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## **Roundtable on Sustainable Palm Oil**

### **Public Summary Report**

Report no.: ASA3\_14025

Surveillance assessment against the Indonesian National Interpretation of RSPO Principles and  
Criteria 2013

#### **Name of client**

**PT Rimba Mujur Mahkota**  
Sikarakara Palm Oil Mill

#### **Location of client's holding**

##### **Head Office :**

Jl. DC Mahakam Block C No.14, Komp. Padang Golf, Suka Damai Village, Medan Polonia Sub District, Medan  
City, North Sumatera, Indonesia

##### **Estate & Mill :**

Sikarakara Village, Natal Sub District, Mandailing Natal District, North Sumatera Province, Indonesia

**Date of assessment: September 25 to 29, 2017**

Report prepared by:

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**(RSPO Lead Auditor)**

Certification decision by:

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## 1.0 SCOPE OF SURVEILLANCE ASSESSMENT.

The annual surveillance assessment was carried out on 1 (one) and 1 (one) estate under PT Rimba Mujur Mahkota and 1 smallholder estate under Village Cooperatives (Koperasi Unit Desa) of Sumber Usaha.

The operations of the palm oil mill(s) and its supply base of FFB were assessed against the National Interpretation for Indonesia year 2013 of the RSPO Principles & Criteria, selected Supply Chain Model according to company's FFB supply base is MB

<b>Mill name</b>	Sikarakara POM		
<b>Supply base name</b>			
Company owned Estate:	Sikarakara Estate		
Other operating estate owned by Company	Smallholder (KUD Sumber Usaha)		
Other company's estate	PT Dinamika Inti Sentosa		
Other Source	Outgrower		
Supply Chain Model		IP	X MB
National Interpretation used	National Interpretation for Indonesia year 2013		

## 2.0. Description of Certification Unit

### 2.1 Location

**Table 1: GPS locations for all estates and mills included in annual surveillance assessment**

Name of mill / estate	Location	GPS locations	
		Latitude	Longitude
Sikarakara POM	Sikarakara village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00° 40' 19.4" N	99° 05' 31.2" E
Sikarakara Estate	Sikarakara village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00° 39' 30.8" N	99° 05' 42,6" E
Smallholder Estate (KUD Sumber Usaha)	Sikarakara village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00° 43' 36,2" N	99° 06' 24,3" E

**2.2. Maps**

**Figure 1: Location map of PT Rimba Mujur Mahkota in Mandailing Natal District, North Sumatera, Indonesia**

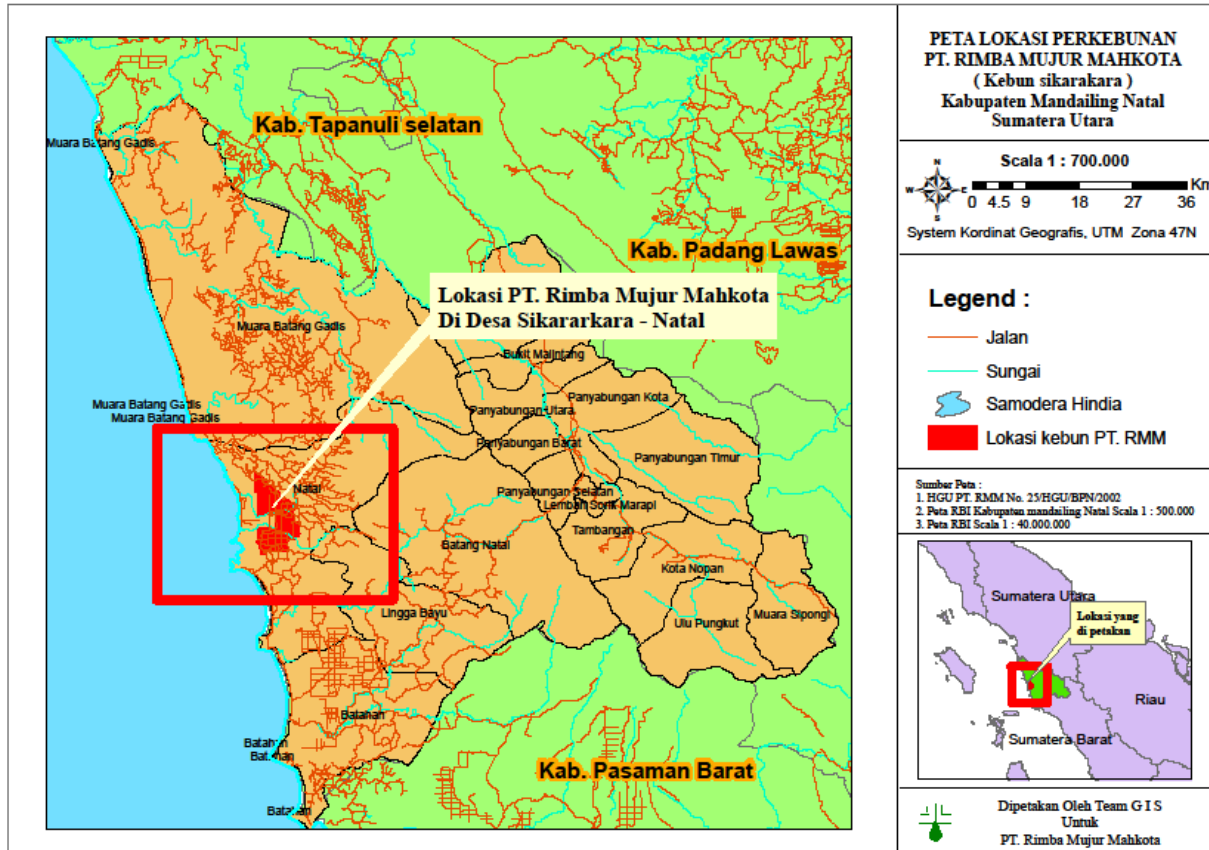
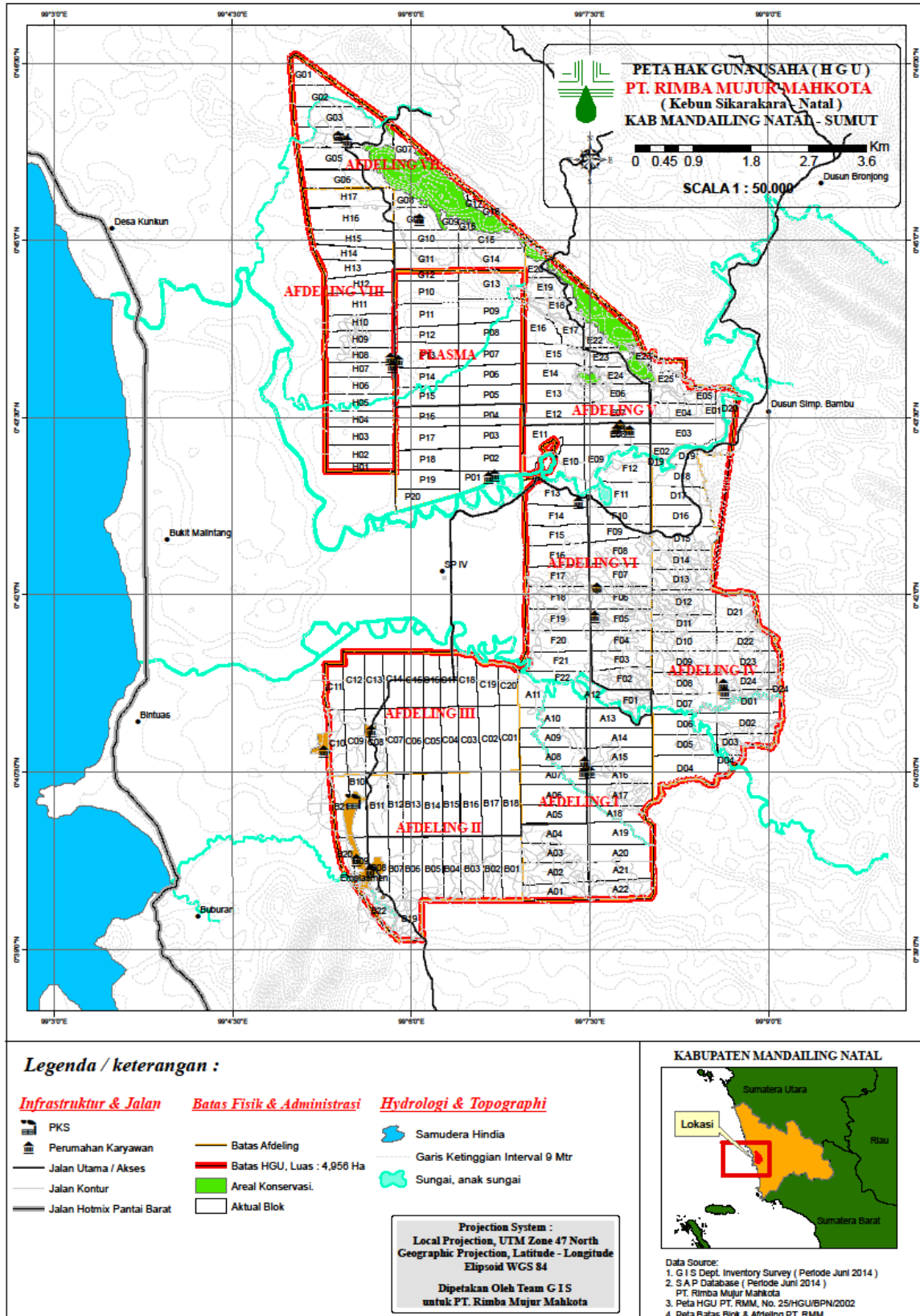


Figure 2: Map of Estate PT Rimba Mujur Mahkota



**2.3. Supply Base Composition**

**Table 2: FFB Supply Base Composition for PT Rimba Mujur Mahkota - Sikarakara Mill, (January to December) year 2016 and year 2017 (January to August)**

FFB Contributor	FFB supplied in 2016 ( Tonnes )		FFB supplied in 2017 ( Tonnes )	
	Tonnes	%	Tonnes	%
<b>Company owned estates (certified)</b>				
Sikara-kara estate	110,179.345	45.58	82,461.234	47.15
<b>Sub Total</b>	<b>110,179.345</b>	<b>45.58</b>	<b>82,461.234</b>	<b>47.15</b>
<b>Others Company's estate (non-certified)</b>				
PT. DIS	11,090.916	4.59	12,559.551	7.18
<b>Sub Total</b>	<b>11,090.916</b>	<b>4.59</b>	<b>12,559.551</b>	<b>7.18</b>
Smallholder (certified)				
KUD Sumber Usaha	14,975.645	6.20	11,444.229	6.54
<b>Sub Total</b>	<b>14,975.645</b>	<b>6.20</b>	<b>11,444.229</b>	<b>6.54</b>
<b>Other supplier (non- certified)</b>				
Outgrower	105,457.173	43.63	68,421.116	39.12
<b>Sub Total</b>	<b>105,457.173</b>	<b>43.63</b>	<b>68,421.116</b>	<b>39.12</b>
<b>Total</b>	<b>241,703.079</b>	<b>100.00</b>	<b>174,886.130</b>	<b>100.00</b>

**Table 3: CPO and PK production from period 2017 (from November 7, 2016 to September 25, 2017) and projected for year 2018**

FFB supplied in (previous License Year) ( Tonnes )	OER	CPO (Tonnes)	KER	PK (Tonnes)
219,702.661	21.81	47,912.057	4.48	9,836.572
<b>Projection FFB supplied in next 12 months ( Tonnes )</b>	<b>OER</b>	<b>CPO (Tonnes)</b>	<b>KER</b>	<b>PK (Tonnes)</b>
269,395.008	21.61	58,237.448	4.40	11,866.561

**2.4 Area of Plantation (Total, Planted and Mature)**

**Table 4: Oil Palm Planted Area Summary, FFB Production and Average yield/ha for PT Rimba Mujur Mahkota**

Estate Name	Total area (ha)	Oil Palm Planted area (ha)	Mature (Production) area (ha)	Immature (Non-production) area (ha)	FFB Production* (tonnes)	Average yield/ ha
Sikarakara estate	4,956.00	4,614.00	4,614.00	0.00	110,179.345	23.88
Smallholder estate	600.00	600.00	600.00	0.00	14,975.645	24.96
<b>TOTAL</b>	<b>5,556.00</b>	<b>5,214.00</b>	<b>5,214.00</b>	<b>0.00</b>	125,154.990	24.00

**Note:**

\* Period of January to December 2016.

**2.5 Dates of Plantings and Replanting Cycles**

The company follows a replanting cycle of 25 years. Information on the dates of plantings are as per the table below.

