also there's a remarks that the change of PPE could be done more than once if the PPE was broken. Beside it, the company has been shown the document of realization of PPE distribution for all harvest workers and maintenance in April 2016. However, the company still could not yet shown that the PPE that was given, has been appropriate with the risk identification (HIRAC) for the activity of harvesting, spraying, and "kutip brodol".

Observasi 10 Oktober 2016

- AIP has been shown HIRC during the harvesting activity within explaining that the PPE that has been used, such as shoes and helmet for pieces of fruit activity. For the activity of "kutib berondol", the type of PPE that has been used such as shoes. Based on the schedule monitoring of PPE transfer and HIRAC in the activity of harvesting (harvester), it's known that the distribution of PPE has been appropriate, namely helmet and shoes. However, the company still could not yet shown the distribution/schedule of distribution of PPE for the worker of "kutib berondol".

Observation in October, 13th 2016

Based on the letter from the GM of North Riau and Aceh, the using of kutib brondol is still permitted, but it must be registered and on the job description of harvesting, still not yet explaining that the harvest worker is assigned to do the work of kutib brondol. This matter is explaining that the harvesting and kutib brondol still done by the different worker, however the company still could not been shown the distribution/distribution schedule of PPE for kutib berondol worker.

Observation in October, 24th 2016

The company has been shown the distribution schedule of PPE for kutib brodol worker at TSE with the type of it that consist of shoes and leather glove that will be scheduled in December of 2016 and June of 2017. The realization due to the distribution of PPE has been appropriated with the schedule and it will be re-verified on the next visit.

Preventive Action:

1. Assigning the PIC and creating the test of checklist routinely in accordance with the condition and the using of PPE.
2. Create the schedule of monitoring for PPE transfer and its realization.

Assessor Evaluation and Conclusion:

Based on the explanation above, so the non conformity No. 2016.08 declared as fulfilled. However, it will be further verified on the next visit.			
Verified by	: Muhammad Rinaldi		
NCR No.	: 2016.09	Issued by	: Sofyan Hadi Lubis
Date Issued	: 9 September 2016	Time Limit	: Before the certificate issued
NC Grade	: MAJOR	Date of Closing	: 3 November 2016
Standard Ref. & Requirement	: 5.3.2 All chemicals and their containers shall be disposed of responsibly.		
Non-Conformance Description : Based on field observations of hazardous waste management, the team of auditors found a discrepancy that AIP has not manage LB3 responsibly, such as :			
<ul style="list-style-type: none"> • Were found drums of lubricant container on a pile of scrap metal that is not maintained in the TSF • Were found drums of lubricant container behind the house and the dam is a source of clean water for employees in APE • Were found drums of lubricants container behind the house in a housing complex area of TSE • Were found discarded containers contaminated used oil behind the house PSE. 			
Location TSF, APE, PSE & TSE			
Root Cause:			
<ul style="list-style-type: none"> • Lack of awareness from the unit of management regarding to the management of hazardous waste • Routine monitoring is still not yet done due to the management of hazardous waste, especillay at the housinf in each estate. 			
Corrective Action:			
<ul style="list-style-type: none"> • Do the management of hazardous waste by collecting it that has been contaminated in the environment. 			
Observation in September, 22nd 2016			
APE			
<ul style="list-style-type: none"> • Documentation evidence in the form of photo of policing for used package of chemical material (before and after) in the area which is only found the non conformity. • Unit of certification of APE has been shown the evidence document of inter office mail which was made by the manager of APE in September, 16th 2016 for all staffs of PPE and the office of union labor of APE regarding to the prohibition for using the used package of chemical material. • the evidence documentation monitoring management of hazardous waste at APE in July 2015 until June 2016 is available. 			
Observation in October, 5th 2016			
TSF has been shown the socialization evidence of hazardous waste management for employee in September, 10 th 2016 (list of attendance and photo of socialization activity are available).			
Observasi 5 Okt 2016			
APE has been shown the evidence:			

- documentation of policing checklist for the using of hazardous waste, including the used chemical material at housing, which is done per week in every month by the PIC who has been established, such as in September, 15th 2016.
- Policing data of hazardous waste including the used chemical package at housing, such as the owner of house, name of hazardous waste, source of hazardous waste, date of policing, and the documentation photo of withdrawal.
- Prohibition signboard for using the used package of chemical material.
- Management socialization of hazardous waste for the employee of division III and IV on 28th of September 2016 (photo documentation and list of attendance as the evidence are available).
- Evaluation of understanding due to the socialization of hazardous waste, including the used package of chemical material. One if its content is the employee has been understood the procedure of hazardous waste management including the used package of chemical material.
- Socialization schedule management of hazardous waste, including the used package of chemical material for once in 4 months. Such as in December of 2016 at Hut 1, 2 and CHC.

Observation in October, 10th 2016

Unit of certification has been shown the evidence:

- Policing check list the using of hazardous waste, including the used chemical package at housing, which is done per week in every month by the PIC who has been established.
- Policing data or the withdrawal of hazardous waste, including the used package of chemical material at housing, such as the owner of house, name of hazardous waste, and documentation photo of withdrawal or collecting the hazardous waste.
- Letter of delivery order of hazardous waste which was found at the housing to TSF.
- Socialization management of hazardous waste for employee.
- The socialization schedule management of hazardous waste for employee.

Preventive Action:

- Installing the sign board and creating the leaflet related to the management of hazardous waste and its monitoring.

Assessor Evaluation and Conclusion:

Auditor's Response (October, 10th 2016)

Based on the result of document verification that has been delivered, so the team of auditor is concluding that the non conformity of 2016-09 has been fulfilled and will observed due to the implementation of its management. Closed with observation.

Conclusion in November, 4th 2016

The implementation of fulfillment for this non conformity has been verified by the team of auditor by doing the re-visit to the unit of certification in November, 3rd 2016. So the non conformity of 2016.09 declared as fulfilled.

Verified by : **Sofyan Hadi Lubis**

NCR No.	: 2016.10	Issued by	: Sofyan Hadi Lubis
Date Issued	: 9 September 2016	Time Limit	: Before the certificate issued
NC Grade	: MAJOR	Date of Closing	: 22 September 2016
Standard Ref. & Requirement	: 5.6.2. Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented		
Non-Conformance Description based on field observation, the audit team were found a former domestic waste burning in the Housing Complex of PSE. The audit team concluded that the certification unit can not reduce or minimize emissions of greenhouse gases (GHG).			
Location PSE.			
Root Cause: <ul style="list-style-type: none"> Lack of awareness from the unit of management due to minimizing the emission of green house gases. 			
Corrective Action: <ul style="list-style-type: none"> Do the socialization to increase the understanding of the employee regarding to the emission of green house gases and the danger of doing the burning at outdoor 			
Observation in September, 22nd 2016 Unit of certification has shown the evidence: <ul style="list-style-type: none"> Documentation socialization activity of the employee understanding regarding to the emission of green house gases in September, 15th 2016 by the staff of PSE which was informed the definition of green house gases, goals, cause, impact and appeal for 20 workers. Documentation of policing checklist of green house gases (trash bruning) which is infomed the test in every week at each house by the officer who has been established (the security commander on behalf of Mr Poniran) Photo documentation in the form of prohibition for trash burning at the housing of PSE 			
Preventive Action: <ul style="list-style-type: none"> Establishing the PIC and creating checklist of test routinely and do the evaluation. 			
Assessor Evaluation and Conclusion: Auditor's response (September, 22nd 2016) Based on the result of document verification that has been explaining, the team of auditor was concluding that the non confirmity of 2016.10 has been fulfilled and the implementation due to the management of green house gases will be observed. Closed with observation.			
Verified by	: Sofyan Hadi Lubis		

NCR No.	: 2016.11	Issued by	: Muhammad Rinaldi
Date Issued	: 09 September 2016	Time Limit	: Before the certificate issued
NC Grade	: Major	Date of Closing	: 13 October 2016
Standard Ref. & Requirement	: 6.3.1 The system, open to all affected parties, shall resolve disputes in an effective, timely and appropriate manner, ensuring anonymity of complainants and whistle-blowers, where requested.		
Non-Conformance Description <ul style="list-style-type: none"> Based on the handling of complaints Employees SOP (004/AIP-PKK/XI/15) and the community (005/AIP-PKM/X/15), there is no explanation that the complaints process will be brought to the RSPO complaints system, if there is no solution to the existing problems. Based on SOP of handling employee complaints (004/AIP-PKK/XI/15), explained that complaints can be made by writing, but workers do not know the mechanism. 			
Location PT.AIP			
Root Cause: Lack of awareness from the unit due to the importance of standard operational procedure socialization.			
Corrective Action: <ul style="list-style-type: none"> The socialization of standard operational procedure complaint of employee will be do immediately 			
Observation in September, 24th 2016 <ul style="list-style-type: none"> the company has shown the standard operational procedure for employee complaint handling (No. SPO/004/AIP-PKK/XI/15) on 16th of November 2015 which is explaining the complaint that could not be solved will be taken to the complaint system of RSPO. However in revision note form (page ii), there's no explanation what kind of revision that will be done by the company due to the change mechanism of complaint and the company still not yet shown the system of society complaint handling. the company has also shown the evidence of standard operational procedure socialization of employee complaint handling, such as at APE in division 1 and 2 that has been done on 14th of September 2016 and in division 1 of TSE on 14th of September 2016. 			
Observation in October, 3rd 2016 <ul style="list-style-type: none"> the company has also shown the evidence of socialization of social operational procedure for employee complaint handling such as at APE in division 1 and 2 that has been done on 14th of September 2016 and in division 1 of TSE on 14th of September 2016. The company has been shown the standard operational procedure for employee complaint handling No SPO 004.AIP-PKK/XI/15 on 16th of September 2016 (Revision 03) which is explaining the complaint that could not be solved must be taken to the complaint system of RSPO. However the company still not yet shown the system of society complaint handling. 			
Observation in October, 13th 2016 The company has been shown the revised system of society complaint handling which is explaining that the complaint process will be taken into the complaint system of RSPO if there's not found the solution due to the problem which is available in the document of standard operational procedure of society complaint handling No. 005/AIP-PKM/X/2016 in October, 11 th 2016.			