**Table 5: Age and year of plantings of company estate supplying to PT Rimba Mujur Mahkota**

Age & Year of Plantings	Oil palm planted area at each estate(ha)		Total (Ha)
	Sikarakara estate	Smallholder estate	
1996	326.00	0.00	326.00
1997	759.00	0.00	759.00
1998	672.00	0.00	672.00
1999	497.00	0.00	497.00
2000	135.00	600.00	735.00
2001	256.00	0.00	256.00
2002	384.00	0.00	384.00
2003	247.00	0.00	247.00
2004	659.00	0.00	659.00
2005	58.00	0.00	58.00
2006	621.00	0.00	621.00
<b>TOTAL</b>	<b>4,614.00</b>	<b>600.00</b>	<b>5,214.00</b>



**Table 6: Land use data for PT Rimba Mujur Mahkota**

Estate Name	Total area (ha)	Oil Palm Planted Area (ha)	Other commodities	HCV/Potential HCV areas (ha)	Land used for other purposes (ha)			
					Housing, Road, Drainage, Nursery	Not plantable area	Mill	Enclave
Sikara-kara estate	4,956.00	4,614.00	0.00	241.00	85.00	0.00	16.00	0.00
Smallholder estate	600.00	600.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>5,556.00</b>	<b>5,214.00</b>	<b>0.00</b>	<b>241.00</b>	<b>85.00</b>	<b>0.00</b>	<b>16.00</b>	<b>0.00</b>

**Table 7 Planned and actual oil palm replanting activities for PT Rimba Mujur Mahkota**

Year	Total planned replanting area (ha)	Total planned replanting area for each estate (ha)		Actual total area replanted (ha)
		Sikara-kara estate	Smallholder estate	
2018	-	-	-	-
2019	-	-	-	-
2020	-	-	-	-
2021	-	-	-	-
2022	-	-	-	-

## 2.6 Volume of CPO and PK recommended for Certification

The approximate tonnages certified, based production in 2018 for company owned estates and smallholder only are as follows:

Crude Palm Oil (CPO) : 29,820.24 tonnes  
 Palm Kernel (PK) : 6,071.68 tonnes  
 FFB : 137,992.77 tonnes

## 2.7 Organisational Information / Contact Person

Contacts details of the company are as follows:

<b>Company Name:</b>	<b>PT Rimba Mujur Mahkota</b>
<b>RSPO Membership no.</b>	<b>1-0124-12-000-00</b>
<b>Address:</b>	Jl. DC Mahakam Block C No.14, Komp. Padang Golf, Suka Damai Village, Medan Polonia Sub District, Medan City, North Sumatera, Indonesia
<b>Contact Person:</b>	Mr. Idris
<b>Telephone/ Fax:</b>	+62-61-7873801; +62-61-7873802
<b>Email:</b>	idris.tan@yahoo.com

### 3.0 ASSESSMENT PROCESS

#### 3.1 Qualifications of Lead Assessor and Assessment Team

Name	Position	Qualifications / Experience
Naik Monang Parlin-dungan Lingga	Lead Auditor	<p><b>Education:</b> Bachelor of Forestry, Gadjah Mada University.</p> <p><b>Training attended :</b> ISPO Auditor, Quality Management System (QMS) Auditor/Lead Auditor (ISO 9001:2008) by IRCA, Environmental Management Systems Auditor/Lead Auditor Conversion Training by IRCA (ISO 14001-2004), Lead Auditor RSPO Training, HCVA Training and RSPO SCCS Training (2016)</p> <p><b>Working experience:</b> Field Assistant PT Sapta Karya Damai (2008-2013), Auditor in PT Sucofindo (2013-2015), and Auditor in PT TUV Rheinland Indonesia (2015-present).</p>
Ibnu Prabudi	Auditor	<p><b>Education:</b> Bachelor of STIPER Agriculture Institute, Yogyakarta.</p> <p><b>Training attended:</b> ISPO Auditor, Lead Auditor RSPO Training, Inhouse training HACCP, Lead Auditor ISO 9001;2008,</p> <p><b>Working experience:</b> Auditor PT Mutu Agung Lestari (2010-2015), Internal Auditor in PT AEP Tasik Raja (2015-2016), and Auditor in PT TUV Rheinland Indonesia (2017-present).</p>
Steve Muallim	Auditor	<p><b>Education:</b> Master of Science of Environmental and Natural Resources Management (IPB) and Bachelor of Science of Agronomy and Horticulture, Bogor Agriculture University (IPB).</p> <p><b>Training attended:</b> ISCC Inhouse Training, GHG Calculation, HCV, ISO 9001:2008, ISO 19011, ISPO, RSPO, Forum on Asian Carbon Update, Training Course on Climate Change Mitigation and Adaptation for Agricultural Productivity in Southeast Asia, Environmental Impact Assessment (AMDAL) and Ecological Risk Assessment (ERA).</p> <p><b>Working experience:</b> Team of Environmental Assessment and Monitoring at PT Alas Consultant, ISPO and RSPO Auditor at PT Mutu Certification International (2013-2015), ISPO and RSPO Auditor at PT TUV Rheinland Indonesia (2016-present).</p>
Doni	Auditor	<p><b>Education:</b> Master in Rural Sociology, Graduate School of Bogor Agricultural University completed in 2005.</p> <p><b>Training attended:</b> GIS Training, Auditor Training of Indonesian Sustainable Palm Oil (ISPO), Training of Participatory Mapping, Training of Document Preparation HCV and SIA, Auditor Training of Sustainable Production Forest Management</p>

		<p>(SFM), Training and Up-Grading of SFM, Training of Mentoring technique for the Rural Farmers, Conflict Resolution Training and Journalism Training.</p> <p><b>Working experience:</b></p> <p>Frequently conducted certification audits of RSPO and ISPO for Palm plantation, the certification audit of SFM (Sustainable Production Forest Management) for HPH and HTI, worked as a consultant for the National Development Planning Agency, Ministry of Environment and Forestry, Indonesian People Bank (BRI), Ministry of Rural Development (KPDT) and the Ministry of Public Works, Director General of Cipta Karya, JICA and UN-HABITAT and UNDP, HCVF document drafting team for the company of HTI, HPH and constituent team for documents of HCV / SIA for oil palm plantations. Since March 2016 till now, work at PT. TUV Rheinland Indonesia.</p>
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### 3.2. Surveillance Assessment Agenda.

Date	Location/ Main sites	Main activities
25 September 2017	-	Travelling from Jakarta to mill / estate location
26 September 2017	PT RMM Office	<p>Opening Meeting                      Verification previous audit findings                      Verification of document relate of (estate and smallholder) :</p> <ul style="list-style-type: none"> <li>• Environmental, agrochemical, OHS, compliance regulation issues</li> <li>• Legal land, management plan, best practices, HCV issues</li> <li>• Social and employees</li> <li>• Good Agricultural</li> <li>• OHS system (accident records, recommendation letters for transfer of work for workers found with high blood cholinesterase levels and pregnant female sprayers, evidence of transfer to other work for aforementioned workers, OSH policy, OSH committee letter of approval from the Manpower Department).</li> <li>• Waste ( medical waste disposal records)</li> <li>• Legal requirement register</li> <li>• Insurance of worker (Jamsostek) payment records for temporary workers</li> </ul>
27 September 2017	Mill Office	<p>Verification of document and field relate of :</p> <ul style="list-style-type: none"> <li>• Incoming FFB verification (security post, loading ramp)</li> <li>• Interview with mill workers (boiler supervisor)</li> <li>• Good Agricultural Practices</li> <li>• Field visit to land application site for mill effluent</li> <li>• Waste management (hazardous waste store, palm oil mill effluent treatment ponds, mill license for temporary hazardous waste storage, license for land application, land application records)</li> <li>• Pollution prevention control</li> <li>• Water management</li> <li>• OSH system (fire simulation records, medical check reports for year 2016)</li> <li>• Warehouse (mill compound, chemical store)</li> </ul>

		<ul style="list-style-type: none"> <li>• Worker facilities, medical facilities at PT RMM Mill</li> <li>• Environmental document and implementation reports, environmental objectives, targets and improvement plan, greenhouse gas calculation sheet, renewable energy efficiency analysis document)</li> <li>• Training (boiler operator training certificates and licenses)</li> <li>• Consultation with local community supplier</li> <li>• SCCS</li> </ul>
28 September 2017	Estate and plasma	<p>Verification of document relate of (all estate) :</p> <ul style="list-style-type: none"> <li>• Good Agricultural practices in Afdeling 2 (Fertilizing block B-2), Afdeling 1 (spraying Block A-9), Afdeling 4 (harvesting Block D-18), Afdeling IV (Fertilizing Block H-8), Afdeling VII (harvesting Block G-5, G-6, G-7 and G-8)</li> <li>• Legal land and maintenance of boundary stones/pillars</li> <li>• HCV (Kunkun river in Afdeling 4)</li> <li>• OHS system (accident records, recommendation letters for transfer of work for workers found with high blood cholinesterase levels and pregnant female sprayers, evidence of transfer to other work for aforementioned workers, OSH policy, OSH committee letter of approval from the Manpower Department).</li> <li>• Waste ( medical waste disposal records)</li> <li>• Legal requirement register</li> <li>• Insurance of worker (Jamsostek) payment records for temporary workers</li> <li>• Interview with harvesters and harvesting supervisor</li> <li>• Interview with female sprayers</li> <li>• Hazardous waste store</li> <li>• Fertilizer store</li> <li>• Sprayer's washroom</li> <li>• Chemical container and fertilizer and washing area</li> <li>• Housing compound</li> <li>• Domestic waste landfill</li> <li>• Clinic</li> <li>• Consultation with local community leader village</li> <li>• Closing meeting</li> </ul>
29 September 2017		Travelling from mill / estate location to Jakarta

**Agenda for Verification of Closure of Major Non-conformities (if necessary)**

Date	Location / Main sites	Auditor	Main activities
-	-	-	-

**3.3 Assessment Methodology**

The surveillance assessment was conducted between 25 to 29 September 2017 as per the assessment program above. The assessment was carried out in accordance with PT TUV Rheinland Indonesia's RSPO audit procedure as well as the RSPO Certification Systems document. During assessment, the qualified TUV Rheinland assessors used the RSPO standard as endorsed for the country in which the assessment took place and recorded their findings.

Due to the location and proximity of the estates, combined with common management systems, it was possible to carry out both field and document assessments of all estates and the mill within the time frame without compromising the integrity of the assessment in anyway.

All 1 estates, 1 smallholder and 1 mill were visited and the assessment team carried out field and document assessments of compliance to all the RSPO principles and criteria. Common systems were identified and specific evidence was recorded for individual estates. Interviews were conducted at all estates and the mill.

The company proposed the correction and corrective action for all identified non conformities raised to the certification body no more than 60 days after the closing meeting. Verification of closure of major non-conformances was conducted 2 months after the closing meeting of the main assessment and implementation of corrective actions for minor non-conformities will be verified during the next surveillance audit. The surveillance assessment agenda is as explained above.

#### **4.0 Stakeholder Consultation and Stakeholders Contacted**

The stakeholder interview involved both external and internal stakeholders. External stakeholders were notified to make comments on the surveillance assessment by placing an invitation to comment on the RSPO website. Stakeholders included those immediately linked with the operation of the company such employees, outgrowers, the local government, NGO's, trade and labour unions and local communities.

Stakeholder consultation took place in the form of meetings and interviews. Meetings with stakeholders held to seek their views on the performance of the company with respect to the sustainability practices outlined in the RSPO Principles & Criteria, and to comment on aspects where improvements could made. Meetings with local communities held at their respective premises within and near the company's area.

In all the interviews and meeting, the objectives of the RSPO and the purpose of the assessment was clarified at the outset followed by an evaluation of the relationship between the stakeholders and the company before discussion proceeded to obtain the stakeholders feedback on the company's compliance to different aspects of the RSPO Principles & Criteria. Although several stakeholders were not familiar with RSPO but they agreed with its objective and expressed their willingness to collaborate in the promotion of sustainable palm oil in North Sumatera province. In all interviews and meeting, the assessment team did not restrict discussion of both the positive and negative aspects of operations conducted by PT Rimba Mujur Mahkota estates and mill.

The interview held with stakeholders during the audit was extensive and productive, with an attendance of more than 30 people. This was followed by site inspections, including visits to the local communities, interviews with land claimants and contractors, and inspections of worker amenities and infrastructure. The list of stakeholders that attended the stakeholder consultation meeting and stakeholders interviewed during the assessment is included as (Appendix 6).

#### **5.0 Compliance to Other RSPO Requirement**

##### **5.1. Time Bound Plan for Other Management Units**

The time frame laid out below is considered to be both challenging and realistic. This time bound plan has so far been carried out according to

The audit team is satisfied that the company conforms with the RSPO requirements for partial certification as laid out in Clause 4.5 of the RSPO Certification Systems document.

**Tabel 8: Time Bound Plan of PT Rimba Mujur Mahkota**

Name of Holding	Location	Time bound plan for certification	Status
PT. Rimba Mujur Mahkota (PT.RMM).	Sikara-kara Village, Natal Sub District, Mandailing Natal District, North Sumatera - INDONESIA	November, 2014	Certified
PT. Dinamika Inti Sentosa (PT.DIS)	Sundutan Tigo Village, Natal Sub District, Mandailing Natal District, North Sumatera - INDONESIA	2019	Not Certified
PT. Cipta Usaha Sejati (PT.CUS)	Matan Jaya Village Kec. Simpang Hilir, North Kayong District, West Kalimantan - INDONESIA	2017	Not Certified
PT. Jalin Vaneo (PT.JV)	Batu Barat Village, Simpang Hilir Sub District, North Kayong District, West Kalimantan - INDONESIA	2019	Not Certified
PT. Mitra Aneka Rezeki - Kubu Raya (PT. MAR) - non member	Arus Deras Village, Teluk Pakedai Sub District, Kubu Raya District, West Kalimantan-INDONESIA	2018	Not Certified
PT. Mitra Aneka Rezeki – Banyuasin (PT. MAR)	Meranti Village, Suak Tapeh Sub District, Banyuasin District, South Sumatera- INDONESIA	2018	Not Certified

## 5.2. Compliance to Rules for Partial Certification

Compliance of the uncertified management units of PT Rimba Mujur Mahkota against the rules for partial certification according to RSPO Certification System clause 4.5 was assessed by desk study as well as web check on relevant complaints; verification to company's parent company, a positive assurance statement based upon company's self assessment completed with sufficient evidence against each requirement; consultation with targeted stakeholders including consultation with the relevant NGO's, and or further stakeholder consultation and or field inspection considering the risk assessment result of any non compliance with the requirements. A summary of findings is as stated below.

Partial Certification Requirements	Audit Findings
(a) The parent organization or one of its majority owned and / or managed subsidiaries is a member of RSPO.	PT Rimba Mujur Mahkota is subsidiary of Pacific Agro Sentosa. PT RMM has RSPO member with membership number <b>No: 1-0124-12-000-00</b> (since: June 18, 2002).
(b-d) A challenging time-bound plan for certifying all its relevant entities is submitted to the Certification Body (CB) during the first certification audit. The time-bound plan should contain a list of subsidiaries, estates and mills.  Any revision to the time-bound plan or to the circumstances of the company shall cause	See table above, some changes on company's time bound plan due to several reason explained above.