Preventive Action:	
<ul style="list-style-type: none"> Do the revision of standard operational procedure and create the socialization schedule of it for once in a year. 	
Assessor Evaluation and Conclusion:	
Based on the result of document verification that has been explained, so the team of auditor is concluding that the non conformity of 2016.06 has been fulfilled.	
Verified by	: Muhammad Rinaldi

NCR No.	: 2016.12	Issued by	: Andi Pratama Pasaribu
Date Issued	: 09 September 2016	Time Limit	: Before the certificate issued
NC Grade	: Major	Date of Closing	: 12 October 2016
Standard Ref. & Requirement	6.5.2 Labour laws, union agreements or direct contracts of employment detailing payments and conditions of employment (e.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.) shall be available in the languages understood by the workers or explained carefully to them by a management official.		
Non-Conformance Description			
Based on field visits and interviews with harvesters in block G 19 Division 3 APE, found harvester who brought his wife worked as lost fruit picker without working ties with the company.			
Location			
Aneka Persada Estate			
Root Cause:			
Lack of socialization due to the prohibition for hiring workers without working ties with the company (contract).			
Corrective Action:			
<ul style="list-style-type: none"> Do the socialization regarding to the prohibition for hiring the employee who is not the employee of PT AIP 			
Observation in September, 24th 2016			
The company has shown the corrective evidence in the form of socialization prohibition for hiring the workers without working ties (contract). The socialization was implemented at the office of division III and division IV of APE in September, 13 th 2016 and was attended by 64 participants.			
Observation in October, 4th 2016			
Has been shown the corrective evidence, such as:			
<ol style="list-style-type: none"> Intern office mail No. TSE/084/IX/16/S on 13th of September 2016 from the manager of TSE to GM estate of north riau and aceh regarding to proposed issuance of contract letter agreement "kutip brondol" in division III. The proposed has been approved by the GM estates of north riau and aceh. Intern office mail No APE/261/IX/2016/S in September, 30th 2016 from the manager of APE to the senior assistant 			

- and all assistants regarding to the prohibition for hiring the family as “kutip brondolan”.
3. Letter of statement from the employee’s wife in September, 30th 2016 to implemented the memo from the manager regarding to the prohibition for hiring the family to do the activity of “kutip brondolan”
 4. Intern-office mail No. APE/260/IX/2016 in September, 30th 2016 from the manager of AP to the senior assistant and all assistant regarding to the using of “kutip brondolan” by the harvester of APE. In this memo, it’s explained that “kutip brondolan” must be registered as the temporary worker and the wage must be paid appropriate with tonnage weigh at palm oil mill, willing to be registered as the participant of the social security employment institution and also willing to obey all kind of work regulations and occupational safety.
 5. Intern office mail No. SOU 17/259/AIP/IX/2016 in September, 30th 2016 from the chairman of SOU 17 to all managers, all senior assistants, all assistants and head sections also the officer of union labor regarding to the using of “kutip brondolan” by the harvester at PT AIP. In that memo, it’s mentioned that the harvester must be reported if they will use “kutip brondolan” to be registered as temporary worker and the wage will be paid as the tonnage weigh at the palm oil mill, willing to be registered as the safety social insurance and also willing to obey all occupation health and safety regulations.

Observation in October, 10th 2016:

The company has been shown the evidence, such as:

1. The understanding evaluation due to socialization of using “kutip brondolan” by the harvester at PT AIP – Aneka Inti Persada Estate.
2. Test schedule monitoring form “kutip brondolan” which will be held by the staff of division an PSQM routinely every month.
3. Inter-office mail from the manager of TSE No. TSE/079/IX/2016 in September, 19th 2016 regarding to prohibition for taking the family member to work without work contract.

Observation in October, 12th 2016:

The company has shown the corrective evidence, such as:

1. inter-office mail from the chairman of SOU No. PT AIP/277/x/2016 in October, 11th 2016 regarding to the person-in-charge due to the work test monitoring, which are all assistants of division and assistant of PSQM of PT AIP.

Preventive Action:

- Create signboards of prohibition and do the socialization routinely during morning parade.

Assessor Evaluation and Conclusion:

Based on the corrective evidence that has been shown, so the non confirmity for this indicator declared as could be fulfilled.

Verified by : **Andi Pratama Pasaribu**

NCR No.	: 2016.13	Issued by	: Andi Pratama Pasaribu
Date Issued	: 9 September 2016	Time Limit	: ASA-1
NC Grade	: Minor	Date of Closing	: 8 November 2017

Standard Ref. & Requirement	6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where no such public facilities are available or accessible.
Non-Conformance Description: Certified unit has been providing housing for employees in the form of semi-permanent and permanent house. Based on the results of field visits and interviews with workers found that: <ul style="list-style-type: none"> Housing conditions are still inadequate, foundation of house is damaged by erosion and a leaking roof. Sewer for domestic waste water is untreated and potentially to erosion. 	
Location Housing complex Pinang Sebatang Estate Division II	
Root Cause: Lack of monitoring due to the condition of employee housing.	
Corrective Action: Immediately do the renovation gradually	
Preventive Action: The monitoring schedule of housing condition will be created and do the renovation	
Assessor Evaluation and Conclusion 08 November 2017 The company has been show the documentation of maintenance of employee housing in Pinang Sebatang Estate and based on field fobservation the employee housing was renovated.	
Verified by	: Benli Manurung

NCR No.	: 2016.14	Issued by	: Andi Pratama Pasaribu
Date Issued	: 09 September 2016	Time Limit	: ASA-1.1
NC Grade Grade ketidaksesuaian	: Minor	Date of Closing	: 09 November 2017
Standard Ref. & Requirement	6.13.1 A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations		
Non-Conformance Description & Evidence observed (filled by auditor): Based on audit results, it is known that the company has a policy to respect human rights. However, it was identified that: <ul style="list-style-type: none"> No evidence of human rights policy has been disseminated to all levels of workers. Not yet explained in detail who is in charge of delivering internal and external corporate policies. For example, human rights policy. 			
Root Cause Analysis (filled by organization audited): Lack of unit attention to the importance of socialization of the prevailing policies.			

Correction <i>(filled by organization audited):</i> Immediate socialization policies of respect human rights to all employees	
Corrective Action <i>(filled by organization audited):</i> Create a socialization schedule	
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 09 November 2017 The certificate holder has presented evidence of improvement, namely: <ul style="list-style-type: none"> • Documentation of Human Rights Socialization, Socialization of Gender Committee, and Health and Safety Socialization on 4 November 2017 at Division 3 and 4 of Aneka Persada Estate (APE) followed by 174 (attached Photo and Attendance List) • Documentation of Human Rights Socialization, policy of breastfeeding, union policy and minimum age requirement on July 19, 2017 at Pinang Sebatang Estate (PSE) attended by 12 participants (attached Photos and Attendance List) • Documentation of human rights socialization on September 25, 2017 at PSE attended by 46 participants (attached Photos and Attendance List) • Documentation of human rights socialization on October 25, 2017 in division 3 Teluk Siak Estate (TSE) which was attended by 39 participants (attached Photos and Attendance List). • Documentation of human rights socialization on March 15, 2017 at Teluk Siak Factory (TSF) attended by 33 participants (attached Photos and Attendance List) Based on the results of interviews with staff known to the company that is responsible for the socialization is the staff (assistant and manager). The result of verification of the socialization document that has been done is known that the assistant and manager participate in the implementation of the socialization. From interviews with workers in the estate and mill, it is known that workers have understood the existence of the human rights policy and have been socialized by assistants and managers. Based on the above matters, the non-conformity in this indicator is stated fulfilled	
Verified by	: Benli Manurung

NCR No.	: 2016.15	Issued by	: Andi Pratama Pasaribu
Date Issued	: 9 September 2016	Time Limit	: Before the certificate issued
NC Grade	: Major	Date of Closing	: 24 October 2016
Standard Ref. & Requirement	: SCCS D.5.1 The site shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a three-monthly basis..		
Non-Conformance Description Not enough evidence that the data reception of FFB, processing and sales of CPO/PK certified have been recorded and balanced on a regular basis.			
Location Teluk Siak Factory			
Root Cause: There's still found the lack of coordination from Teluk Siak Palm Oil Mill unit of management with the marketing department in head office at Jakarta regarding to the registering/monitoring the cultivation and sales of CPO/PK certified periodically due to there's still no system that clearly organized the mechanism of coordination and documentation of SCCS.			

Corrective Action:

Creating scheduling of data request to Jakarta Marketing departmen periodically per quarterly by coordination and by email from the unit of Teluk Siak Palm Oil Mill.

Verificaton in October, 10th 2016

The company has shown the corrective evidence in the form of schedule of monitoring data register of cultivation result and sales of CPO/PK certified per quarterly.