<p>the plan to be reviewed. for whether it is still appropriate, such that changes to the time-bound plan are permitted only where the organisation can demonstrate that they are justified</p>	
<p>(e) No replacement of primary forest or any area identified as containing High Conservation Values (HCVs) or required to maintain or enhance HCVs in accordance with RSPO criterion 7.3. Any new plantings since January 1st 2010 must comply with the RSPO New Plantings Procedure</p>	<p>There are some newly developed plantation areas under PT Cipta Usaha Sejati (CUS) and PT Jalin Vaneo (JV), West Kalimantan province Indonesia. Company conduct HCV assessment in year 2012 and conduct land use changes analysis (LUCA). According to information stated on HCV among the 13 HCVs and associated sub-values assessed, 11 were deemed present at JV and 10 at CUS.</p> <p>Further information stated on HCV document, no areas in PT CUS and PT JV are merged into a single layer and overlaid on the license boundary. The total area of the recommended HCVMA inside the license boundary is c. 20,280 ha. The total non-HCVMA area within the license area is c. 24,830 ha. The area of non-HCVMA that overlaps with areas planned by the company for future oil palm development is estimated to cover c. 4120 ha. Such areas would be considered available for new development, subject to release by local communities through a fair and proper Free Prior and Informed Consent (FPIC) procedure for land release, and full payment of compensation.</p> <p>From LUCA document the indicating areas of clearance since 2005 is 22,042.38 ha both in PT CUS and PT JV with various vegetation coefficients. Currently both companies are under processing on RSPO Remediation and Compensation Porcedure.</p> <p>Also PT. DIS, PT. MAR Kubu Raya and PT. MAR Banyuasin there is no official document of HCV assessment nor NPP approval from RSPO.</p>
<p>(f) Land conflicts, if any, are being resolved through a mutually agreed process, e.g. RSPO Complaint System or Dispute Settlement Facility, in accordance with RSPO criteria 2.2, 6.4, 7.5 and 7.6.</p>	<p>There are identified land dispute in several company's subsidiaries i.e.:</p> <ul style="list-style-type: none"> <li>• Land dispute in PT Cipta Usaha Sejati with villager from Lumbuk Batu village, Kayong Utara District, for total area 1735 ha, under resolution involving Integrated Team Land Settlement, National Land Agency.</li> <li>• Dispute regarding smallholder scheme development in PT Rimba Mujur Mahkota and PT Dinamika Inti Sentosa with community from Bintuas village 740 ha and Buburan Village 596 ha, Mandailing Natal District. There are some agreements signed however some community still not satisfied with the agreement result.</li> <li>• Claime from "Gerakan Pemuda Untuk Keadilan Rakyat (GPUK)" regarding land occupied by PT Barumon Agro Sentosa 235.50 Ha. And Claim from Haji Soleh Hasibuan. Has been solved and clarified by management PT BAS through letter on February 24, 2015.</li> </ul>
<p>(g) Labour disputes, if any, are being re-</p>	<p>There are some labour dispute in several companys</p>



solved through a mutually agreed process, in accordance with RSPO criterion 6.3.	<p>subsidiaries, i.e.:</p> <ul style="list-style-type: none"> <li>Complaint regarding “Eid Mubarak Allowance” in PT CUS in June 2016. The casual workers reported to Man Power Officer Kayong Utara District.</li> <li>Labour dispute in PT RMM regarding minimum wages in year 2015 has been solved.</li> </ul>
(h) Legal non-compliance, if any, are being resolved in accordance with the legal requirements, with reference to RSPO criteria 2.1.	Some of PT PAS's other management units have not complied with certain legal requirements (HGU), for example in PT DIS and PT. BAS. Those has been identified on audit report as well as legal compliance in PT BAS has been recorded on the relevant audit report.

**5.3. Compliance to other RSPO Procedure**

RSPO NPP	-
RSPO Compensation and Remediation procedure	-
Areal Subject to sanction	-

**5.4. Compliance to RSPO Guidance on GHG calculation**

During the audity, the audit tema verify and confirm that

The RSPO PalmGHG Calculator used	Palm GHG version 3.1
Accurate data has been put into the RSPO PalmGHG Calculator	Yes
Net GHG Emission Figure (tCO <sub>2</sub> e/tCPO)	36.93

**5.5 Plan for certification of associated smallholders**

As seen from data in Table 3, the mill receives 6.20 % supply of FFB from smallholders. These are smallholders associated with the mill. The associated smallholders has including in the scope certification.



## 6.0 ASSESSMENT FINDINGS

### 6.1 Summary of Findings

The following is a summary of findings made for the criteria listed in the Indonesian National Interpretation of RSPO Principles and Criteria 2013 for detail information about company's compliances to RSPO P & C indicators has been explained on the checklist as stated on Appendix\_5

#### 1. RSPO P & C

**Criterion 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.**

**Findings:**

There is evidence that company provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. As seen on.

- a. Plantation Report to Regent of Mandailing Natal District for Period January to June 2017, August 7, 2017.
- b. Report of Manpower Within Company has been reported to Head of Social and Manpower Agency of Mandailing Natal District, February 1, 2017.

Records of requests for information and responses have been keep maintain. As seen on. On August 3, 2017, Karang Taruna Saujana, Desa Sasaran, through letter No. 460/02/SSR/2017 proposing request to funding an event of the 72<sup>nd</sup> Indonesia Independence Day. PT RMM has give donation on August 17, 2017, amount of IDR 500, 000. Stakeholder list is updated annually by a Document Control, dated January 16, 2017.

The stakeholder list include:

- Government Agencies Madina District: Regent, the Agriculture Agency, Department of Agriculture, Labour Agency, BLHKP, National Land Agency, Head, police, Koramil, BRI.
- Head Village: Sikara-Kara I, II, III, IV, Taluk Village, Village Taluk, Rukun Jaya Village, Village Bintuas, Community Leaders and Parents -tua Peoples.
- Supplier / Contractor: Natako Group, Melati CV, Punguan Pomparan Raja Nairasaon, PT. Madina Agro Lestari, PT. Rizkina Mandiri Perdana, PT, Maduma, RM motors, UD. Diamond, Rukun Jaya Motor UD, UD. Convenience store.
- NGO / LSM: Sawit Watch, WALHI Indonesia, WWF Indonesia, Natal DPC KNPI, Committee on the Protection of Women, KUD Sumber Usaha.
- Plantation Workers Union PT. RMM.

There is no change on company's assignment, Human resource section responsible for providing information and recording the information request from stakeholder. Mechanism for information and communication both in external or internal regulated in standard procedure No.Dok.SOP-

**Compliance status:**  Yes  No

NCR No: -

Dir.MR-06, Rev.04 date 20 January 2017. As improvement form previous audit findings, PT RMM has recorded request and response into log book.

**Criterion 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.**

**Findings:**

The company has provide the list of documents which is publicly available as stated on i.e. :

- Legal : Land titles/user rights Plantation Operation Permit (Izin Usaha Perkebunan), Land Use Title (Hak Guna Usaha) or other documentation relating to application for Land Use Title in accordance with relevant procedures)
- Environmental : Environmental and Social Impact Assessment (AMDAL /UKL-UPL) and environmental management and monitoring reports (Laporan RKL-RPL)
- Social : Documentation of social activities and community programs.
- Health and Safety Plan
- Continuous improvement plan.
- HCV documentation.
- Details of complaints and grievances
- Plans and impact assessments relating to environmental and social impacts.
- Public summary of certification assessment report.
- Negotiation procedures.
- Protection of Human Rights and Prohibition Policy.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 1.3. Growers and millers commit to ethical conduct in all business operations and transactions.**

**Findings:**

The company has a written policy committing to a code of ethical conduct and integrity in all operations and transactions, as stated on document No. 01 /SE/DIR-RMM/V/2014 dated on May 7th, 2014 concerning to prohibition of corruption, bribery, fraud, assets abuse in all operational finance and activity. The policy has communicated and distributed to all levels of the workforce and operations. Among others: September 6, 2017 attended by 812 people (estate and PKS employee and external stakeholders). Interview with Head Village of Sikarakara III and PKS employees said that they had heard of the Ethics Policy from the company.

Checks on documentation of socialization obtained evidence that the company has communicated the Ethics Policy to the various levels of employees and external stakeholders. There is evidence that the code of conducts has been communicated to all levels of the workforce and operations within the organization, including contracted third parties.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations.**

**Findings:**

The company has demonstrated its compliances to legal requirements as evidences observed, for examples on environmental aspects are :

- Waste waster discharge permit based on Head of Mandailing Natal decree no 658.31/284/K/2014
- Water utilization permit based on integrated licensing agencies decree no 610/105/BPPTSU/2/12/1/X/2014
- Environmental Impact Assessment (EIA) covering for Sikaraka esates 4956 ha and Sikara POM for capacity 45 tonne/FFB hour, approved by Mandailing Natal Regent based on letter no 660/1949/BPDL-MN/2008
- Temporary hazardous waste storage based on decree No 658.31/717/K/2015 on 23 december 2015 by Mandaling Natal Regent, and valid until 2020

The company has a documented system, which includes written information on legal requirements, the system is maintained. For examples, All of those above legal requirements are maintained, and copy documents for legal aspects are available (in esates and mill office) and verified by auditor teams during audit.

There is mechanism for ensuring compliance, the mechanism have been implemented, as observed for examples internal audit for legal aspects are conducted in line with RSPO internal audit on April 2017. During this internal audits, evaluation mentioned that all laws/regulation aspects has 100 % comply.

The company established a system for tracking any changes in the law and its documented on procedure evaluation of regulation and other requirements SOP.Dir.LEG-02. It was observed during the audit the company has implemented the system consistently. For examples, company has point a PIC for tracking changes and communicate to all relevan. Document review shown there is new additional laws and regulations duiring these update i.e : agronomy and HCV aspects PP no 57/2016.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 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.**

**Findings:**

The company demonstrate its legal ownership or lease, history of land tenure and the actual legal use of the land is available i.e.:

- Head Decree of National Land Agency No. 25/HGU/BPN/2002 dated 14 June 2002 as large as 4,956 Ha located on South Tapanuli District, North Sumatera Province
- Land certificate No. 1 as large as 4,956 Ha located

**Compliance status:**  Yes  No

**NCR RSPO 01505**

There is some condition does not properly such as:

- a) There is no maintenance for boundary pillars No. 068
- b) During the sampling of boundary

<p>on South Tapanuli District, North Sumatera Province</p> <p>The company also has document such as:</p> <ul style="list-style-type: none"> <li>• EIA document for estate and mill year 2005 as large as 4,956 Ha with mill capacity as much as 45 ton/hour</li> <li>• HCV document year 2013</li> <li>• SIA document year 2013</li> </ul> <p>All legal boundaries are not clearly demarcated and visibly maintained. There is some condition does not properly such as: (a) There is no maintenance for boundary pillars No. 068 (b) During the sampling of boundary pillars, there is no found boundary pillar No. 70, 71 and 72. (c) There is different number of boundary pillars between the data and actual in the field where in the filed found boundary pillars No 137 but the number does not available in the data of boundary pillars. <b>This condition raised as Non-Conformity (NCR RSPO No 01505).</b> The company has program to maintain legal boundaries as observed on SOP-Dir.NKT-07 revision 00 effective date 1 September 2015. The last monitoring of legal boundaries were conducted on 6 months</p> <p>No complaints associated with land disputes between the company and the surrounding community. This was also confirmed during the public consultation with stakeholders and the local community on September 27<sup>th</sup>, 2017.</p> <p>There is a statement letter explain that no conflict between PT RMM and community around the estate, signed by Head of Village on March 1, 2014 (Rukun Jaya Village, Sikarakara III, Sundutan Tigo, Sikarakara, Sikarakara IV, Buburan and Bintuas).</p> <p>Although no land conflict, company has Standard Operational Procedure about Land Conflict Resolution and Plant Growth Compensation, No. Doc. SOP. Dir. LEG-03, on April 1, 2014. Company policy to land conflict resolution are :</p> <ol style="list-style-type: none"> <li>1. In land conflict resolution, compensation of land and Plant Growth always use deliberation.</li> <li>2. It's not allowed to use mercenaries or other disturbing action and intimidation outside the law.</li> </ol> <p>In the document was explained that company remain to committed clearly and seriously not to do violence action and will do our best in all respects in order to avoid using force, threats or act violently. Based on the data area statement in August 2017 and the result of interview with the village head of Sikarakara III, note that no cases of land disputes in the company area. Compensation or the entire land acquisition has been completed. Until now there is no demand or the company's land claims by communities around the estate.</p>	<p>pillars, there is no found boundary pillar No. 70, 71 and 72.</p> <p>c) There is different number of boundary pillars between the data and actual in the field where in the filed found boundary pillars No 137 but the number does not available in the data of boundary pillars.</p>
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**Criterion 2.3: Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.**

**Findings:**

In interviews with the village head of Sikarakara III, it was explained that there are no indigenous land or customary rights in the area of the company. Since the beginning of land acquisition for the construction of the estate, there is no customary land or customary rights in the area of the company.

Similar condition previous audit information, based on field observation and interview to the surround community, there were no customary right inside of the plantation, since previous company manage the land before taken over by PT Rimba Mujur Mahkota. SIA report also did not indicated there were customary right inside PT RMM plantation area.

However, PT RMM has SOP of Free and Prior Informed Consent (FPIC) No. Doc: SOP-Dir.MR-11 on July 20, 2016. The purpose of SOP is as guidance in FPIC implementation for indigenous people or local community, completing and fulfilling the right of indigenous people or local community, respect and protect tradition, and culture of indigenous people or local community in utilizing potential asset owned.

**Compliance status:**  Yes  No

NCR No: -

***Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.***

**Findings:**

The company both mill and estates has business or management plan (2015-2024) i.e. PT RMM long term management business and budget plan. Management stated that business plan are subjected to change and reviewed annually by the respective management through considering actual trends and dynamic situations which predicted could be changed in the future.the objective of annual reiew is to optimize the company reosurces. Variable/parameter covered on this long term plan included for examples :

- Profitability : FFB production (from estaets and smallholders), CPO & PK prduction, revenue from CPO & PK, FFB purchasing, mill cost dan gross profit.
- Summary long term plan : estate & mill cost, planting/replanting plan, FFB producton, CPO & PK production, profitability.
- Assumption : exchange rate, CPO & PK extraction rate, price of CPO & PK, ha mature, FFB pruchasing price.
- Target covered : production estimation (CPO & PK), operational cost (estate and mill), price and other finacial parameters
- Projection : FFB and CPO production, CPO price projection, and FFB purchasing price projection.

The estates including smallholders has annual replanting programme projected for a minimum of five years. Long term management business and budget plan 2015-2024 shown that replanting activities will be undetaken on 2022-2032 for planting year 1996-2006 with total replanting areas

**Compliance status:**  Yes  No

NCR No: -

are 4614 ha. Consideration for replanting areas for examples : age of plantings > 25 year, FFB production <14 tonne/ha, and stand/ha are < 100 stand/ha.