Verification in October, 12th 2016

AIP has been shown the Standard operational procedure of supply chain (027/AIP-SCCS/15) of Minamas Plantation (PT Aneka Inti Persada) in September, 3rd 2015.

Verification in October, 24th 2016

AIP has been shown the standard operational procedure of supply chain *027/AIPP-SCCS/15) of Minamas Plantation (PT Aneka Inti Persada) in September, 3rd 2015 which is explaining:

- In the standard operational of procedure, it's mentioned that the mechanism of data request by PT AIP (Teluk Siam Palm Oil Mill) to the department of marketing at Jakarta periodically per three months.
- The attachment of 10.1 → Identity Preserved refer to the new standard in November, 21st 2014.
- The attachment of 10.2 → Modul D the requirement of Identity Preserved refer to the new standard requirement in 2014.

The reference of communication and claim product refer to RSPO rules on communications and claims-approved by RSPO BoG in June of 2015.

Preventive Action:

Create the schedule for doing socialization or SCCS training by the department of PSQM to the unit of management of Teluk Siak Palm Oil Mill.

Observation in October, 24th 2016:

The attachment of socialization or SCCS training schedule which will be planned in November 2016 and May 2017. The plan for training has been established by the Manager of Mill and Staff of PSQM.

Assessor Evaluation and Conclusion:

Observation in September, 24th 2016

The evidence that has been sent in the form of data by FFB, data of production and the shipment of CPO and PK. However, it still could not yet been shown that the data has been balancing periodically (quarterly).

The auditor's comment (October, 24th 2016)

Based on that matter above, so the non confirmity declared as fulfilled.

Verified by : **Andi Pratama Pasaribu**

3.5.2 Identification of Findings, Corrective Actions and Observations at *ASA 1.1* Assessment

NCR No.	: 2017. 01	Issued by	: Sahat Simarmata
Date Issued	: 10 November 2016	Time Limit	: 08 January 2018
NC Grade	: Major	Date of Closing	: 28 November 2017
Standard Ref. & Requirement	: 3.1.1 A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.		
Non-Conformance Description & Evidence observed (filled by auditor): The company has five years management plan which presented in document of Budget for period 2016/2017 to 2017/2018 and Projection for period 2018/2019 to 2020/2021. However, finance related indicator are not available on the respective documents, i.e projection of CPO price and income.			
Root Cause Analysis (filled by organization audited): The company has data on CPO price and company income projection which was only available on the Head Quarter (HQ) Office in Jakarta. Lack of coordination between HQ and Estate Unit has caused the respective data were not available during audit assessment.			
Correction (filled by organization audited): Estate unit to carry out a good coordination with the HQ towards CPO price and income projection for period 2016/2017 to 2017/2018, as well as for period 2018/2019 to 2020/2021.			
Corrective Action (filled by organization audited): <ul style="list-style-type: none"> • Providing data on CPO price and company income projection in the estate. • Estate unit to monitor and carry out a good coordination with the HQ towards providing the data and information needed, which should be available on the units. 			
Assessor Evaluation and Conclusion (filled by auditor):			
20 November 2017 Certificate holder has shows correction evidence through documents of Long Term Business Plan for Financial Year 2017 to 2022 which informed several parameters such as income projection, production (FFB, CPO and kernel), replanting program, etc. Correction evidence is accepted by tem auditor. However, analysis on root cause and corrective action are not sistematically and specifically describes by estate management. Those anlysis are very important to make sure that the non-conformity will not repeat on the next audit assessment. Hence, NCR No. 2017.01 has remain open .			
28 November 2017 Certificate holder has shows description of root cause and corrective actions analysis which were suit with non conformance description. Hence, non-conformity on this indicator is considered closed .			
Verified by	: Oktovianus Rusmin		

NCR No.	: 2017. 02	Issued by	: Mohamad Amarullah
Date Issued	: 10 November 2017	Time Limit	: Next ASA
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 4.4.1 An implemented water management plan shall be in place.		
Non-Conformance Description & Evidence observed (filled by auditor):			
According to water quality analysis of Pingai River on May 2017, it was known that value of BOD ₅ and COD were increased for about 40 % and 112 %, respectively. Regarding this matter, evaluation, analysis and mitigation strategy to overcome this situation are not available.			
Root Cause Analysis (filled by organization audited):			
Lack of monitoring towards housing and other employees facilities.			
Correction (filled by organization audited):			
<ol style="list-style-type: none"> 1. The company has carried out crosscheck and identify erosion potential spots along river body, especially on higher position landscape. 2. Estate management conducting U-shape frond stacking as mentioned in the procedure, which aims to minimize surface run-off and erosion. 			
Corrective Action (filled by organization audited):			
The company will conduct trees planting on the upstream and downstream of Pingai River.			
Assessor Evaluation and Conclusion (filled by auditor):			
15 December 2017			
The Certificate Holder has shows correction evidence as follows:			
<ul style="list-style-type: none"> • Procedure of frond stacking. • Picture documentation of erosion areas monitoring 			
Based on documents evidence given, it could be concluded that evaluation and mitigation action towards water quality management, root cause analysis were not systematically formulated. Hence, NCR No. 2017.02 has remain Open.			
Verified by	:	Mohamad Amarullah	

NCR No.	: 2017. 03	Issued by	: Mohamad Amarullah
Date Issued	: 10 November 2017	Time Limit	: Next ASA
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	: 4.4.4 Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.		
Non-Conformance Description & Evidence observed (filled by auditor): According to record of water used per tonne FFB reviews, it was known that average of water used ratio for oil palm processing were ranged from 1.26 to 2.05 m ³ /ton FFB, while monthly budget were ranged from 1.02 to 1.66 m ³ /ton FFB. From April to September 2017, uses of water for FFB processing were over budget for about 13 to 98 %. Regarding this matter, management evaluation towards this situation is not available.			
Root Cause Analysis (filled by organization audited): Mill management do not separate uses of water which devided into process, domestic and maintenance purposes. Hence, consumption of water looks very high. Moreover monitoring towards water consumption was also not implemented.			
Correction (filled by organization audited): To recapitulate water consumption and devide it into several purposes such as for domestic, processing and maintenance purposes.			
Corrective Action (filled by organization audited): To conduct monitoring towards water consumption, as well as its evaluation.			
Assessor Evaluation and Conclusion (filled by auditor): 04 January 2018 The company shows recapitulation data of water consumption which has separated according to its purpose, i.e. for domestic, FFB processing and non-processing (maintenance). The latter was adopted for fuel consumption reduction. Hence, the rcords is more accurate. According to the data, it could be concluded that average of water consumption for FFB processing were about 1.30 m ³ .ton FFB. However, the company is not be able to shows (explaines) evaluation and follow up system or mechanism when water consumption has over budgetted. Hence, NCR No. 2017.03 has remain Open.			
Verified by	:	Mohamad Amarullah	

NCR No.	: 2017. 04	Issued by	: Sahat Simarmaat
Date Issued	: 10 November 2016	Time Limit	: 08 January 2018
NC Grade	: Major	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	: 4.5.1 Implementation of Integrated Pest Management (IPM) plans shall be monitored.		
Non-Conformance Description & Evidence observed (filled by auditor): Based on monitoring of pest and disease record for period September 2017 in Pinang Sebatang Estate, it was informed incidence of caterpillar attack for about 30 ha with average of larvae was about 0.90 per fronds. Those results was considered below economic threshold limits (5 per frond). However, there were application of Sentrin 50 EC (Cypermethrin) by mistblower for about 10.80 liter (dosage 360 cc/ha) on the same area. Regarding this matter, justification towards Sentrin application is not available. This situation indicating propilactic action and not in accordance with procedure ARM Policy No. 110/EST/ARM/13 Part 15 about Plant Protection – (chemical control).			
Root Cause Analysis (filled by organization audited): Lack of understanding of Division Assistant and IPM team related to SOP ARM Policy No. 110 / EST / ARM / 13 Section 15. Plant Protection on chemical control.			
Correction (filled by organization audited): <ul style="list-style-type: none"> • Coordinate with POD Region and MRC Departments to conduct training. • Establish an IPM training implementation program • Conduct IPM training according to the program 			
Corrective Action (filled by organization audited): Develop program and evaluation of training implementation.			
Assessor Evaluation and Conclusion (filled by auditor): 11 December 2017 The certificate holder has presented evidence of improvement, consisting of: <ul style="list-style-type: none"> • Justification of Chemical Fire Control in Block of D14 Pinang Sebatang Estate • Recapitulation of Caterpillar Census at Pinang Sebatang Estate (where location and time of census, not explained) • Application for Chemical Apothecary Control from Assistant of Division IV Pinang Sebatang Estate to Estate Manager Pinang Sebatang Estate (No.021 / PSE-DIV.IV / IX / 2017 / S, dated 10/11/2017). Auditor verified document of the result Pest Control and Disease Control of September 2017 (Proof of Repair point 3 above, less relevant to its NCR)			
Root cause Analysis, Correction and Corrective Action has not been formulated systematically and Evidence of improvement is not enough, so Non-conformance on this indicator has not been fulfilled (Open)			
04 January 2018 The certificate holder has presented evidence of improvement, consisting of: <ul style="list-style-type: none"> • Recapitulation Census of Caterpillar at Pinang Sebatang Estate Division IV, period of July - September 2017 • The other proofs of the work are still the same as those submitted on November 15, 2017 • Problem Root Analysis, Corrections and Corrective Actions are still the same as before 			
Root cause Analysis, Correction and Corrective Action has not been formulated systematically and Evidence of improvement is not enough, so Non-conformance on this indicator has not been fulfilled (Open)			
04 January 2018 The certificate holder has presented evidence of improvements consisting of: <ul style="list-style-type: none"> • IPM Work Program. (PM / PR.1201-Caterpillar Census) 2017/2018 (July - December 2017) 			

- Example of Caterpillar Census in Pinang Sebatang Estate, Division IV, Block of D04
- Census Map of Caterpillar Attack, September 2017
- Application Letter for Chemical Apothecary Control from Assistant of Division IV Pinang Sebatang Estate to Estate Manager Pinang Sebatang Estate (No.021 / PSE-DIV.IV / IX / 2017 / S, 10/11/2017) is Closing Meeting ASA -1.1

Root cause Analysis have not been formulated systematically and Evidence of improvement is not enough, so Non-conformance on this indicator has not been met (Open)

08 January 2018

The certificate holder has presented evidence of improvements consisting of:

- Email of training plan to be undertaken by the Department of POD and MRC which is planned to be implemented on January 11, 2018
- Program of refreshment training Replanting and P & D Control for Siak Area to be implemented on January 11, 2018

Based on the above explanation, the Non-conformance on this indicator is declared **Closed with Observation** and will be the auditor's attention on subsequent visits related to the follow-up of the training plan and the consistency of its implementation.