**Criterion 4.1: Operating procedures are appropriately documented, consistently implemented and monitored.**

**Findings:**

The mill and estate has Standard Operating Procedures (SOPs) that covers all aspects of oil palm planting and management as documented master list SOP document contains the following SOPs that cover all estate operations such as Nursery Practice, Land Clearing, Preparation and Planting, Soil Conservation and Terracing, Road Construction and Maintenance, Establishment and Maintenance of Legume Covers, Planting Density and Planting Technique, Palm Replacement During Immaturity and Supplying, Upkeep of Immature Oil Palms, Upkeep of Mature Oil Palms, Pests & Diseases, Manuring, EFB Application, Harvesting, Bunch Census and Palm Thinning.

The Palm Oil Mill has SOPs covering all mill operations such as FFB Grading, Sterilization Station, Press Station, Threshing Station, Oil Room, Kernel Plant, Laboratory, CPO & PK Dispatch, Engine Room, Boiler Room, Electrical, Workshop as well as Raw and Boiler Water Treatment Plant. E.g.

- SOP.Dir.PKS-11 Rev-04 dated January 1, 2016 regarding FFB received.
- SOP.Dir.PKS-25 Rev-01 dated May 8, 2012 regarding Kernel Losses on shell.

In order to ensure consistent implementation of the SOPs among all levels of the workforce in the field, the following mechanisms are utilized through internal audit, self-assessment etc. Records of monitoring and any actions taken has maintained and available, as appropriate. For example: Record of Internal audit for ISO 9001:2008, ISO 14001:2004, RSPO, ISPO and ISCC on dated April 27 to 28, 2017 with the scope Head Office, Estate and Sikarara Mill (Mill of PT RMM).

It has been verified that there are 3rd party FFB received by the mill. The mill has record the origins of all third-party sourced Fresh Fruit Bunches (FFB). b. The company has list of FFB supplier both of certified and non-certified. Based on FFB list supplier year 2016, there is 7 non-certified FFB supplier (Ali Hanapiah, Melati, PPRN, PT Anugerah Langkat Makmur, PT Rizkina Mandiri Perdana, PT Prakarsa Darma Maduma and PT Madina Agro Lestari). Based on FFB list supplier year 2017, there is 9 non-certified FFB supplier (Ali Hanapiah, Melati, PPRN, PT Anugerah Langkat Makmur, PT Madina Agro Lestari, PT Prakarsa Darma Maduma, PT Rendi Permata Raya, PT DAL and PT Palmaris). The company has record of FFB receipt from third party stated on recapitulation of FFB receipt. The company receipt FFB as much as 105,457,173 kg for year 2016 and year 2017 (August 2017) as much as 68,421,116 kg

**Compliance status:**  Yes  No

NCR No: -



**Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.**

**Findings:**

Practices that maintain or enhance soil fertility to ensure sustained yield are contained in SOP of Soil Fertility Management for Optimal and Sustainable Productivity (No. Doc: SOP-Dir-TAN-26 dated 05 Mei 2014 Rev-00).

Actual fertilizer applications are recorded monthly and compared against fertilizer recommendations in the monthly estate manager's report with summary of reconciliation of fertilizer application schedule in the records of fertilization realization. Fertilizer application schedule and records for each field is available and maintained at the respective estate offices. Sampled records for year 2017 at Sikarakara Estate for Semester I period) showed that fertilizer application is done according to the Expert recommendation (foliar analysis 2016 and soil analysis 2014).

Foliar sampling is conducted on an annual basis (last analysis was showed for 2016) and its results and corresponding fertilizer recommendations are contained in the records of fertilizer. The leaf nutrient assessment to determine the levels of nitrogen, phosphorus, potassium, calcium, magnesium and boron in the palms was conducted. The results of this assessment provided the input for fertilizer recommendations for 2017 which is now being followed by the estates. Soil analysis is also conducted on an annual basis by an external lab with soil samples taken from each estate field.

As part of the nutrient recycling strategy the company implement use of Empty Fruit Bunches (EFB) application and Palm Oil Mill Effluent (POME) for land application. Record of this application described as follow:

**EFB Application (January – August 2017)**

Division	Hectare Application (Ha)	Number of EFB (ton)
I	254.13	7,582.05
II	87.15	2,614.50
III	286.14	8,627.85
<b>TOTAL</b>	<b>627.42</b>	<b>18,824.40</b>

**Compliance status:**  Yes  No

NCR No: -

**Criterion 4.3: Practices minimize and control erosion and degradation of soils.**

**Findings:**

The company has maps of any fragile soils detailing their soil profile. As seen on the map, the soil types in PT Rimba Mujur Mahkota are dominated by peat land (2,433.7 Ha) and mineral (2,780.30 Ha). s detail of this areas as follow:

Division	Hectare (Ha)		TOTAL
	Peat land	Mineral	
Division I	405.91	209.09	615
Division II	140.34	424.66	565

**Compliance status:**  Yes  No

NCR No: -

Division III	385	154	539
Division IV	116.65	598.35	715
Division V	274.07	256.93	531
Division VI	290.56	322.44	613
Division VII	-	461	461
Division VIII	333.66	241.34	575
Plasma	487.64	112.36	600
<b>TOTAL</b>	<b>2,433.7</b>	<b>2,780.30</b>	<b>5,214</b>

The company has strategy to manage and control the operation at fragile soil, i.e. The company has mechanism in place for plantings on slopes above a certain limit as seen on SOP of Strategic of planting for slope above a certain limit (No. DOC: SOP.Dir.TAN-28 Rev-00 dated March 27, 2017). Based on the soil survey document there is an areas with the slope above a certain limit. As detail of this areas as follow:

Slopes Class	Categorized	Hectare (Ha)	Percentage (%)
< 2 %	Flat	2,546.61	48.84
2 - 8 %	Slope	1,428.98	27.41
9 - 15 %	Very Slope	774.86	14.86
16 - 25 %	Rather Steep	367.21	7.04
26 - 40 %	Steep	92.77	1.78
41 - 60 %	Very Steep	3.57	0.07
<b>TOTAL</b>		<b>5,214</b>	<b>100</b>

There is a road maintenance program that is rigorously adhered to. The road maintenance program covers the distribution of gravel stones, grading and compacting and levelling of estate roads, construction and maintenance of bridges as well as construction of silt pits especially near slopes to allow for water run-off into the pits and prevent erosion of access roads. The company also has the resources as a means of doing road maintenance. This programs are supported by budget properly (1% from total budget). Moreover, the company has a list of heavy equipment inventory, i.e

Name of Equipment	Type	Number of Unit
Excavator	Kobelco SR 40-V	1
	Kobelco SK 50 P	3
	Hitachi ZX210F-5G	2
Grader	Komatsu 510 R	1
Compactor	SAKAI SV512D-H	1
Wheel Loader	Changlin ZL30H	1

Subsidence of peat soils has/has not minimized and monitored. A documented water and ground cover management program has available as seen on form of water level management and subsidence of peat soils. Based on the measurements of groundwater level in block P4, P5 and P6 - Division Plasma (as an example), it known that the company has been trying to maintain the ground water level at 70 cm. The company has no preparation for replanting yet.



**Criterion 4.4: Practices maintain the quality and availability of surface and ground water.**

**Findings:**

The company has water management plan as seen on Water management and utilization plan are listed on Document 09/Dir-RMM/2015 on 16 March 2017. The management plan has implemented consistently as seen on realization of water management 2017.

Water management including maintaining and restoring appropriate riparian and other buffer zones according to national best practice and national guideline been documented. Based on field observation found there is indication of agrochemical application on river riparian at Block E-1 Division V at Kunkun river riparian. This condition raise as **Non conformity (NCR RSPO 01506)**

Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), has compliance with national regulations (Criteria 2.1 and 5.6), for examples :

Month (2017)	BOD (mg/l)	COD (mg/l)
May	98.8	217.42
June	98.6	196.32
July	96.4	186.72
August	99.2	212.73

Note : Based on PerMenLH 5/2014, standard quality for BOD are 100 mg/l, and for COD are 350 mg/l

Mill water use per tonne of Fresh Fruit Bunches (FFB) has been monitoring as seen on regularly water usage monitoring. For examples on August 2017: FFB process are 26,164 tonne, water usage are 27,850 m<sup>3</sup>, and water usage efficiency are 1.06 m<sup>3</sup>/tonne FFB process.

**Compliance status:**  Yes  No

**NCR RSPO 01506**

Based on field observation found there is indication of agrochemical application on river riparian at Block E-1 Division V at Kunkun river riparian

**Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.**

**Findings:**

The company has program of Integrated Pest Management (IPM) plans as documented on the document of "Program Pengendalian HPT dan Rencana Kerja Deteksi Dini dan Inang Predator. The implementation of IPM has monitored every month as seen on records of census and monitoring pest and disease controlled by planting of beneficial plant. Company has list of census person at each division and maps of beneficial plant distribution. Record of occurrence and monitoring available in document Monthly Report of Pest & Disease which is made by IPM foreman. During year 2017 there are some records related to action taken of pest management such as census, and immediate action. Action

**Compliance status:**  Yes  No

NCR No: -

taken by company related to rat management.

The company has a team of census for each estate. The company has conducted training of pests and diseases on February 2, 2016. The training material is pest and diseases principal, introduction of pest and diseases, detection methods and pest and diseases census, beneficial plant and pest and diseases related form. During 2017, the company has conducted training refreshment of pests and diseases for all related worker on March 17, 2017. The training documentation such as photos and participant attendance list.

**Criterion 4.6: Pesticides are used in ways that do not endanger health or the environment.**

**Findings:**

The pesticide are used by company such as Prima up 480 SL, Meta Prima 20 WG, Agent 50 SC, Decis 25 EC and Primaxone 280 SL. All of pesticide are used by company registered and permitted by the Pesticide Commission. There is no prophylactic use of pesticides.

The company has recorded of pesticide used consistently. The record of pesticide explain specific to target (pests, weeds, or diseases), dosage recommendation, active ingredient, areas implemented. For example: Record of pesticide used in Division Plasma:

Name of Pesticide	Active ingredient	Dosage	Target	Areas implemented
Meta Prima 20 WG	Metil met-sulfuron	100 – 200 gr/ha	Wide-leaved weeds	Block P14
Prima up 480 SL	Isopropil amina glyphosat	0,75 - 1,5 l/ha	Wide-leaved weeds	Block P17

The use of pesticides is done by trained personnel. This is evidenced by the availability of recording training on the use of pesticides conducted on February 23, 2017 (refreshment training). During the audit, team auditor has not observed the sprayer in the field because spraying activity was not conducted. But the audit team has interviewing the sprayer in the emplacement of worker. Based on the interview conducted it known the responsible persons who handle, used and applied of pesticides has only by persons who have completed the necessary training. The implementation was observed, as interviews with chemist who handle chemist, they can demonstrate understanding the hazards and risks related to chemicals used. During year 2016, the company wasn't use paraquat, but during year 2017, the company has used paraquat. Against this condition, the company has demonstrated some evidence that use of paraquat has justification in line with national best practice guidelines, among others:

1. The company has provided training for handling of paraquat based on Agriculture Ministry Decree Number 24/2011. The training conducted on April 22, 2017. Number of workers who has been in training is 58 persons.

**Compliance status:**  Yes  No

NCR No: -

2. The company only performs paraquat applications for wooden and ferns with the dosage 0.33 liters / ha.
3. The company has plan use of paraquat only till 2018 with the reducing from 2017 amount 5,162 liters to 2018 amount 4,656 liters.

Regarding with the storage of all pesticides, the company has provided a special chemical storage. The company has completed the storage with MSDS, emergency response facilities (fire extinguisher, eye wash and alarm), symbol and label hazardous and toxic material etc. All of waste of pesticide packaging was stored in hazardous waste storage.

Based on document observation, field observation and interview with management, it is known that the company do not applied pesticide from aerial.

Specific annual medical surveillance for pesticide operators (59 persons), and documented action to treat related health conditions, has be demonstrated on Report of Medical Checkup. Medical checkup conducted by Pramita Laboratory Medan on September 12, 2017.

There is no evidence that work with pesticides were undertaken by pregnant or breast-feeding women. During interview with the spraying worker at emplacement, it known that the workers has understood with this policy.

**Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented.**

**Findings:**

The company has OSH policy sign by Director (Hasjim Oemar) on June 2017. The policy stated in Indonesia language. The OSH policy covering risk of work accident and preventif. The company has conduct socialization of OSH on 6 September 2017. Evidence of socialization such as attendant list and photo documentation. The company has annual program related OSH year 2016 and 2017. The program covering OSH aspect and equipped with the target. The program such as safety talk, introducing the OSH management system, introducing the function of OSH committee, identification of risk dangerous, OSH inspection, meeting of OSH committee and monitoring of fire.

The company has realize the OSH program year 2016 and 2017 such as:

- Simulation of fire control on 20 February 2016
- Socialization of OSH on 11 March 2017
- Medical checkup (cholinesterase) and audiometry on 15 - 16 Macrh 2016 for 96 people
- Training of first aid on 11 March 2016
- Socialization of OSH for chemist and fertilizing on 11 March 2016
- Safety talk conduct every month
- Socialization about fire land on 12 April 2016
- Fire simulation on 10 September 2016
- OSH patrol for PPE used on 6 August 2016

**Compliance status:**  Yes  No

**NCR RSPO 01507**

Based on interviews with the fertilizer employees of Division 2 Block B-2 it is known that the clothes that have been contaminated of hazardous and toxic waste brought to home and washed at home

**NCR RSPO 01508**

Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company

- Internal audit related OSH on 29 November 2016
- Training of risk management on 17 March 2017
- Training of handling and management of hazardous chemical and pesticide on 17 March 2017
- Fire simulation on 10 June 2017
- Simulation of earthquake respond on 17 June 2017
- Simulation of emergency after fire on 10 June 2017
- Simulation of emergency for spill the hazardous and toxic material Simulasi tanggap darurat tumpahan B3 on 24 June 2017

The company has conduct identification of risk dangerous, assessment and risk management for each activity in the mill and estate that stated in Form/TGD-03 revision 01. The identification of aspect and dangerous has covering entire activity. The company has record of work accident. The company has form of work accident and investigation form. The form described if any work accident occur, there is corrective action and due date of corrective action to preventif the accident reoccur. The company has procedure of aspect and dangerous and risk assessment (SOP.Dir.SMK3-12 revision 00 effective date 17 June 2014). The company has conduct identification aspect and impact in accordance with procedure that stated in Form/TGD-03 revisi 01. Based on interviews with the fertilizer employees of Division 2 Block B-2 it is known that the clothes that have been contaminated of hazardous and toxic waste brought to home and washed at home. **This condition raised as Non-conformity (RSPO 01507).**

The company has conduct training of safe working for entire worker at mill and estate on 11 March 2016 (application of chemical material and fertilizing) and 17 March 2017 (handling and management of hazardous chemical and pesticide). The company has training plan relted OSH year 2016 such as handling of hazardous and toxic chemical, socialization of OSH committee, first aid training, simulation of fire, training of earthquake simulation, simulation of spill the hazardous and toxic material, fire simulation and training of equipment maintenance at the mill. The realization related training program year 2016 such as:

- Dated 11 March 2016 related application of chemical material and fertilizing
- Dated 20 February 2016 and 10 September 2016 related fire simulation
- Dated 20 February 2016 related simulation of earthquake
- Dated 20 February 2016 related simulation of spill the hazardous and toxic material

The company has letter from Director (No.02/SE/Dir-RMM/VII/2014 dated 25 July 2014) about PPE where the letter described that the providing PPE in accordance with type of activity. The company has record of handover PPE. For example on 3 July 2017 i.e. safety boot for mill worker. The company has letter from Director (No.02/SE/Dir-RMM/VII/2014 dated 25 July 2014) about PPE where the letter described that the providing PPE in accordance with type of activity. The company has record of handover PPE. For example on 3 July 2017 i.e. safety boot for mill worker. During field visit to mill and estate found the worker wearing ap-

appropriate PPE.