Verified by : Sahat Simarmata

NCR No.	: 2017. 05	Issued by	: Sahat Simarmata
Date Issued	: 10 November 2017	Time Limit	: 08 January 2018 Categorize to 8.1
NC Grade	: Major	Date of Closing	: 06 December 2017
Standard Ref. & Requirement	: 4.6.5 Pesticide shall only be handled, used or applied by persons who have completed the necessary training and shall always be applied in accordance with the product label. Appropriate safety and application equipment shall be provided and used. All precautions attached to the products shall be properly observed, applied, and understood by workers (see Criterion 4.7).		

Non-Conformance Description & Evidence observed (filled by auditor):

Based on observation to *Oryctes* population control by Insecticide Sentrin 50 EC (Cipermethrin) in Block D014 Divisi 4 Pinang Sebatang Estate, it was found pesticide Applicators has used several mask such as respirator, carbon type and disposable mask as presented in the figure bellows. Apart from respirator mask type, the rest mask are not in accordance with the respective MSDS products.



Root Cause Analysis (filled by organization audited):

Lack of coordination between Pinang Sebatang Estate management, company doctor and PSQM Department towards disease which may be caused by pesticide application.

Correction (filled by organization audited):

- The company has deliver a proper PPE to all pesticide aapplication team.
- To conduct safety briefing and work instruction towards oryctes control through pesticide application.

Corrective Action (filled by organization audited):

To monitor compliances of PPE towards HIRARC, standard operating procedure of PPE as well as the respective pesticide MSDS.

Assessor Evaluation and Conclusion (filled by auditor):

20 November 2017

Certificate holder has shows several evidence, as follows:

- Official letter of PPE delivery (respirator mask, Apron, rubber gloves and goggle) dated November 11th 2017 which informed that PPE delivery to one Foreman and three pesticide applicators had carried out in Divisi 4 Pinang Sebatang Estate. Name of applicators, picture documentation and oryctes spraying application are available. According to the picture, it shows that **motorbike helmet were used as PPE**.

Auditor comment:

- Is that PPE (helmet) has choosed as PPE for pesticide applicator?. Please re-check its suitability with HIRAC, SOP and MSDS.
- Evidence of correction would be better has considered through a proper evaluation, which aims to avoid non-conformity repetition in the coming audit assessment.



- Official letter of Safety Briefing to pesticide applicators dated November 18th 2017 which conducted in Divisi 3 and Divisi 4 Pinang Sebatang Estate. List of attendance and picture during briefing were available.

Based on explanation above, Non conformity on this Indicator is still remain **open**.

30 November 2017

Certificate holder shows several additional conrection evidence, as follows:

- Official letter of PPE Delivery which in accordance with standard procedure, dated November 24th in Divisi 4 Pinang Sebatang Estate.
- Picture documentation of oryctes population control through pesticide application is available. The following picture indicate that PPE used were in accordance with requirement mentioned by procedure, e.g. face shield, respirator mask, apron, rubber gloves and boot



Based on explanation above, it could be concluded that non conformity is considered **closed**. Consistency towards implementation will be observed on the next audit assessment.

Verified by : **Oktovianus Rusmin**

NCR No.	: 2017. 06	Issued by	: Sahat Simarmata
Date Issued	: 10 November 2017	Time Limit	: 08 January 2018

			Categorize to 8.1
NC Grade	: Major	Date of Closing	: 11 December 2017
Standard Ref. & Requirement	: 4.7.2 A documented risk assessment shall be available and its implementation shall be recorded.		
<p>Non-Conformance Description & Evidence observed <i>(filled by auditor):</i></p> <ul style="list-style-type: none"> Based on observations to Press Station, Kernel & Nut Station and Clarification Station at Teluk Siak Factory, it is found that the Operator in each Station does not use PPE (ear plug), as required in HIRAC Based on observations to Kernel & Nut Station at Teluk Siak Factory found that the welder working at the station does not use PPE in accordance with the workplace and work type as required in HIRAC (face shield, ear plug and gloves). 			
<p>Root Cause Analysis <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> Weak control and monitoring by the Assistant on the completeness and use of PPE by employees There is still a lack of awareness of employees on the importance of Occupational Safety and Health, especially regarding the use of PPE. 			
<p>Correction <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> The company has distributed the PPE completely to the employees Conducting affirmation by means of re-socialization related to PPE function and employee understanding about HIRAC all station and Standard Operating Procedure (SOP) operational. 			
<p>Corrective Action <i>(filled by organization audited):</i></p> <ul style="list-style-type: none"> Publish a memo addressed to all assistants to conduct daily safety briefings during briefing work. Administered administrative sanctions to ensure no recurrence of employees does not use Personal Protective Equipment (PPE) completely. 			
<p>Assessor Evaluation and Conclusion <i>(filled by auditor):</i></p> <p>20 November 2017 The certificate holder has presented evidence of improvement, namely:</p> <ul style="list-style-type: none"> Warning Letter from Teluk Siak Factory Manager, respectively: <ul style="list-style-type: none"> Number: 0202/TSF/XI/2017, dated 14 November 2017 to Worker (Ai) who is known not to use PPE while working at Station Kernel Recovery on November 9, 2017 Number: /TSF/XI/2017, November 15, 2017 to Workers (MA) who are known not to use PPE while working at Station Kernel Recovery on November 9, 2017 Number: /TSF/XI/2017, November 15, 2017 to Workers (Mm) known not to use PPE while working at Station Kernel Recovery on November 9, 2017 <p>What about workers at the Press Station, Kernel & Nut Station and the Clarification Station at Teluk Siak Factory who are aware that the Operators at each Station do not use the PPE (ear plug) on November 9, 2017. What is the action of the Management? (Point 1 to the Non-Conformity above).</p> <ul style="list-style-type: none"> Document "Work Activity With Safety", Teluk Siak Factory <p>Evidence of improvement is not sufficient so that Non-conformance on this indicator has not been fulfilled (Open)</p>			

06 December 2017

The certificate holder has presented evidence of improvement, namely:

Documentation (Photo) Provision of PPE (Ear Plug) to Press Station Operator, Nut & Kernel Nut Station and Clarification Station, November 25, 2017.

But the Evidence of Re-socialization related to the function of PPE and the understanding of employees in all Station about HIRAC and SOP (Point 2 on Correction), have not been shown.

Evidence of improvement is insufficient so that Non-conformance to this indicator has not been **fulfilled (Open)**

11 December 2017

The Certificate Holder has presented evidence consist of:

- Documentation (Photographs) Distribution of PPE to each operators at related station (Press Station, Kernel & Nut Station and Clarification Station) at Teluk Siak Factory.
- Documentation (Photographs) Socialization of PPE usage to each at related station (Press Station, Kernel & Nut Station and Clarification Station) at Teluk Siak Factory.

Based on the evidence above, the Non-conformance on this indicator is stated has been fulfilled (**Closed**)

Verified by : **Oktovianus Rusmin**

NCR No.	: 2017. 07	Issued by	: Sahat Simarmata
Date Issued	: 10 November 2017	Time Limit	: Next ASA
NC Grade	: Minor	Date of Closing	:
Standard Ref. & Requirement	4.7.5 Accident and emergency procedures shall exist and instructions shall be clearly understood by all workers. Accident procedures shall be available in the appropriate language of the workforce. Assigned operatives trained in First Aid should be present in both field and other operations, and first aid equipment shall be available at worksites. Records of all accidents shall be kept and periodically reviewed.		
Non-Conformance Description & Evidence observed (filled by auditor): Based on observation to workshop, Central Warehouse, Block Spraying System House, Block C18/BC14/A17 Divisi 1 in Aneka Persada Estate, as well as to Block A007 Divisi 3 and Block A004 Divisi 1 in Pinang Sebatang Estate, it was found kits content of first aid box are not consistent. Regarding this matter, justification towards first aid content is not available.			
Root Cause Analysis (filled by organization audited): Lack of monitoring by ESH officers about the standardize the contents of first-aid box in accordance with Ministerial Decree No. PER.15 / MEN / VIII / 2008.			
Corrective Action (filled by organization audited): <ol style="list-style-type: none"> The Company fulfills and adjusts the contents of first aid box in accordance with Ministerial Decree No. PER.15 / MEN / VIII / 2008. ESH officers regularly monitor the contents of first aid boxes and report them to the Company Evaluate the results of monitoring conducted. 			
Assessor Evaluation and Conclusion (filled by auditor): 04 January 2018 The certificate holder has presented evidence of improvement, namely: <ol style="list-style-type: none"> Handover photo of First Aid Box at Pinang Sebatang Estate Photo supervision conducted on 16November 2016 Auditor Notes: <ol style="list-style-type: none"> What about the handover evidence of First Aid Box handling in APE and TSE? When do routine monitoring, how the results? Please list the contents of the first aid box set by the company Evidence of improvement is not sufficient so that Non-conformance on this indicator has not fulfilled (Open)			
Verified by	: Benli Manurung		

NCR No.	: 2017. 08	Issued by	: Mohamad Amarullah
Date Issued	: 10 November 2017	Time Limit	: Next ASA
NC Grade	: Minor	Date of Closing	: 04 January 2018
Standard Ref. & Requirement	: 5.1.2 Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for changes shall be developed and implemented within comprehensive management plan. The management plan shall identify the responsible person/persons.		
Non-Conformance Description & Evidence observed (filled by auditor): Based on RKL/RPL Semester 1 2017 review, it was identified that water biota monitoring in Pingai and Gasib River as required by Environment Impact Assessment (AMDAL) Addendum which issued by AMDAL Assessment Commission through Decree No. 10/660/BLH-S/KPTS/2015 dated November 27 th 2015 are not available.			
Root Cause Analysis (filled by organization audited): Lack of information for management units towards water biota parameter monitoring and management.			
Correction (filled by organization audited): 1. To propose water biota monitoring (laboratory testing) activity for PT AIP. 2. To check and monitor water biota parameter, in coordination with the current party which responsible for environmental testing (air emission and ambient) in PT AIP.			
Corrective Action (filled by organization audited): To monitor, analyze and evaluate laboratory testing result towards water biota parameter every six months, as recommended by environment impact analysis (AMDAL) document of Siak Regency on 2015.			
Assessor Evaluation and Conclusion (filled by auditor): 4 January 2018 Certificate holder has shows several documents related to monitoring and management of water biota, as follows: <ul style="list-style-type: none"> • Chaiman of SOU-17 Letter No. 012/AIP/SOU-17/XII/2017/S dated December 11th 2017 about proposal of monitoring and management of water biota activities for PT AIP. • Letter from CV Bina Alam Lestari to PT AIP No. 081/BINA/SP/XII/2017 dated December 19th 2017 about cost quotation (offer) for water biota monitoring (laboratory analysis) for plankton and benthos. Based on document reviews, it could be concluded that water biota monitoring as mentioned in AMDAL adendum document were still ongoing process which indicate positive progress. Hence, NCR No. 2017.08 has considered Closed and this matter will be observed on the next surveillance assessment.			
Verified by	: Mohamad Amarullah		

NCR No.	: 2017. 09	Issued by	: Mohamad Amarullah
Date Issued	: 10 November 2017	Time Limit	: 08 January 2018 Categorize to 8.1
NC Grade	: Major	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	: 5.3.2 All chemicals and their containers shall be disposed of responsibly.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i>			
<ul style="list-style-type: none"> Based on observation to Block A002 Divisi 2 Pinang Sebatang Estate, it was found two pieces of used pesticide containers (brand Trendy 20 WP) on the ground. 			
			
<ul style="list-style-type: none"> Based on observation and hazardous waste balance reviews in Aneka Persada and Pinang Sebatang Estate Workshop (battery, used fabric and lubricants), as well as interview with workshop officer, it was known that some hazardous wastes were stored more than one month. Regarding this matter, mechanism of time of storage before deliver to the permitted hazardous waste store in Teluk Siak Factory is not available. 			
Root Cause Analysis <i>(filled by organization audited):</i>			
Procedure of time of storage and hazardous waste management produced by estate before delivered to the permitted hazardous waste storage in Teluk Siak Factory (TSF) is not available.			
Correction <i>(filled by organization audited):</i>			
<ol style="list-style-type: none"> To send hazardous waste found during field observation directly to the permitted hazardous waste storage in Teluk Siak Factory Making procedure as mentioned in root cause analysis. 			
Corrective Action <i>(filled by organization audited):</i>			
To monitor procedure implementation towards hazardous waste management (time of handling and delivery) from unit produced, before send to permitted hazardous waste storage in Teluk Siak Factory			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i>			
11 December 2017			
The company shows procedure No. RSPO/AIP-PLB3&BB3/XI/17 dated November 20 th 2017 about hazardous waste and hazardous materials management, issued by Estate Manager, Mill Manager and SOU Chairman. Procedure			

mentioned that hazardous waste produced by units shall be placed on the temporary hazardous waste storage maximum for one month before delivered to the permitted hazardous storage on TSF. These procedure is carried out by Store Keeper, endorsed by Admin (*Kasie*).

Furthermore, the company also has shows picture document which informed that used containers founded on Block A002 Divisi 2 Pinang Sebatang has been removed. However, evidence such as balance record, receipt/acceptance record of two used containers of Trendy 20WP, from estate unit to the permitted hazardous waste storage in TSF is not available. Moreover, evidence of correction towards findings on Workshop which mentioned in second point of NCR, was also not available. Hence, **NCR No. 2017.09 has remain open.**

4 January 2018

Certificate holder shows Delivery Letter of Hazardous Waste from Pinang Sebatang Estate Manager to Teluk Siak Factory Manager dated November 30th 2017, which informed delivery of used pesticide containers from the respective Estate to Hazardous Waste Store in Teluk Siak Factory. One of hazardous waste sent were Trendy 20WP which mentioned in NCR statement. Hence, non conformity point 1 has comply. However, evidence of NCR fulfilment point number 2 is not available. Hence **NCR No. 2017.09 has remain open.**

8 January 2018

Certificate holder has shows several documents of hazardous wastes monthly delivery from Workshop/Traction, which signed by Administration Staff of Teluk Siak Factory, Assisstant of Traction and Warehouse Head. For example, hazardous waste delivery letter from Aneka Persada Estate for period November 2017 to Janury 2018 is presented as follows:

- Dated November 12th 2017 from APE Workshop. List of hazardous waste were 150 litre of used lubricants, 240 pcs of used filter and 10 pcs of used battery.
- Dated December 5th 2017. List of List of hazardous waste was 100 litre of used lubricants.
- Dated January 5th 2018. List of List of hazardous waste was 100 litre of used lubricants.

Based on the evidence above, it could be concluded that workshop unit has managed to deliver hazardous waste produced less than one month as required by procedure No. RSPO/AIP-PLB3&BB3/XI/17 dated November 20th 2017. Hence, **NCR No. 2017.09 is considered closed.**

Verified by	:	Mohamad Amarullah
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NCR No.	: 2017.10	Issued by	: Benli Manurung
Date Issued	: 10 November 2017	Time Limit	: Next ASA
NC Grade	: Minor	Date of Closing	: 28 November 2017
Standard Ref. & Requirement	: 6.5.3 Growers and millers shall provide adequate housing, water supplies, medical, educational and welfare amenities to national standards or above, where such public facilities are unavailable or inaccessible		

Non-Conformance Description & Evidence observed (filled by auditor):

Based on the field visit at Housing Complex in Aneka Persada Estate (housing of divisions 3 and 4) it can be seen that:

- Some of the housing is damaged, the floor is broken and the roof is leaking
- The domestic sewerage is damaged
- Conditions of septic tank damaged/leak
- Domestic waste is scattered around the housing



From the results of interviews with Workers Union APE units and verification document Minutes of Meeting on August 29, 2017, it is known that it has been discussed with the company.

Root Cause Analysis *(filled by organization audited):*

Lack of monitoring of worker housing and other supporting facilities

Correction *(filled by organization audited):*

Performing gradual repairs and cleaning garbage scattered around the house.



Corrective Action *(filled by organization audited):*

- Create an worker's housing repair schedule and other support facilities
- Monitoring progress of worker housing improvement and other supporting facilities
- Evaluate the results of worker housing improvements and other support facilities to prevent future similar events.

Assessor Evaluation and Conclusion *(filled by auditor):*

28 November 2017

The certificate holder has presented evidence of improvement, consisting of:

- Evidence of housing improvements and other supporting facilities (attached photographs)
- Workers Home Program 2017/2018 and other supporting facilities.