The company has responsible person to implement the OSH stated in OSH committee approval by Head of Labor agency Mandailing Natal District with No. 560/216/Disnaker/2017 dated 5 April 2017. The company has expert of OSH on behalf Julius Fernando Sihotang (No. Reg.20438/PK3/AJ/12/2015/PO). Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company. This condition raised as Non-conformity (NCR RSPO 01508). The company has sent report of OSH to related agency. Report of Triwulan I reported on 11 April 2016, report of Triwulan II reported on 18 July 2016, report of Triwulan III reported on 17 October 2016, report of Triwulan IV reported on 10 January 2017, report of Triwulan I reported on 18 April 2017 and report of Triwulan II reported on 14 July 2017. The company has record of OSH committee meeting. For example: 30 March 2017, 2 April 2016, 6 August 2016, 28-29 November 2016, 31 March 2017 dan 27-28 April 2017. Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company. **This condition raised as Non-conformity (NCR RSPO 01508).**

The company has emergency procedure (SOP.Dir.SMK3-03 revision 01 effective date 2 September 2013) covering pollution of hazardous and toxic material, fire, sabotage, earthquake. Record of work accident has reported to related agency through report of OSH committee every 3 month. The procedure has socialize to worker. The company has first aid officer on behalf Eri Ansony Butar-butur (No. Reg.28823/P3K/KK/12/2017). Training of first aid conduct on 6 June 2014, 11 March 2016 and 17 March 2017. There is evidence such as attendant list and photo documentation. During field visit to spraying activity Block H-20 at Aek Kulim estate, harvesting Block J-28 and mill found the first aid box available in accordance with Permenaker No.15 year 2008. The company has conduct periodic monitoring each month for first aid content. The company has record of work accident. The company has form of work accident and investigation form. The form described if any work accident occur, there is corrective action and due date of corrective action to preventif the accident reoccur.

The company (POM) provided medical care for employee i.e. clinic. The company register the employee to health insurance and labor insurance. Based on payment of labor insurance (BPJS Ketenagakerjaan) of August 2017, the company has paid labor insurance as much IDR. 38.155.049 through Bank Artha Graha on 14 September 2017 with total employee as much as 137 people. For helath insurance (BPJS Kesehatan) of August 2017, the company has paid health insurance (BPJS Kesehatan) as much IDR. 17.307.810 with total employee as much as 137 people.

The company (estate) register the employee to health insurance and labor insurance. Based on payment of labor insurance (BPJS Ketenagakerjaan) of August 2017, the company has paid labor insurance as much IDR. 220.188.347 through Bank Artha Graha on 14 September 2017 with total employ-

ee as much as 980 people. For helath insurance (BPJS Kesehatan) of August 2017, the company has paid health insurance (BPJS Kesehatan) as much IDR. 110.004.959 with total employee as much as 980 people. The company has record of work accident from January until December 2016. There is work accident as much as 154 cases. The company covers all medical expenses incurred in which the employee is treated at the company clinic. The company has certificate of participant of labor insurance and health insurance.

The company has record of work accident. Based on record of work accident year 2016, there is total lost time as much as 154 days and year 2017 ((until June 2017), there is total lost time as much as 52 days. The company has conduct investigation and evaluation for each accident to prevent the accident re-occur.

**Criterion 4.8: All staff, workers, smallholders and contract workers are appropriately trained.**

**Findings:**

The company has formal training programme based on training needs identification and training evaluation for all staff/worker including contractor workers that covers all aspects of the RSPO Principles and Criteria, as seen on PT RMM training programme.

Sample training program for year 2016/2017 is :

- OHS and first aid for FFB loading contractors
- Toxic and hazarodus waste management
- Census and IPM
- Limited pesticides usages
- Remote sensing and HCV
- OHs risk management
- Welder certification
- Boiler operator certification
- Land fire simulation and management
- RSPO P&C refreshment

Training records for each unit stored in personal files and based on interview, for examples with fertilizer applicator shown that workers have been trained and understand accordance with the work being performed.

Company has identified training needs for year 2017. Training records for each employee has be maintained such as minutes meeting, attendance list and absence, training material content, and participant's signature. Records of some training that have been conducted for examples are :

- Best managment practices on 6 September 2017
- Hazardous waste management and handling on 21 March 2017
- Restricted and limited pesticides applications on April 2017
- First aid training conducted on March 2017
- Emergency response for earthquake, fire, CPO tank leakage, toxic and hazardous spill, conducted on June 2017

**Compliance status:**  Yes  No

NCR No: -



- Risk management and OHS for contractor workers, conducted on 17 March 2017.
- Communication procedure and work agreement (PKB), conducted on 20 January 2017

***Criterion 5.1: Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.***

**Findings:**

The company has an environmental impact assessment (EIA) documented. The document covering for Sikaraka estates 4956 ha and Sikara POM for capacity 45 tonne/FFB hour, issued on 2008, and made by PT. Pratita Total design, approved by Mandailing Natal Regent based on letter no 660/1949/BPDL-MN/2008. For KUD Sumber usaha smallholders, company shown Surat Pernyataan Kesanggupan Pengelolaan Lingkungan (Statement and Commitment Letter for Environmental Management) approved by head of environmental agency Mandailing Natal regent on 26 september 2017, coverage areas for 600 ha.

Information about identified environmental impact as listed on document such as air quality, water quality, noise, waste water, and etc. In order to mitigate negative effects, the company establish environmental impact management and monitoring plan as seen on document no 660/BPDL/MN/2005, issued on 2005 approved by BAPEDALDA Mandaling Natal. There is a timetable for change has been developed and implemented within a comprehensive management plan. The management plan has identify the responsible person, i.e Rayon A & B assistant, and Mill QC assistant. Environment management/monitoring plan that appointed by company including as follows :

- Ambient Air quality
- Noise
- Water quality
- Solid waste
- Soil erosion
- Vegetation and water biota
- Local economy and employment opportunities
- Community health and perception

The environment management and monitoring plan is adaptive to operational changes, and can prove the effectiveness of the mitigation measures. The plan has reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts. The last review was conducted on 27 April 2017 as stated on Environment management plan 2017.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 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.**

**Findings:**

The company has conducted High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This was done by Yayasan Kelapa Sawit Berkelanjutan on 2013 as documented on Identification and analysis the high conservation value on PT Rimba Mujur Mahkota.

There is RTE species and protected i.e. 2 type of protected vegetation (PP No. 7 year 1999) i.e Meranti Bunga (*Shorea teysmanniana* Dyer) and Sialang/Kempas (*Koompassia malaccensis* Maing), IUCN as much as 3 types i.e Pulai (*Alstonia scholaris* (L) R.Br) with status is Low Risk/Least Concern, Meranti Bunga (*Shorea teysmanniana* Dyer) with status is Endangered and Sialang/Kempas (*Koompassia malaccensis* Maing) with status is Endangered. The status of protected wildlife that identification registered at redlist IUCN i.e. mamalia 1 type is Critically Endangered, 1 type Endangered, 3 types Vulnerable, 1 types Near Threatened and 4 types Least Concern. For group of birds, there is 6 types Near Threatened, 40 types Least Concern and 1 types Not Recognised. For group of reptil, there is 6 type Least Concern. Based on list of species including at CITES i.e. group of mamalia 1 types Apendiks I, 3 types Apendiks II and 1 type Apendiks III. For froup of birds, there is 1 type Apendiks I, 2 types Apendiks II. For group of mamalia, there is no species including at CITES. Based on PP No. 7 year 1999, there is 1 type of protected mamalia, 9 types of birds and 1 types of reptil.

The company has management plan to measures and maintain as well as enhance all indentified HCV area as well as identified rare, threatened or endangered (RTE) species, or that present or are affected by plantation or mill operations, as seen on HCV management plan document Form/NKT-01 revision 00 issued date 2 September 2013. The monitoring of implementation HCV management plan has been documented to known the status of HCV and RTE species that are affected by plantation or mill operations

The outcomes of monitoring has be feed back into the management plan. During visit to Division V Block E-4 found spray marks in the Kunkun river riparian. **This condition raise as Non-conformity (NCR RSPO 01509)**

The company has a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures has instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species, such as socialization to employee and local

**Compliance status:**  Yes  No

**NCR RSPO 01509**

During visit to Division V Block E-4 found spray marks in the Kunkun river riparian



community and installing the warning sign in the area.

There is not identified HCV area where set-asides with existing rights of local communities.

**Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.**

**Findings:**

All waste products, sources of pollution and its management plan have been identified and documented in waste identification document 2017 and environment impact aspect document 2017. Type of waste been identified for examples are below:

- Waste source : CPO spill, type of waste : liquid
- Waste source : Oil filter and ex lubricants, type of waste : liquid & solid
- Waste source : ex agrochemicals containers, type of waste : solid
- Waste source: mill effluent, type of waste : liquid and solid

All chemicals and their containers have been disposed of responsibly, such as hazardous waste from agrochemical container, hazardous waste from water treatment plant chemical container, hazardous waste from laboratory chemical container, and clinic waste

The company disposed all hazardous waste to approved/not approved vendor, i.e. PT Amindy Barokah (licensed hazardous waste collector by National environmental agency No SK.353/MenLHK-Setjen/2015, valid until 2020, the scope of collected waste are ex oil filter, ex fuel filter, ex lubricants, ex chemical/agrochemical containers, and all of contaminated hazardous waste. Company also shown evidence for hazardous waste disposal for examples :

- Manifest AVT0002156 on 14 June 2017, carrier vehicles BK8080MO, for ex oil filter 16.5 kg
- Manifest AVT0002155 on June 2017, carrier vehicles BK8080MO, for ex lubricants 600 litre,
- Manifest AVT0002158 on June 2017, carrier vehicles BK8080MO, for ex chemical/agrochemicals containers 1.4 tonne

A waste management plan been sighted at PT Rimba Mujur Mahkota (palm oil mill and estate) waste identification and management plan 2017, which includes hazardous waste management, solid waste management and sewage management. The mitigation measures identified as recycle of waste, no open burning, disposal of domestic waste and providing enough bins at workers houses.

Sewage management is not directly discharge to waterway, septic tanks at each house and replace them with new units. This will be monitored by periodic visit at housing area.

Field observation during audit for examples on AFD VII and

**Compliance status:**  Yes  No

NCR No: -

AFD VIII housing found all waste are not disposed off using open fire.

The company also conduct POME management as a land application. The company also has been conduct quality testing of palm oil mill effluent each month from January until August 2017. Based on testing result, the value of BOD still inside the threshold set in the regulations. The company use EFB as substitution of fertilizer.

**Criterion 5.4: Efficiency of fossil fuel use and the use of renewable energy is optimized.**

**Findings:**

A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy have/have not been in place and monitored.

From the record sight renewable energy utilization has monitored on monthly basis in year 2016-2017. From the records sighted from "Renewable Energy Utilization for Financial Year 2017 (january-august), based on the FFB processed with 38,046 mt of CPO produced. The total fibre utilized in year 2017 was 20,885 mt and total shell usage was 5,219 mt with total electricity generated of 3,532,832 kWh.

Monthly usage of diesel fuel also been monitored per ton FFB processed and diesel usage per ton CPO produced from the "Diesel Consumption for Financial Year 2017. Average of diesel consumed recorded was 0.50 litre per FFB processed. Meanwhile for diesel consumption per CPO produced was recorded at 2.44 litre per mt.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 5.5: Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.**

**Findings:**

All estates do not conduct open burning for land clearing, This is in accordance to the Zero Burn Method under the section on Land Clearing, Preparation and Planting listed in SOP.Dir.TAN-02 Rev-01 dated April 1, 2016 Rev-01 Regarding Zero Burning for Land clearing, Preparation and Planting. There were no open burning sighted in any of the landfills as well as workers and staff quarters during the field visits.

Zero burning policy implemented by provide warning sign in whole company area including in plantation to warn people not to use fire in land area and also avoid to burn domestic waste as well. The last land clearing was conducted in 2005 covering an area of 621 ha for crops in 2006 in section IV (120 ha), V (129 ha), VII (226 ha), VIII (146 ha), performed without fire, with documentary evidence is some photographs.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.**

**Findings:**

The company has conducted an assessment of all polluting activities, including gaseous emissions, particulate/soot emissions and effluent.

According to assessment result, the company's operation generated pollution and emission such as used of fossil fuel, fertilizing, pesticide, emission from vehicle.

GHG emission calculation been submitted to RSPO stated on the surveillance report. The GHG Management was computed based on the latest PalmGHG V3.0 Estimated emission of GHG production of the estates and mill is 13.42 tCO<sub>2</sub>e/ha or 0.56 tCO<sub>2</sub>e/mt of FFB

The company has established plans to reduce or minimise the GHG emission and pollution.

The implementation of mitigation plan can be seen on record of implementation such as minimize of chemical fertilizer, planting the vegetation to absorb carbon dan periodic maintenance for vehicle to minimize emission.

There is a monitoring system has been developed, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools i.e Palm GHG calculator version 3.0.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 6.1: Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.**

**Findings:**

Social Impact Assessment for PT RMM (estate and POM) was carried out on April 4-16 2013. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. There was community participatory evidence i.e. list attendance of SIA process in surrounding villages. Focus group discussion held in Sikara-kara, Bubungan, Taluk and Sikara-kara III on April 9, 2013 and in Bintuas, Sundutan Tigo, Simpang Bambu, Bronjong, Sikara-kara II, Sikara-kara IV, Sukamaju, Rukun Jaya village and KUD Sumber Jaya on April 13, 2013. Results from focus group discussions and questionnaires were sent to 110 respondents included in the assessment report and used in preparing the social management recommendations.

Assessment was conducted on surroundings villages such as Sikarakara, Sikarakara II, Sikarakara III, Sikarakara IV, Sundutan Tigo, Bintuas, Taluk, Rukun Jaya, Suka Maju, Tunas Karya villages at Natal Districts, Mandailing Natal Regency. The identified impact were as follow :

- Economic Sector: positive impact, i.e. there were increasing of income for farmers, traders, raising of shop

**Compliance status:**  Yes  No

NCR No: -

<p>and store, food store and traditional market. The negative impact was: decreasing of land ownership at coastal area.</p> <ul style="list-style-type: none"> <li>• Social cultural sector: positive: impact was occurring of assimilation in coastal villages and transmigration villages. It was changes from primary sector into secondary sector and tertiary. Occupation of time was more productive. Negative impact: people become more consumptive. High dependent on external production food.</li> <li>• Environmental. Positive impact: not yet experienced by people. Negative: river pollution, aridity, fire and fly dispersion.</li> </ul> <p>Raising issues need to be address by management :</p> <ul style="list-style-type: none"> <li>• Communication and information system was not effective.</li> <li>• There was no clear information regarding to plasma development.</li> <li>• Pollution on the river by mill waste.</li> <li>• Fly dispersion related to mill waste.</li> <li>• Low of manpower from surrounding villages accepted by the company and working accident</li> <li>• Low of educational level</li> <li>• Minimum medical resources and health care infrastructure in the villages.</li> </ul> <p>Review social management plan was conducted on July 12, 2017 in PT Rimba Mujur Mahkota Office including review of realization social management program year 2016, the review was attended by 14 participant including from community surrounding company's area, following several social management plans are reviewed, including: the boundaries of the concession, artnership scholarship, provision of educational facilities for the children of employees and the community, job, etc.</p> <p>The results of the review of social management plan that includes community participation, it was determined that the company will continue the program of social management plans from the previous year.</p> <p>SIA report consist of identified social impact of scheme smallholder which is the surrounding villages ask the company to prepare smallholder area for them as already done for Sikarakara III village community. The Company manages smallholder area of 600 ha (300 families) who are members of cooperatives Sumber Usaha and SIA preparation involves KUD Sumber Usaha, located in the village of Sikarakara IV.</p>	
<p><b>Criterion 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</b></p>	
<p><b>Findings:</b></p> <p>The company has the SOP of Implementation of Communication and Community Consultations and a list of local communities and other affected or interested parties in document number RMM/ADM/MR/20 rev 1 dated Agust 25,</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>

2015. The parties affected are local communities, suppliers, contractors, labour union. The company have SOP Internal and External Communication No. SOP.Dir.MR-06 Rev 04 dated 20-01-2017.

This procedure has been communicated and consulted with the community around the estate on January 20, 2017 with the aim that the procedures are understood by the community. This SOP also states that community relation officer as a person in charge to make communication and consultation with the community.

Employees and the community who submit suggestions / complaints will be protected by the company's management and can remain anonymous in order to avoid the reporting intimidated, suppression or layoffs.

The company is appointed Irfan Susandra to be responsible for communication and consultation with the affected parties according to letter No.01/SM-RMM/II/2017 Januari 20, 2017. The position has been made official with clear and proper job description, and the affected parties been made aware and have access to the person in charge by letter or drop in suggestion box.

The Company has compiled a list of stakeholders on January, 2017 (suppliers, contractors, and NGO and government agencies). Information of stakeholder contain name, institution, address and phone number. Person in Charge for drafting the list of stakeholders is a HRD and a list of stakeholders is updated. Every six (6) months. Records of all communications are run by Human Resources Department in the log book of incoming mail and outgoing mail. Records of all communication, including confirmation of receipt or endorsement, recording in log book

***Criterion 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.***

**Findings:**

There was system for grievance handling in internal and external communication No. SOP.Dir.MR-06 Rev. 04 dated 20-01-2017. By this SOP it is stated that letter or memorandum is a media for communication with internal and external parties. This SOP is covers electronic letter also. Beside this direct letter, communication also could be made by letter sent fo suggestion box. Subject to this communication are as follow :

- Information regarding to quality management and company environment.
- Grievance, objection, complaints and improvement suggestion on companys policy.
- Request for company's publicly available data.

Flow step for this SOP communication is described bellow :

- Once in a week the suggestion box will be open by HR Department or General Department.
- Suggestion, complaint or grievance letters, if any, will distribute to estate or mill manager for action taken

**Compliance status:**  Yes  No

NCR No: -

needed.

- Evaluation and consideration on the incoming letter will be follow and responded by manager by approval from manager or director.
- All of incoming letters should be recorded by HR of General Department in the logbook.

There was record of employee's complaint regarding to housing and infrastructure condition and was responded by management. Base on the record of corrective action that company has repaired for some damaged roof or switched into new roof.

Regarding to land compensation and other, including identification process for parties entitled for compensation there was SOP.Dir.LEG-03, used to identification and calculate teh fair compensation for loose of legal and customary right on the land by involving of community representative and related institution, and publicly available. This SOP is valid since 1 April 2014.

Public relation section is responsible to receive complaints and grievances. They receive, identification of requests or complaints from external parties and communicate to the relevant manager. Also carry out communication and consultation with the relevant sections with external parties. The Company has documented every worker's complaints and responses on the form of complaint receipt. The worker's complaints have to be resolved, maximum in one week. The department in charge for documenting employee complaints is public relatona dn HRD Department. For example: On January 19, 2017 of on behalf employes Divisi III delivered a complaint about leaking in his house , and then on January 25, 2017 the worker's complaints had been resolved by replacing a leaky roof.

Management representatives is responsible for ensuring the information transmitted in accordance with the environmental rules and followed up. Socialization to the workers throuh morning meeting.

The company provides a suggestion box as the means of receipt of complaints, disputes of employees and external parties. Suggestion boxes placed at the department office, estet offices and mill office. Assistant department / personnel of general affair open suggestion box weekly to be forwarded to the estate manager / mill manager. Then followed by the Manager with the approval of the General Manager or the Board of Directors. All suggestions are recorded in the logbook. The company also provide mechanism or procedure for workers to report a grievance against a supervisor. In SOP Internal and External Communications SOP.DIR.MR-06 Rev 04 dated January 20, 2017 stated that if there is a suggestion, complaint or dispute against direct supervisor, the complainant may submit the report directly through the directors with a copy to the MR.

Complaints related to infrastructure/housing were reported verbally by the occupants, and requested improvements



recorded by an assistant department and followed up by the engineering section. Approval of repair by the approval of the technical assistant manager of the garden. So far no cases of disputes. Complaints of registered external PR department (for gardens and PKS), while for central office personnel and accepted by the public), the information will be forwarded to the relevant sections, effluent management. Related section will conduct an investigation and mitigation-related information and, if necessary inspection and monitoring involves a 3rd party. If requested by an external party, then the PR submit a written response, and recorded in the minutes of external communications.

Complaint also can be addressed through direct SMS to leader in estate and POM to number: 0852 629 60070 (Joni Koto); 0852 6284 7830 (Subuh Harahap); 0853 9142 3653 (Johannes Pasaribu); 0822 7434259 (Juliamer Sihombing); 0812 641 8446 (Anwar Hasibuan); 0813 52400478 (Maratua FH Siahaan); 0822 764 73992 (Koko H); 0857 61068864 (Sekretariat Direksi). SMS: 0813 7504 5589.

**Criterion 6.4: Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.**

**Findings:**

It was available Land Acquisition Procedures SOP.Dir.LEG-03 rev 00, regarding to land compensation and other, including identification process for parties entitled for compensation, used to identification and calculate fair compensation for loose of legal and customary right on the land by involving of community representative and related institution, and publicly available. This SOP is valid since 1 April 2014.

Compensation granted if there is a community of cultivated land in the location permit. Company socializing with the people who live around the prospective area and held meetings with owners / tenants. Acquisition of land produces output base map of land by the owner of the land of origin was measured using GPS, verification and administrative requirements for land acquisition was followed by the approval of the payment. Payments are made jointly to the owners of land in one block / area and made the Minutes of Payment of Compensation.

There is no record for land compensation from the previous company's management since there were no land acquired from surrounding company. The company management said that all of this HGU area was forest concession company, previously. Based on interview to surrounding community there is no land acquisition anymore from them by the company.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 6.5: Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.**

**Findings:**

Pay and conditions for employers are documented. Pay slips are provided to workers as confirmed from worker interviews. Pay slips for field workers show breakdown for all work done allowances received, deductions, number of days worked and overtime hours performed.

Company has a copy of the Decision of the Governor of North Sumatera No.188.44/101/KPTS/2017 on sectoral minimum wages Mandailing Natal district in 2017 amounted to Rp. 2.215.800/month.

Also company has decision letter :

- Directors' Decree No.03/SK/DIR-RMM/III/2017 on Wage Increases Permanent (KHT) into IDR. 2.215.800 or IDR. 73.860/day. Issued on March 21, 2017.
- Directors' Decree No.02/SK/DIR-RMM/III/2017 on Wage Increase Daily Paid Worker (KHL) IDR. 88.632/day. Issued on March 21, 2017.

The Company has a document listing the employee wages for the month of September 2017, and the wages of employees are paid above the average of the provisions of the provincial government of North Sumatra. Example for payment on July 2017 NIK. 010110073 (Karyawan Bulanan Tetap/KBT) payment IDR 2.798.085; NIK 160320967 (Karyawan Harian Tetap/KHT) IDR. 2.963.817; NIK 20678 (Karyawan Harian Lepas/KHL) IDR. 2.038.536/ working 23 day.

There is a document "PKB" (collective labor agreement) between PT RMM and Worker Union organisation of PT RMM 2016-2018. This agreement already registered and got approve on June 17, 2016 by Labour and Transmigration local Officer Sumatera Utara province by Decision Letter no. 170-6/DTK-TR/2016, and valid for June 14, 2016 - June 13, 2018. The pay received by the employee consistent with the terms of the contract and the law. PKB socialization conducted by distributing PKB pocket book (interview with Union secretary). The "PKB" has communicated and distributed to all levels of the workforce and operations. Among others: January 20, 2017 attended by 632 people (estate and POM).

PT RMM (Estate, smallholder and mill) provided adequate housing, electricity, water supplies, medical services and education (from junior high school until senior high school). There are housing and supporting facilities in every estate of PT RMM. For example was Sikarakara Estate equipped with worship house and mosque, clinic, elementary school, and clean water pool.

Facility	Unit
G2 Housing	564
Long house	241
Staff Housing	23
Child Care	8
Church	1
Mosque	2
Kindergarten	1

**Compliance status:**  Yes  No

NCR No: -



Elemnetary Scholl	1
Junior High Scholl	1
Health Facility	1
School Bus	3
Ambulace	1

PT RMM estate location is close to local economic center (Natal Market). Small grocery available in each housing complex, supplying workers daily need such as rice, herbs, side dished material, fuel, etc. Some pitcman for vegetable come everyday to husing complex. Food is adequately, sufficiently and affordably supplied by these local shops, there is no restriction from the company for worker to build a shop in housing facilities areas. To improve worker access to adequate food supplier, company has built Workers Cooperation that could accessed by all workers, member or non-member. The shop owned by the Cooperation is available in every Estate office.

PT RMM has demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. There are local economic center shops available in the worker's housing area for purchase of food and other necessities. In addition, there is a bus company that provides daily transport for all workers nad staff to the nearest town daily, where they can go for their shopping needs if they wish, as well as school buses for their children going to school. The shops sell basic necessities such as milk, rice, sugar, flour, vegetables, chicken, fish, etc. Prices at the shops are listed every month and given to the company management or worker union for approval and monitoring. These prices are exhibited outside the shops. The shop displays the prices for both cash and credit purchases, whereas prices of items are the same for both credits and cash purchases. Interviews with the workers reveal that the prices at the sundry shops are reasonable, taking into account the distance between the shops and the nearest town.

***Criterion 6.6: The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.***

**Findings:**

Company has policy of equity towards labor right and freedom of association, published on June 2017. Equity guarantee of labor rights, no discrimination:

- Workers will be placed and assigned by company in accordance with skill, experience, working ability and company needs in corporate environment, without any discrimination compliance with regulation.
- Guarantee of equity in labor right without discrimination in race, caste, nationality, religion, gender, sexual orientation, political affiliation.
- Ensure freedom of association to all workers.
- Give protection in payment, health, and safety as well as workers welfare and conflict resolution without dis-

**Compliance status:**  Yes  No

NCR No: -

<p>crimination compliance to existing regulation.</p> <p>The Company's policy regarding to worker union is available in employee Work Agreement between PT RMM and worker union of PT RMM on chapter 5 This agreement recognizes the state that company officials SPKP PT RMM in the company as union of workers and as a partner in the relationship also worker freedom to establish association.</p> <p>SPKP PT RMM after registration in Social and Workers Agency of Medan City Number. 614/SP-OP/DSTKM/2009 on December 30, 2009. Committee Structure of SPKP PT RMM 2016-2018, General Head: M. Jafar Sidiq; Secretary: Henri Alma; Treasurer: Untung. In each division there is representative of workers as committee.</p> <p>To implement the policy, PT RMM has worker union roomates namely "Worker Union of PT RMM". There is regarding to regular meetings between this worker union and management of PT RMM with the meeting agenda, welfare workers. Meeting were attended by representatives of workers, workers union and management.</p> <p>SPKP internal meetings with the company management dated March 18, 2017 in the conference room to discuss the Delivering a Member Finance Report, PKB in order to be distributed to all division and created SPKP member card.</p>	
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**Criterion 6.7: Children are not employed or exploited.**

**Findings:**

Company has policy in protection of child worker, published on June 2017. Company don't give tolerance in employing child workers, child exploitation in all operational area and its facility. This policy apply to corporate partner such as contractor, supplier, etc.