Based on evidence of the above improvements, the discrepancy in this indicator is stated Closed with Observation and will be the auditor's attention on the next visit

Verified by : **Oktovianus Rusmin**

NCR No.	: 2017.11	Issued by	: Team Auditor
Date Issued	: 10 November 2017	Time Limit	: 08 January 2018
NC Grade	: Major	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	8.1 The action plan for monitoring shall be available, based on a consideration of the social and environmental impacts and routine evaluation of the plantation and mill operations.		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on Nonconformities identified at the time of the RSPO Re Certification in 2016, the Auditor team considers that there is a recurrent non-compliance when ASA-1.1 as a result of the incomplete implementation of continuous improvement. Such nonconformities are: <ul style="list-style-type: none"> • Indicator 4.6.5 • Indicator 4.7.2 • Indicator 5.3.2 • Indicator 6.5.3 			
Root Cause Analysis <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Indicator 4.6.5 Lack of coordination between Pinang Sebatang Estate Management, Company Doctor and PSQM Department related to potential diseases that will arise due to spraying. • Indicator 4.7.2 <ul style="list-style-type: none"> - Lemahnya kontrol dan monitoring oleh Asisten terhadap kelengkapan serta penggunaan APD oleh karyawan - Masih kurangnya kesadaran karyawan terhadap pentingnya Keselamatan dan Kesehatan Kerja, khususnya perihal penggunaan APD. • Indicator 5.3.2 The absence of SOPs concerning the mechanism of regulating the storage of B3 Wastes produced in the garden before being sent to Teluk Siak Factory (TPS B3 waste that has license at PT Aneka Inti Persada). • Indicator 6.5.3 Lack of monitoring of employee housing and other supporting facilities 			
Correction <i>(filled by organization audited):</i> <ul style="list-style-type: none"> • Indicator 4.6.5 <ul style="list-style-type: none"> - The company has distributed the appropriate PPE to the spray team. - Conducting safety briefing and briefing work to oryctes pest spray workers. • Indicator 4.7.2 Appropriate Earning PPE (Ear Plug) to Press Station Operator, Kernel & Nut Station and Clarification Station, November 25, 2017. <ul style="list-style-type: none"> • The company has distributed the PPE to the employees completely • Conducting affirmation by means of re-socialization related to PPE function and employee understanding about HIRAC all station and Standard Operating Procedure (SOP) operational. • Indicator 5.3.2 			

- The removal of Hazardous waste that found during field visits in the observed unit and the other units, directly to the temporary hazardous waste storage.
- Create the Procedure of Time Period hazardous waste storage in the Unit, as described in the root cause analysis.

Indicator 6.5.3

Performing gradual repairs and cleaning garbage scattered around the house.

Corrective Action (filled by organization audited):

Indikator 4.6.5

Monitoring the suitability of PPE employed by HIRARC, Standard Operation Procedure (SOP) of Personal Protective Equipment, and related product MSDS.

Indicator 4.7.2

- Publish a memo addressed to all assistants to conduct daily safety briefings during briefing work.
- Administered administrative sanctions to ensure no recurrence / reoccurrence of employees does not use Personal Protective Equipment (PPE) completely.

Indicator 5.3.2

Monitoring the storage and delivery of waste in accordance with the SOP .

Indicator 6.5.3

- Creating an employee's housing repair schedule and other support facilities
- Monitoring progress improvement of employee housing and other supporting facilities
- Evaluate the results of employee housing improvements and other support facilities to prevent future similar events.

Assessor Evaluation and Conclusion (filled by auditor):

Indicator 4.6.5

20 November 2017

Evidence of Improvement and Root Analysis The problem has not been systematic

30 November 2017

The Certificate Holder has presented evidence of improvement consist of:

- Formulation and redaction Root Analysis Problems that have been fixed
- Latest PPE Handover Reports that have been adapted to standard for spraying, November 24th at Division IV Pinang Sebatang Estate.
- Documentation (photograph) of oryctes pest spraying demonstration by using standard PPE for spraying (respiratory mask, long-sleeve apron, Rubber Glove and Helmet equipped with wide google)

Based on the evidence above, the Non-conformance on this indicator is declared **Closed**.

Indicator 4.7.2

11 December 2017

The Certificate Holder has presented evidence of improvement consist of:

- Documentation (Photographs) Distribution of PPE to each operators at related station (Press Station, Kernel & Nut Station and Clarification Station) at Teluk Siak Factory.
- Documentation (Photographs) Socialization of PPE usage to each operators at related station (Press Station, Kernel & Nut Station and Clarification Station) at Teluk Siak Factory.

Based on the evidence above, the Non-conformance on this indicator is stated has been fulfilled (**Closed**)

Indicator 5.3.2

11 December 2017

The Certificate Holder has demonstrated the Procedure No. RSPO / AIP-PLB3 & BB3 / XI / 17 dated November 20, 2017 on Hazardous Material and Hazardous Waste Management authorized by the Estate Manager, Factory Manager and SOU Chairman. The procedure states that the hazardous waste generated by the unit is stored in a temporary B3 waste storage store with a maximum of one month's saving period. Delivery to licensed of temporary hazardous waste at Teluk Siak Factory is carried out on a predetermined date, carried out by warehouse petrol with the approval of Administration Head.

There has also been documentation (photo) informing that the hazardous waste container in Block A002 of Division 2 Pinang Sebatang has been quoted. However, the company has not been able to show evidence of hazardous waste handover records of two pesticide packs of Trendy 20 WP brand to temporary hazardous waste has a licensed. In addition, the company has not been able to show evidence of follow-up findings in the workshop, at the second point. Thus, Nonconformance in this indicator has not been fulfilled (**Open**).

04 January 2018

The Certificate Holder shows the Letter of Consignment Note of hazardous waste from Pinang Sebatang Estate Manager to Teluk Siak Factory Manager dated 30 November 2017. The document informs delivery of pesticide containers, including Trendy 20WP packaging. Thus, the first point of nonconformity has been fulfilled (**Closed**). However, the Certificate Holder has not been able to show compliance with the second point of nonconformity. Thus, the nonconformity to this indicator has not been fulfilled (**Open**)

08 January 2018

The certificate holder shows several hazardous waste Invoice Handover documents from the Workshop / Traction each month, signed by the Head of Administration of Teluk Siak Factory, Plantation Assistant Traction and Warehouse Head. For example, the delivery of hazardous waste from Aneka Persada Estate for November 2017 s / d January 2018 is as follows:

- 12 November 2017 from Aneka Persada Estate (APE) for waste including 150 liters of used oil, 240 used filters and 10 used batteries.
- 5 December 2017 from Aneka Persada Estate for 100 liters of used oil.
- 5 January 2018 from Aneka Persada Estate for 100 liters of used oil.

Based on the evidence of improvement has shown, it can be concluded that the workshop unit has sent hazardous waste generated each month. This is in accordance with the Procedure No. RSPO / AIP-PLB3 & BB3 / XI / 17 dated November 20, 2017. Thus, Non-conformance on this indicator has been fulfilled (**Closed**)

Indicator 6.5.3

28 November 2017

The Certificate Holder has presented evidence of improvement, consisting of:

- Evidence of housing improvements and other supporting facilities (attached photographs)
- Employee Home Program 2017/2018 and other supporting facilities.

Based on the evidence above, the nonconformity in this indicator is stated **Closed with Observation** and will be the auditor's attention on the next visit.

Verified by	:	Oktovianus Rusmin
Diverifikasi oleh		

NCR No.	: 2017. 12	Issued by	: Oktovianus Rusmin
Date Issued	: 10 November 2017	Time Limit	: 08 January 2018
NC Grade	: Major	Date of Closing	: 08 January 2018
Standard Ref. & Requirement	SCCS D.2.2 The mill must also meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform or book and claim).		
Non-Conformance Description & Evidence observed <i>(filled by auditor):</i> Based on Palm Trace data as of Nov 09, 2017 it is known that from Quota volume of Certificate Product of Teluk Siak POM period 08 Dec. 2016 to 07 Nov. 2017 are: CPO = 29,752 MT and PK 6,468 MT . From the quota is known there are still stocks (Remaining Stock) of CPO = 30.100 MT (there was no certified CPO transaction) and PK 4,136.21 MT . Based on these data that known any production sold (transaction) of PK = 4,136 MT . Based on data showed by the mill management that know the number volume of RSPO Certified PK was transaction is 6,100.55 MT . These data is not equal with RSPO Palm Trace Data related to Certified Product transaction. There is any difference number of 1,964.34 MT (6,100.55-4,136.21) .			
Root Cause Analysis <i>(filled by organization audited):</i> Teluk Siak Factory does not have access to CPO and PK certified sales data to the buyer. The data is only accessible by Marketing Department in Head Office Jakarta.			
Correction <i>(filled by organization audited):</i> Will coordinate to the Marketing Department related to the delivery of sales data products PT. AIP certified RSPO at the end of each month			
Corrective Action <i>(filled by organization audited):</i> Coordinate every 3 months to the Marketing Department for delivery of CPO and PK certified and non certified sales data from PT AIP.			
Assessor Evaluation and Conclusion <i>(filled by auditor):</i> 20 November 2017 The certificate holder has shown evidence of improvement in the form of Certified Product Sales Data (CSPK) for the period of November 2016 up to July 2017 that is Total 4,243.39 MT. However, the data is not yet compatible with data on Palm Trace for the period of 08 December 2016 until 08 November 2017 (ASA 1.1) ie 4,136.21 MT. Evidence of correction and Root Cause Analysis, Correction & Corrective Actions are not sufficient, Non-conformance on this indicator has not been fulfilled (Open). 04 January 2018 The Certificate Holder has shown evidence of improvement in the form of CSPK Sales Data per December 11, 2016 until September 8, 2017 with total sales of 5.542.2 MT. This is not compatible with data on Palm Trace for the period of 08 December 2016 until 08 November 2017 (ASA 1.1) of 4,136.21 MT Based on the evidence above, the nonconformity in this indicator has not been fulfilled (Open) 08 January 2018 The certificate Holder has shown evidence of improvement in the form of CSPK Sales Data per December 2016 until August 8, 2017 with total sales of 4,568.21 MT of 4,136.21 + 432 (additional volume). Based on evidence above, the nonconformity in this indicator is declared has been fulfilled (Closed)			

Verified by : Oktovianus Rusmin

3.5.3 Opportunity for Improvement

No	Ref Std	Descriptions
1	Major 4.7.2	The Company has the opportunity to carry out a risk assessment evaluation of potential plantation activities under the Very High Voltage Power Lines area (Observation)
2	Major 5.2.1	PT Aneka Intipersada (Sime Darby Plantation) has the opportunity to consider changes in the area of HCV and ensure the identification of HCV after December 2014, conducted by the Lead Assessor in accordance with the requirements of Auditor Licensing Scheme from HCVRN. (Observation)
3	Major 7.3.1 7.3.2	PT Aneka Intipersada (Sime Darby Plantation) has the opportunity to send Land Use Change Analysis (LUCA) to RSPO in accordance with the timeline that has been set (Observation)

3.5.4 Noteworthy Positive Components







No	Descriptions
1	Has achieved RSPO certificate in 2011 and ISPO in 2015.
2	Awarded by Ministry of Environment and Forestry for Company Operational Assessment Program towards Environment Management (PROPER) with Grade Blue in 2015 and 2016.
3	Awarded by Ministry of Manpower for Zero Accident status since January 1 st 2014.