There are no workers under 18 years old in Mill and Estate especially permanent workers, all of them mostly are adult person and had been working for 5 to 15 years (field Observation). Example And implementation in job vacancy information one of requirement is candidate must be minimum age 18 years old. The minimum working age for workers together with working hours clearly defined in the company's regulation and in the recruitment procedure, document No. SOP.Dir.PUM-02 rev. 01 on May 01, 2012. General requirement on recruitment is minimum working age is 18 years old.

List of employees which updated on August 2017 showed that no employee under the age of 18 years. During field observations demonstrated that there was no underage worker and no children were invited to work by their parents.

**Compliance status:**  Yes  No

NCR No

**Criterion 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.**

**Findings:**

Company has policy of equity towards labor right and freedom of association, published on June 2017. Equity guarantee of labor rights, no discrimination:

- Workers will be placed and assigned by company in accordance with skill, experience, working ability and company needs in corporate environment, without any discrimination compliance with regulation.
- Guarantee of equity in labor right without discrimination in race, caste, nationality, religion, gender, sexual orientation, political affiliation.
- Ensure freedom of association to all workers.
- Give protection in payment, health, and safety as well as workers welfare and conflict resolution without discrimination compliance to existing regulation.

Related to prevention of any form of discrimination there was the company's regulation on equal opportunities for all community members to take advantage for working in the company. This policy was contained in a circular No.01 / SE / DIR-RMM / V / 2014 dated May 7, 2014. In point 9 it was stated that the company applies equal opportunity for all community members to take advantage to become the company's worker without any discrimination on nation, race, gender, and religion.

Evidence of equal treatment in working opportunities for workers could be seen on worker lists which shows that all workers come from different race, nation, gender and religion. Based on interviews and field observation it was found that there was no discrimination to the worker regarding to this opportunity. Interviews with employees of evidence that the policy has been implemented.

The company explicitly states the indiscriminatory policy during the recruitment, selection, and hiring and promotion process. The basic policy that company respect the equal rights of applicants and does not justify the existence of considerations based on aspects that are not related to work (nepotism, gender, religion, race etc).

The company's employees recruited and promoted based on skills, capabilities, qualities, and necessary medical fitness for the job. Promotion based on work assessment process (discipline, morale, teamwork, poles, reliability, control), consist of self-assessment and assessment by supervisor. Examples of work assessment:

- Decree Letter of Senior Manager PT RMM No. 06/SK-SM/RMM/VII/2017 decided on behalf of Rizki Efendi Ritonga become monthly employee, start from July 1, 2017.
- Decree Letter of Senior Manager PT RMM No. 01/MM-RMM/IX/2017 decided on behalf of Misno as Daily Employee, start from September 27, 2017.

**Compliance status:**  Yes  No

NCR No

***Criterion 6.9: There is no harassment or abuse in the work place, and reproductive rights are protected.***

**Findings:**

Company has policy to prevent sexual harassment and protection of reproduction right, published on June 2017. Corporate try to provide conducive work environment, indicated by equity and respect each other in giving protection to workers from sexual harassment and any violence, such as degrading human dignity, and giving protection to woman reproduction right.

The company has the policy to prohibit any form of sexual and all other forms of harassment and violence. Contained in the Management Policy Quality and Environment in Producing Sustainable Palm Oil Sustainable, point 10: Protect the reproductive rights of all workers by preventing any form of harassment and violence that can occur especially against women workers, and do not allow minors to do the work in corporate environment.

There was the company's policy regarding sexual harassment to prevention and violence against women. This policy was contained in circular no. 002 / GM-RMM / IV / 2014 pertaining to worker protection and prohibition as follow:

1. Workers are prohibited to conduct sexual harassment and any form of violence against women and her family.
2. Workers are mandatory to use suitable and not sexy cloth
3. Workers are not allowed to stand close together apart from other workers during working time in order to prevent any action sexual harassment.

Regarding reproductive right to protection, in this circular letter or breastfeeding states that pregnant women are not allowed to do any job related to chemist and manuring or hazardous materials.

Menstrual leave and maternity leave provided for in article 21, paragraph 1 of female workers in a given period of rest 2 days to get full pay, with the provisions of the examination the doctor or health worker and notified to the employer. Paragraph 2 women birth period female workers given leave it 1.5 months before and 1.5 months after birth.

Related to special treatment, the gender committee has established recently, Consist of head of committee, secretary, and members. Function of this committee was as an official institution for the worker to reporting any case of sexual harassment or violence against women experienced. Based on interviews and field observation, it was found there is no sexual harassment and violence faced by workers and their family. However, there is evidence that this committee found already socialized to the worker. As evidence of reproductive rights policy implementation, there were no pregnant women or breastfeeding Involved in working related to chemist, manuring or hazardous materials.

PT. RMM Women protection committee, Chairman: Meida Aurora, Vice Chairman: Nurhamida, Secretary: Surya Su-

**Compliance status:**  Yes  No

NCR No: -

<p>santi.</p> <p>Women Protection committee agenda:</p> <ol style="list-style-type: none"> <li>1. Socialization of cancer and tumors, May 2017.</li> <li>2. Socialization of Women Protection Committee, August 2017.</li> <li>3. Medical Check for female worker (chemist), February 2017.</li> <li>4. Meeting of the committee, April 2017.</li> </ol>	
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**Criterion 6.10: Growers and millers deal fairly and transparently with smallholders and other local businesses.**

<p><b>Findings:</b></p> <p>The FFB Purchase Procedure No. SOP-01 rev 02 Dir.MKT-01 published March 29, 2016. In it explains the pricing mechanism FFB purchase from 3rd party (individual suppliers, Collector or other companies).</p> <p>The company also has a copy of the FFB price for smallholder in accordance to decision of Plantation Agency North Sumatra province period August 1-15, 2017. In Agreement company explain that FFB pricing depends on Decree from Disbun North Sumatra Province is the explanation given to the Cooperative Plasma and other suppliers, However to all supplier companies will deliver pricing mechanism in accordance with the FFB purchase procedure No. SOP/Dir.MKT-01 rev 02 published March 29, 2016 at the same time of signature of the FFB purchase contract.</p> <p>Price of FFB on September 14, 2017:</p> <ul style="list-style-type: none"> <li>• Large Fruit IDR 1,800/kg</li> <li>• Medium Fruit IDR 1,770/kg</li> <li>• Small Fruit IDR 1,650/kg</li> </ul> <p>Price of FFB on September 13, 2017:</p> <ul style="list-style-type: none"> <li>• Large Fruit IDR 1,780/kg</li> <li>• Medium Fruit IDR 1,750/kg</li> <li>• Small Fruit IDR 1,630/kg</li> </ul> <p>Example of contractual agreement :</p> <ul style="list-style-type: none"> <li>• FFB Purchase Agreement No.01B/Trading-RMM/Kandir Medan/I/2017 between CV Melati with PT. RMM period January 4 to December 31, 2017.</li> </ul> <p>Company has partnership agreement with KUD Sumber Usaha (smallholder) as FFB supplier No. 16/KUD-SU/VII/2008 – No. 005/SPK-RMM/VII/2008 10-07-2008, explained that the company is obliged to buy FFB smallholder with prices based on the Regulation of the Minister of Agriculture on guidelines for determination of plasma FFB purchase price set by the Governor of North Sumatera. Both parties understand and agree with the agreement and signature on the seal, also company conducted monthly payments according to the agreed time in the term. There is no complaint related FFB payment.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
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**Criterion 6.11: Growers and millers contribute to local sustainable development where appropriate.**

**Findings:**

The company actively contributes to local community development programmes company has allocation for such activities and there are a number of documented CSR programme 2017 activities. The company has prove their contributions to local development that are based on the results of consultation with local communities during meeting on July 12, 2017.

Example of CSR Realization on 2017 are:

- Maintenance of road
- Renovation of public facility.
- Rehabilitation of mosque
- Distribution of Nine Basic Needs to community around the estate and employee of PT RMM
- Bazaar for community around the estate and employee of PT RMM
- Distribution of Qurban Meat

The company has/has not prove their contribution for existing scheme smallholders to improve smallholder productivity such as: On December 20, 2016 have conducted training of pest controlling in palm oil, SOP of harvesting and discipline in fruit cutting, 26 smallholder farmers, located in meeting room of PT RMM.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 6.12: No forms of forced or trafficked labor are used.**

**Findings:**

Corporate has policy in quality, environment, Occupational health and safety, human right protection, prohibition and ethic in sustainable palm oil business and production No Document: 10/Dir-RMM on April 8, 2016. Prohibit/ not allowed to corruption practice, bribery, fraud, gambling, theft of company assets, drug trading/consuming, human trafficking/ human exploitation in corporate environment.

There are no Company's operations related to trafficked and forced labour. All of plantation workers are Indonesian Local workers. There are no restrictions on workers from leaving the mill or estate or their housing facilities outside working hours.

The process if a worker wants to terminate their employment before their contract expires is by sending resign letter to get approved. The company doesn't give the penalties if the workers were terminated or fired before their contract expires.

Result of interview with Committee of Estate Labor Union PT Rimba Mujur Mahkota period 2016 -2018, known by operational unit of estate and POM, no foreign workers, and no forced labor, if there is over time, corporate will ask for approval from employee who will do overtime.

**Compliance status:**  Yes  No

NCR No: -



<b>Criterion 6.13: Growers and millers respect human rights.</b>	
<p><b>Findings:</b></p> <p>Corporate has policy in human right, published on June 2017, signed by President Director. Corporate try to run business in accordance with ethic, respect human right, which is free from sexual harassment, abuse in working, good and save working environment.</p> <p>The company distributed circular letter No.01 / SE / DIR-ROM / V / 2014 dated May 7, 2014 on the Protection of Human Rights and Prohibition Policy. Stated in point 1: in carrying out the activities of the company's activities are expected to leaders / staff, employees in all regions / work units (estate and mill and directors office) to always respect human values, mutual respect, with dignity and responsible. And Socialization already conducted while distributing PKB pocket book.</p> <p>Company's commitment in Human rights has documented in Collective Labour Agreement (PKB) 2016-2018, such as:</p> <ul style="list-style-type: none"> <li>• The freedom workers to have a worker union, was state in clause 5.</li> <li>• Commitment to equal opportunity has documented in clause 14.</li> <li>• Clause 10 about the recruitment, state that the workers at least are 18 years old.</li> </ul> <p>Other subjects that communicate in the socialization process are:</p> <ul style="list-style-type: none"> <li>• Restriction for all workers in consuming alcohol and drugs inside PT RMM Operation Areas.</li> <li>• Restriction in conducting violence actions/activities inside PT RMM Operation Areas.</li> </ul> <p>The policy has communicated and distributed to all levels of the workforce and operations. Among others: September 6, 2017 attended by 812 people (estate and PKS employee and external stakeholders). The policy also displayed on public area such as meeting room, housing area, notice board etc Divisi III Sikarakara Estate.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<b>Criterion 7.1: A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations</b>	
<p><b>Findings:</b></p> <p>Social Impact Assessment for PT RMM (estate and POM) was carried out on April 4-16 2013. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. There was community participatory evidence i.e. list attendance of SIA process in surrounding villages. Focus group discussion held in Sikara-kara, Bubungan, Taluk and Sikara-kara III on April 9, 2013 and in Bin-</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>



tuas, Sundutan Tigo, Simpang Bambu, Bronjong, Sikarakara II, Sikara-kara IV, Sukamaju, Rukun Jaya village and KUD Sumber Jaya on April 13, 2013. Results from focus group discussions and questionnaires were sent to 110 respondents included in the assessment report and used in preparing the social management recommendations.

Assessment was conducted on surroundings villages such as Sikarakara, Sikarakara II, Sikarakara III, Sikarakara IV, Sundutan Tigo, Bintuas, Taluk, Rukun Jaya, Suka Maju, Tunas Karya villages at Natal Districts, Mandailing Natal Regency. The identified impact were as follow :

- Economic Sector: positive impact, i.e. there were increasing of income for farmers, traders, raising of shop and store, food store and traditional market. The negative impact was: decreasing of land ownership at coastal area.
- Social cultural sector: positive: impact was occurring of assimilation in coastal villages and transmigration villages. It was changes from primary setor into secondary sector and tertiary. Occupation of time was more productive. Negative impact: people become more consumptive. High dependent on external production food.
- Environmental. Positive impact: not yet experienced by people. Negative: river pollution, aridity, fire and fly dispersion.

Raising issues need to be address by management :

- Communication and information system was not effective.
- There was no clear information regarding to plasma development.
- Pollution on the river by mill waste.
- Fly dispersion related to mill waste.
- Low of manpower from surrounding villages accepted by the company and working accident
- Low of educational level
- Minimum medical resources and health care infrastructure in the villages.

Review social management plan was conducted on July 12, 2017 in PT Rimba Mujur Mahkota Office including review of realization social management program year 2016, the review was attended by 14 participant including from community surrounding company's area, following several social management plans are reviewed, including: the boundaries of the concession, artnership scholarship, provision of educational facilities for the children of employees and the community, job, etc.

The results of the review of social management plan that includes community participation, it was determined that the company will continue the program of social management plans from the previous year.

SIA report consist of identified social impact of scheme smallholder which is the surrounding villages ask the company to prepare smallholder area for them as already done for Sikarakara III village community. The Company manages smallholder area of 600 ha (300 families) who are members

of cooperatives Sumber Usaha and SIA preparation involves KUD Sumber Usaha, located in the village of Sikara-kara IV.

**Criterion 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.**

Findings:

The company has conducted analysis of the soil with the evidence is a report of 'Document land suitability evaluation of oil palm plantations PT Rimba Mujur Mahkota, Januari 2014'. Land suitability evaluation conducted by the Research Institute of Horticulture and the Environment (Medan, North Sumatera) with contains a description of the land, soil map unit classification, analysis class of actual and potential land suitability, including for oil palm agronomy.

The company has maps of any fragile soils detailing their soil profile. As seen on the map, the soil types in PT Rimba Mujur Mahkota are dominated by peat land (2,433.7 Ha) and mineral (2,780.30 Ha).

The company has already strategy to maintain the estate with the critically condition i.e. estate with slopes above certain limit on SOP of Strategic of planting for slope above a certain limit (No. DOC: SOP.Dir.TAN-28 Rev-00 dated March 27, 2017).