3.6 Summary of Arising Issues from Public, Management and Auditor Response

Summary of Arising Issues from Public	Auditor Response
<p>Head of Village & Head of Hamlet 2, Community Informal Leader & Community Representatin in Maredan Villagge The discussion was conducted by Focus Group Discussion (FGD) method. Some discussion points:</p> <ul style="list-style-type: none"> • The social interaction between the plantation management of PT Aneka Intipersada with village surround was in harmonious condition • The impact of plantation operations is working opportunity for village surround • Some of the aid that has been given by the company: <ul style="list-style-type: none"> - Scholarship program for Diploma Level -Aid for religion day event (led Fitri & led Mubaraq) - Heavy Equipment rent for road maintenance - Aid for independent day celebration in village • There are no issues and conflicts of land tenure between the company and the surrounding Community • There are also no issues related to the complaints of surrounding communities to the operation of plantation and mill. • During the one year period there are no cases of negative impacts on the operation of plantation and mill (eg, environmental pollution) • There was no cases of land fires during the past year <p>Aspiration:</p> <ul style="list-style-type: none"> • The company consideration to arrange the routine program related CSR for the community surround • The collaboration program, for instance cultivation of fruit and livestock crops • Supporting for education aspect (classroom development) of Kindergarten level • Routine program for baby care (Posyandu) • The company should be more proactive, inform the village government if it is found cases of special diseases in employees 	<p>Based on verification on related Indicators: Indicator 2.2.3 to 2.2.6 and 2.3.1 to 2.3.3 does not indicate a conflict between the company and the surrounding community.</p> <p>Indicator 6.3.1 & 6.3.2, there are no significant complaints from the other parties</p> <p>Indicator 6.11.1 & 6.11.2, the company has implemented/provided assistance to the surrounding community and the opportunity to adapt social governance activities based on community needs and based on more participatory planning</p>
<p>Head of Village & Community Representation in Tualang Timur Village The discussion was conducted by Interview method. Some discussion points: Impacts of plantation and mill operations, among others:</p> <ul style="list-style-type: none"> • Rural development due to population mobility • Open employment opportunities for local communities • Aid from the company to the surrounding community (repair of village roads and assistance on religious holidays) • Requests for assistance or information to the company are made through the proposal or letter 	<p>Based on verification on related Indicators: Indicator 2.2.3 to 2.2.6 and 2.3.1 to 2.3.3 does not indicate a conflict between the company and the surrounding community.</p> <p>Indicator 6.3.1 & 6.3.2, there are no significant complaints from the other parties</p>

Summary of Arising Issues from Public	Auditor Response
<ul style="list-style-type: none"> • The company has socialized about animal protection and hunting ban in the garden area • Company representatives are usually present in meeting related to plan for Village Development • There are no issues and conflicts of land tenure between the company and the surrounding Community • There are also no issues related to the complaints of surrounding communities to the operation of plantation and mill. • During the one year period there are no cases of negative impacts on the operation of plantation and mill (eg, environmental pollution) • There was no cases of land fires during the past year <p>Aspiration:</p> <ul style="list-style-type: none"> • Access to employment for local communities according to their expertise • In order for the company to maintain the existence of the river in plantation area • Assistance to productive enterprises (eg livestock business) 	<p>Indicator 6.11.1 & 6.11.2, the company has implemented/provided assistance to the surrounding community and the opportunity to adapt social governance activities based on community needs and based on more participatory planning</p>
<p>Local Contractor (FFB Transporter) The discussion was conducted by Interview method. Some discussion points:</p> <ul style="list-style-type: none"> • Cooperation with the PT Aneka Intipersada has been started since 2008, currently there are 1 truck units used for the transportation of FFB from the plantation area to the location of the Teluk Siak Factory • Information about partnership opportunities with companies is obtained directly from company human relation staff • At the time of starting in cooperation with PT Aneka Intipersada , there is a contract signed by both parties and each keeps the document • In the contract have been listed : <ul style="list-style-type: none"> - Provisions of the company to be followed by the contractor (Driver has License and still valid) - Use of Personal Protective Equipment (Helmet & Shoes) - Payment time - The contractor workers must covered with insurance. These insurance is the responsibility of the employer • Contractor workers has been concerned in health and safety socialization during “safety town hall” activities • Contract workers have been enrolled in the employment BPJS program and this is one of the requirements in the contract of cooperation with the company • Timely payment in accordance with clauses describes in the document contract that is at the end of each month and can be taken through Branch of Bank Mandiri in Siak District <p>Aspiration:</p>	<p>Indicator 6.10.1 & 6.10.2, there was no smallholder scheme</p> <p>Indicator 6.10.3 & 6.10.4 the company has provided opportunities to several local contractors surround of plantation area</p>

Summary of Arising Issues from Public	Auditor Response
<ul style="list-style-type: none"> • Payment adjustment of FFB transport with vehicle repair cost and spare part price • Routine of road maintenance for supporting the FFB loading from plantation area to mill area 	
<p>Plantation Agency of Siak District</p> <ul style="list-style-type: none"> a. Mandatory reports such as plantation business report has been reported on a regular basis b. There has been no conflict of land disputes in PT AIP 	According to criterion 2.2
<p>Labor Agency of Siak District</p> <ul style="list-style-type: none"> a. PT AIP has been implemented the minimum wage of 2017 according to the “ SK gubernur Riau No:120/I/2017 26 January 2017” b. There are no cases of child labor c. There are no foreign workers 	This has been verified by the auditor and becomes an observation (see C 6.5)
<p>National Land of Siak District</p> <ul style="list-style-type: none"> a. There are no indigenous forest area in company operations b. PT AIP has never submitted a Land Map occupied by another party to the National Land Agency. 	This has been verified by the auditor and becomes an observation (see C 2.2.5)
<p>Environmental Agency of Siak District</p> <ul style="list-style-type: none"> a. Permit the use of wastewater and Hazardous Waste Temporary Storage is still valid b. Mandatory reporting (Environment Management report, wastewater and Hazardous Waste) have been reported regularly c. There is no environmental pollution issues d. The handling of medical waste can be done in cooperation with hospitals/health centers. e. Communication between companies and stakeholders is good f. There are the additional of land application 	Results of additional of land application study in Block H016 and G016 Divisi 2 Teluk Siak Estate (Recommendation No. 660/BLH-S/IV/2015/356 dated April 27 th 2015) which conducted by MRC has been presented to Department of Environment, Plantation Agency and “Penanaman Modal dan Pelayanan Terpadu Satu Pintu (BPMPPT)” Agency of Siak Regency in November 2 nd 2017. Permit was still under progress.
<p>Gender Committee of Teluk Siak Estate</p> <ul style="list-style-type: none"> a. PT AIP has a gender committee structure and each division of estate has a representative for employee complaints if there is violation case of women's rights b. There are no complaints related to violations of women's rights or violence against women in the workplace c. PT AIP has granted the rights of women such as the right to maternity leave and menstruation leave 	PT AIP has committed to guarantee the rights of women, for example, the company has granted maternity leave and menstruation. Based on interviews with workers known that there are never happened of violence against women in workplace (see C 6.8 and C 6.9)

4.0	CERTIFIED ORGANISATION'S ACKNOWLEDGEMENT OF INTERNAL RESPONSIBILITY						
4.1	Formal Sign-off of Assessment Findings						
	<p>Hereunder sign by management representative from inspected company to acknowledge a field assessment and agree for all content explained in this assessment report, included of non-compliance findings.</p> <p>Signed on behalf of:</p> <table data-bbox="316 784 1308 1164"><tr><td data-bbox="316 784 813 862">PT Aneka Inti Persada Head of PSQM Plantation Minamas Indonesia</td><td data-bbox="1093 784 1308 862">Mutuagung Lestari Lead Auditor</td></tr><tr><td data-bbox="391 907 742 1064"></td><td data-bbox="1029 896 1372 1041"></td></tr><tr><td data-bbox="430 1086 702 1164"><u>Mohamad Pirabaharan</u> 8 January 2018</td><td data-bbox="1077 1086 1324 1164"><u>Oktovianus Rusmin</u> 8 January 2018</td></tr></table>	PT Aneka Inti Persada Head of PSQM Plantation Minamas Indonesia	Mutuagung Lestari Lead Auditor			<u>Mohamad Pirabaharan</u> 8 January 2018	<u>Oktovianus Rusmin</u> 8 January 2018
PT Aneka Inti Persada Head of PSQM Plantation Minamas Indonesia	Mutuagung Lestari Lead Auditor						
							
<u>Mohamad Pirabaharan</u> 8 January 2018	<u>Oktovianus Rusmin</u> 8 January 2018						

Appendix 1. List of Stakeholder Contacted in the RSPO Certification Process

No	Institution/NGO/Community /Aspect	Address	Phone/Email	Form of Communication	Date of Contact	Response	
						Yes	No
1	Environment Agency	Siak District, Riau Province	-	Interview	07 November 2017	✓	
2	Labour Agency	Siak District, Riau Province	-	Interview	07 November 2017	✓	
3	Plantation Agency	Siak District, Riau Province	-	Interview	07 November 2017	✓	
4	National Land Agency	Siak District, Riau Province	-	Interview	07 November 2017	✓	
5	Sawit Watch	-	info@sawitwatch.or.id	Questionnaire	01 November 2017		✓
6	WWF Indonesia	-	wwf-indonesia@wwf.or.id	Questionnaire	01 November 2017		✓
7	Walhi	-	informasi@walhi.or.id	Questionnaire	01 November 2017		✓
8	Rumah Aman	-	rumahaman@cbn.net.id	Questionnaire	01 November 2017		✓
9	Maredan Village (Head of Village, Informal Leader & community member)	Siak District, Riau Province	-	Interview	07 November 2017	✓	
10	Tualang Timur Village (Head of Village & community member)	Siak District, Riau Province	-	Interview	07 November 2017	✓	
11	Local Contractor (FFB Transporter)	Siak District, Riau Province	-	Interview	07 November 2017	✓	
12	Chemical Control of Rhinoceros Beetle : 4 persons (Estate Manager, Foreman, and Spraying Worker)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
13	Managemet Strategy in Excessive Area : 1 person (Estate Manager)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
14	Pesticide Storage – Central	Pinang Sebatang	-	Interview	06-10	✓	

	Storage: 1 person (storage worker)	Estate (PSE)			November 2017		
15	IPM Implementation - Planting/Maintaining of Beneficial Plants: 1 person (Estate Manager).	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
16	Road Maintenance : 1 person (Estate Manager).	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
17	Manuring (3 persons (Foreman and Fertilizer Wrlers)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
18	Nursery: 3 persons (Nursery Assistant, Foreman, and Asissstant Assistant of Nusery Upkeep).	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
19	Chemical Weed Control: 4 persons (Foreman I, Foreman of Harvest, and Harvest Workers).	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
20	Replantings : 2 persons (Estate Manager amd Assistant of Divison)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
21	Harvesting : 3 persons (Foreman and harvest workers)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
22	Empty Fruit Bunch Application : 4 persons (Foreman and EFB Spreading Workers)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
23	IPM - Monitoring of Barn Owl Box (BOB) of <i>Tyto alb</i>: 1 person (Assistant of Division)	Pinang Sebatang Estate (PSE)	-	Interview	06-10 November 2017	✓	
24	Manuring – Block C18 Division I: 3 persons (Foreman and Manuring Workers).	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
25	Chemical Weed Control – Block C14, Division I: 9 persons (Foreman and Spraying Workers)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
26	Harvesting - Block A17, Division I: 5 persons (Foreman 1, Harvest Foreman, and Harvest Workers).	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
27	Replanting – Block C19, Division II: 2 persons (Estate Manager and Assistant of Division)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
28	Soil Erosion – Block A15, Division I: 2 persons (Estate	Aneka Persada Estate (APE)	-	Interview	06-10 November	✓	

	Manager and Assistant of Division)				2017		
29	IPM Implementation - Monitoring of BOB - Tyto alba – Block B14, Division I: 1 person (Assistant of Division)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
30	Application of Empty Fruit Bunch - Block E20, Division III: 2 persons (Estate Manager and Assistant of Division)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
31	IPM Implementaion – Planting / Conserving Beneficial Plants - Division I (Block C18, Block C14, Block A15, Block A17, and Block B17): 1 person (Estate Manager)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
32	Peat Land Management – Block H021, Division III: 1 person (Assistant of Division)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
	Pesticide Storage – Central Storage: 1 person (storage worker)	Aneka Persada Estate (APE)	-	Interview	06-10 November 2017	✓	
33	Workshop: 4 persons (Asisstant, clerk, operator of heavy equipment, and welder)	Teluk Siak Factory (TSF)	-	Interview	06-10 November 2017	✓	
34	Water Treatment : 2 persons (Assistant and WTP operator)	Teluk Siak Factory (TSF)	-	Interview	06-10 November 2017	✓	

Appendix 2. Assessment Program

DATE		06 – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
Monday, 06 November 2017			
06.00 - 08.00	06.45 –08.10	JAKARTA → PEKANBARU	Auditor Team
09.00 - 11.00	09.00 -11.10	Traveling from Pekanbaru to Plantation Area	MR of PT Aneka Inti Persada
11.30 - 12.00	11.30 -12.00	Opening Meeting <ul style="list-style-type: none"> • Auditee Speech (Introduction of PIC, Profile of Mill and Estates Management Unit) • Auditor Team Speech (Introduction, Audit Objective, Audit Scope, Audit Plan Discussion, Determine of Audit Sample, Determine of Field Visit Audit, Transparency and Confidentiality Clarification) 	Auditor Team
12.00 – 14.00	12.00 –14.00	Break	
14.00– 17.00	14.00– 17.00	<ul style="list-style-type: none"> • Review of Previous Visit Non-conformance (Re-Certification) • Document Verification: <ul style="list-style-type: none"> • Verification of Time Bound Plan & Partial Certification • Basic Information • Occupational Health & Safety Aspect (PPE Used in Harvest, Manure & Pesticide Application) and Worker Welfare • Agronomy (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) • Environmental/Conservation Aspect (Inspection of HCV Identified Area, Riparian/Waterways Zone, Reservoir, Forest Area, Peat Area (Water management, etc) • Legal Demarcation Aspect (Inspection of Legal Boundary Stones, Community Buffer Area/Enclave) • Worker's Facilities Aspect (Housing, Daycare, Sports Facilities, Employees Meeting Hall, Sanitary Facilities) & (Inspection to Chemical Storage, Fertilizer Storage, Hazardous Waste Storage, Fire Control Facilities, Waste Management) 	ORN MAR MAR SSA SSA MAR ORN BMG
Tuesday, 07 November 2017			
08.00 – 15.00	08.00 – 16.00	Stakeholder Consultation to Related Agency in Siak District	BMG
08.00 – 12.00	08.00-12.15	Field Observation to Pinang Sebatang Estate <ul style="list-style-type: none"> • Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect • Implementation of Environmental, Waste Management (Domestic Waste Management, Fire Control Facilities and HCV Area). • Implementation of Legal Aspect (Land Ownership, Legal Boundaries), Stakeholder Consultation to Community Surround 	SSA MAR ORN ORN

DATE		06 – 10 November 2017	
PLANNED TIME	ACTUAL DURATION	PROCESSES / CLAUSES TO BE AUDITED	AUDITOR
		<ul style="list-style-type: none"> Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance) Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 	ORN
12.00 – 14.00	12.00 –14.00	Break	
14.00 – 17.00	14.00 –17.00	Clarification of Field Observation & Completing of Check List	Auditor Team
Wednesday, 08 November 2017			
08.00– 12.00	08.00– 12.10	Field Observation to Aneka Persada Estate <ul style="list-style-type: none"> Implementation of Agronomy Aspect (Harvesting & Transportation, Manuring, Pesticides Application, Road Maintenance, Biological Control Monitoring, EFB Application) & Implementation of Occupational Health & Safety Aspect Implementation of Environmental, Waste Management (Domestic Waste Management, Fire Control Facilities and HCV Area). Implementation of Legal Aspect (Land Ownership, Legal Boundaries), Stakeholder Consultation to Community Surround Implementation of Social Aspect (Communication and Transparency, Procedure and Mechanism of Complaint and Grievance) Observation of Workers Facilities (Housing, School, Worship Place, Clinic, etc). 	SSA MAR ORN ORN ORN
12.00 – 14.00	12.00 – 14.00	Break	
14.00 – 17.00	14.00 – 17.00	Clarification of Field Observation & Completing of Check List	Auditor Team
Thursday , 09 November 2017			
08.00-12.00	08.00-12.00	Field Observation to Teluk Siak POM <ul style="list-style-type: none"> SCCS Verification Production/Processing and Health & Safety Emergency Equipment Check & Emergency Team Interview Hazardous Waste Storage, POME + Land Application Management of Environment (Environment monitoring station & GHG, etc) Worker Facilities (Housing, health clinic, clean water, etc) Worker Rights (Status, Payment Condition, Gender Aspect, etc) Internal Stakeholder Consultation (Labour Union & Gender Committee) Local Contractor Interview 	ORN SSA SSA SSA MAR BMG BMG ORN
12.00–14.00	12.00–14.00	Break	
14.00–17.00	14.00–17.00	Clarification of Field Visit & Completing of Check List	Auditor Team
20.00–24.00	20.00–24.00	Team Auditor Meeting (Preparation for Audit Conclusion)	Auditor Team
Friday, 10 November 2017			
08.30 – 11.00	08.30 – 11.00	Closing Meeting	Auditor Team & MR of PT Aneka Inti Persada
11.00 -13.00	11.00 -13.00	Travel from Plantation Site to Pekanbaru	Auditor Team
16.40 - 18.25	16.40 - 18.55	PEKANBARU → JAKARTA	Auditor Team