The most important conservation treatment are terracing and planting legumes in slope areas and management of peat soil is highly emphasized by monitoring and measuring water level, should be monitored between 50-75 cm.

**Compliance status:**  Yes  No

NCR No: -

**Criterion 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.**

Findings:

The company has planting year 2005 and 2006. The company has conducted High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This was done by Yayasan Kelapa Sawit Berkelanjutan on 2013 as documented on Identification and analysis the high conservation value on PT Rimba Mujur Mahkota. The company has management plan to measures and maintain as well as enhance all indentified HCV area as well as identified rare, threatened or endangered (RTE) species, or that present or are affected by plantation or mill operations, as seen on HCV management plan document Form/NKT-01 revision 00 issued date 2 September 2013. The monitoring of implementation HCV management plan has been documented to known the status of HCV and RTE species that are affected by plantation or mill operations. The company has HCV map with total HCV area as much as 432.91 ha. The company does not comply with NPP because the planting year 2005 and 2006 still inside the company concession.

**Compliance status:**  Yes  No

NCR No: -

The company has identification and analysis of high conservation value on PT Rimba Mujur Mahkota conduct by Yayasan Kelapa Sawit Berkelanjutan Indonesia year 2013. The result of identification has covering information such as conservation status, affected of protected area by plantation and mill and identification of HCV. The HCV assessment conduct by team that has competency leading by Purwo Susanto. The HCV assessment conduct public consultation on 13 April 2013 at di meeting room of SD Negeri Fillial 374, Sikara-kara III village, Natal Sub District. Based on EIA study, previous land cover that opened in 2005 and 2006 is secondary forest and old shrubs, it also shown in Landsat imagery as described in HCV assessment. The company has record land preparation. The company conduct land preparation before November 2005.

The company has management plan to measures and maintain as well as enhance all indentified HCV area as well as identified rare, threatened or endangered (RTE) species, or that present or are affected by plantation or mill operations, as seen on HCV management plan document Form/NKT-01 revision 00 issued date 2 September 2013. The monitoring of implementation HCV management plan has been documented to known the status of HCV and RTE species that are affected by plantation or mill operations.

The company has identification and analysis of high conservation value on PT Rimba Mujur Mahkota conduct by Yayasan Kelapa Sawit Berkelanjutan Indonesia year 2013. The result of identification has covering information such as conservation status, affected of protected area by plantation and mill and identification of HCV. The HCV assessment conduct by team that has competency leading by Purwo Susanto. The HCV assessment conduct consultation on 13 April 2013 at di meeting room of SD Negeri Fillial 374, Sikara-kara III village, Natal Sub District. The HCV area has been incorporated into HCV assessment and management plan

***Criterion 7.4: Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.***

**Findings:**

The company has soil map scale 1:50,000 for Division I until VIII (nucleus estate) and Division Plasma. The soil types in PT Rimba Mujur Makhota are dominated by peat land (2,433.7 Ha) and mineral (2,780.30 Ha).

In year 2005 and 2006 the company planted on total area of 679 ha, with details of planting on peat land area are 333 ha and in mineral soils covering an area of 346 ha. Planting on peat land done in Division II of 23 hectares, in Division V of 129 hectares and Division VIII of 181 hectares. The company made the investment plan/planting plan based on soil maps and topographic maps. The Company seeks to protect the peat land with making adequate drainage channels, have subsidence poles, water table gauges and water level on certain blocks. The company has a channel blocking Map scale 1: 20,000 for each section contained peat land.

**Compliance status:**  Yes  No

NCR No: -

<p><b>Criterion 7.5: No new plantings are established on local people's land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.</b></p>	
<p><b>Findings:</b></p> <p>The plantation has a the social and environmental impact assessment document which include analysis of both positive and negative environmental and social impacts, and made with the participation of affected parties, as explained under CR 7.1.</p> <p>The year planting 2005-2006 areas to be in the Land Use Right (HGU) so the company has not conducted socialization to community, identification and assessment of customary and legal right with the involvement of relevant government agencies and local communities.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<p><b>Criterion 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.</b></p>	
<p><b>Findings:</b></p> <p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<p><b>Criterion 7.7: No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN Guidelines or other regional best practice.</b></p>	
<p><b>Findings:</b></p> <p>All estates do not conduct open burning for land clearing, This is in accordance to the Zero Burn Method under the section on Land Clearing, Preparation and Planting listed in SOP.Dir.TAN-02 Rev-01 dated April 1, 2016 Rev-01 Regarding Zero Burning for Land clearing, Preparation and Planting. There were no open burning sighted in any of the landfills as well as workers and staff quarters during the field visits.</p> <p>Zero burning policy implemented by provide warning sign in whole company area including in plantation to warn people not to use fire in land area and also avoid to burn domestic waste as well. The last land clearing was conducted in 2005 covering an area of 621 ha for crops in 2006 in section IV (120 ha), V (129 ha), VII (226 ha), VIII (146 ha), performed without fire, with documentary evidence is some photographs.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<p><b>Criterion 7.8: New plantation developments are designed to minimize net greenhouse gas emissions.</b></p>	

<p><b>Findings:</b></p> <p>The company has not conducted an assessment to identify the carbon stock because the company does not conduct new development.</p>	<p><b>Compliance status:</b> NA</p> <p>NCR No: -</p>
<p><b>Criterion 8.1: Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.</b></p>	
<p><b>Findings:</b></p> <p>Action plans for continual improvement are implements and on-going as found below and described further in the respective criterion:</p> <p>Environmental impacts:              Company established improvement plans for water quality program by reducing the impact of fertilizers and pesticides in estate, reduce application of fertilizers and starting fertilizer application activities before rainy season according to recommendations. The company has policy to no use paraquat in pest management control activities.</p> <p>Waste reduction:              Company have performed the used of renewable energy and implemented waste reduction such as shell and fiber to reduce and substitute fossil fuel usage on Sikarakara palm oil mill. Monitoring for fossil fuel usage and renewable energy usage conducted every month and recorded.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>

The following is a summary of findings made for the criteria listed in the RSPO Supply Chain Certification November 2014 with selected supply chain model MB.

**2. RSPO SCCS**

<p><b>6. Supply chain models – modular requirements <i>Module E – CPO Mills: Mass Balance</i></b></p>	
<p><b>E.1 Definition</b></p>	
<p><b>Findings:</b></p> <p>The mill is not implement physical Separation, to procees certified and uncertified FFB because the mill taking delivery of FFB from uncertified growers, in addition to those from its own and 3rd party certified supply base. From the situation stated, the mill decided to claim the volume of oil palm products produced from processing of the certified FFB as MB.</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>NCR No: -</p>
<p><b>E.2 Explanation</b></p>	
<p><b>Findings:</b></p> <p>From the table 3 above, the estimated tonnage of</p>	<p><b>Compliance status:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

CPO and PK products that could potentially be produced from all incoming certified FFB in license periode 2018 (from 7 December 2017 to 6 November 2018) is 29,820.24 Mt (CPO) and 6,071.68 MT (PK).

The estimated tonnage of CPO and PK products will be recorded in the RSPO IT platform. This figure represents the total volume of certified oil palm product (CPO and PK) that the certified mill is allowed to deliver in a year 2018 is 29,820.24 Mt (CPO) and 6,071.68 MT (PK).

The mill have meet all registration and reporting requirements for the appropriate supply chain through the RSPO supply chain managing organization (RSPO IT platform) as stated on section 5.7 above.

NCR No: -

**E.3 Documented procedures**

**Findings:**

The mill have/have not a set procedures and/or work instructions or equivalent to ensure the implementation of all elements of the applicable supply chain model specified. As stated on section 5.3 above as weel as the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements.

The mill have documented procedures for receiving and processing certified FFBs:

- Procedure of FFB receipt (SOP.Dir-PKS-11 revision 04 issued date March 1, 2016)
- Procedure of bidding, sales contract and review of product requirement (SOP.Dir-MKT-02 revision 04 issued date March 1, 2016)
- Procedure of hand over palm product to customer (SOP.Dir-MKT-03 revision 03 issued date March 1, 2016)
- Procedure of claim over production for certified CPO and Kernel to certification body (SOP.Dir-MKT-07 revision 00 issued date May 2, 2014)
- Procedure of all production process from loading ramp until water treatment (No. SOP.Dir.PKS-01 Rev.0 to SOP.Dir.PKS-10 Rev.0 dated on July 11, 2011)
- Procedure of to create production report in mill (No. SOP.Dir.PKS-39 Rev.0 dated July 11, 2011).

**Compliance status:**  Yes  No

NCR No: -

**E.4 Purchasing and goods in**

**Findings:**

The mill mechanism to verify and document the

**Compliance status:**  Yes  No

NCR No: -

tonnage and sources of certified FFBs received i.e. Procedure of FFB receipt (SOP.Dir-PKS-11 revision 04 issued date March 1, 2016). To know the quantity or volume of incoming certified material, the FFB truck will stop at the weighbridge and the operator will check relevant documents and issue a weighbridge ticket. The document to be verified from certified sources include delivery note stamped at the origin estate, as well as certificate code including selected SCC Model.

All certified FFB will be transferred to assign loading ramp. The operator will indicate information regarding storagelocation on each weighbridge ticket according to the relevant claim.

The mill have been established mechanism to inform CB immediately if there is projected overproduction of certified tonnage.

### E.5 Record Keeping

#### **Findings:**

The mill have record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO and PK on a real-time basis. Example as seen on material balance document i.e. Mass Balance report.

Total incoming FFB in year 2016 is 241,703.079 mt  
 Certified FFB is 125,154.990 mt  
 Non certified FFB 116,548.089 mt  
 Total FFB procesed in year 2016 is 241,703.079 mt  
 Total CPO/PK produce in year 2016 is 53,044.182 mt

Total CSPO/CSPK produce in year 2016 is 29,775.158 mt (CSPO) and 5,903.312 mt (CSPK).  
 Total non CSPO/CSPK produce in year 2016 is 23,269.023 mt (non CSPO) and 4,639.63 mt (non CSPK)

Total CSPO/CSPK sold in year 2016 is 17,250 mt (CSPO) and 3,984.71 mt (CSPK) with claim IMB  
 The OER and KER for certified FFB is 23.79% (OER) and 4.71% (KER)  
 The OER and KER for non certified FFB is 19.96% (OER) and 3.98% (KER)

Within three months periode e.g from January to March 2016, the mill have deliver Mass Balance sales from a positive stock.

This stock is include product ordered for delivery within three (3) months. The mill have not sell short.

**Compliance status:**  Yes  No

NCR No: -





## 7.0 Status of Previously Identified Non-conformities

During 2<sup>nd</sup> surveillance assessment, there are total of 5 nonconformances were identified for RSPO P&C. These consisted of 2 major nonconformities and 3 minor non-conformities.

The following is a description of the evidence of action taken to close the non-conformities raised during the previous assessment, as well as auditor's conclusions on the status of the non-conformities.

NCR No.	Clause & status	Nonconformity	Auditee response		Verification result during this audit	Conclusion (Open/ Closed)
			Correction	Corrective Action		
RSPO 00607	2.1.1 (Major)	<p>There are some inconsistency with legal compliance:</p> <p>a. Safety shoes used by manuring worker were broken and not appropriate as required by Ministry of Man Power regulation no. 08/2010.</p> <p>b. PT RMM paid FFB from smallholders' scheme below standard FFB price defined by Agricuture officer North Sumatera and ministry of Agriculture regulation Noith. 14 year 2013 (FFB price from partnership program), the defined FFB price from local government for period July 27 to August 02, 2016 for planted year &gt;10 year Is Rp 1,625/kg while PT RMM paid Rp 1370/kg.</p> <p>c. First aid kit brought by harvester supervisor was not comply re-</p>	<ul style="list-style-type: none"> <li>To replace all broken PPE.</li> <li>Asking recommendation from Plantation agency from North Sumatera Province regarding calculation of rendemen following planting age as consideration for FFB price calculation, not using FFB price standard stated by North Sumatera plantation agency. PT RMM make agreement for FFB price with KUD Sumber Usaha for using rendemen (conversion factor) as basic for FFB proce calculation.</li> <li>To complete</li> </ul>	<ul style="list-style-type: none"> <li>To identify all broken PPEs and check the condition regularly.</li> <li>To pay FFB according to agreed price considering CPO &amp; PK rendemen based on smallholder scheme FFB analisys result. To pay production premi (Sisa Hasil Produksi).</li> <li>To check and identify first aid brought by supervisor and ensure that all content comply to Permenaker nomor 15/2008.</li> </ul>	<p>Company provide evidence such as:</p> <p>a. Documentation of PPE distribution to relevant workers such as photograph safety shoes (rubber boots), mask, gloves, googles. Sample of reciept notes signed by the workers dated Auust 22, 2016.</p> <p>b. FFB price calculation from September 01 to 30, 2016 including FFB price formulation, by selling document for period September 2016 signed by estate manager, KUD manager, administration officer, letter of FFB price information to Cooperation Sumber Usaha dated August 26, 2016 no. 241/SM-RMM/VII/206 including recommendation from Plantation Officer North Sumatera District No. 511/669/F/2016 for acknowledge FFB price calculation in PT Rimba</p>	Closed

**RSPO Annual Surveillance Assessment Report**  
**PT Rimba Mujur Mahkota – North Sumatera**



		requirement Permenaker No. 15 year 2008.	nonconformance first aid kit as required by government regulation.		Mujur Mahkota for KUD Sumber Usaha. The company also provides information about FFB purchased list signed by KUD manager, administration officer, estate manager, dated October 01, 2016.  c. Documentation of hand-over of first aid kits to all relevant area such as: Afedling office 1, 2, 3 & 4; harvester supervisor. There list receipt notes of first aid kits including information about list of content that has been fulfill Ministry of Man Power regulation No. 15 year 2008 i.e 20 items dated August 15, 2016.	
RSPO 00608	2.1.4 (Minor)	Reference about hazardous material and waste Kep. Bapedal Nomor 5/Bapedal/09/1995 has been invalid however still used in current SOP i.e. Hazardous waste handling procedure (SOP.Dir.PKS-37) and hazardous waste delivery (SOP.Dir.OKS-37).	To revise SOP. DIR.PKS-34 hazardous waste handling and SOP. Dir.PKS-38 hazardous waste disposal referring to current updated regulation.	Document control always communicates to all relevant function regarding update regulation and to ensure that all SOP refer to update regulation.	PT Rimba Mujur Mahkota shown revised document, stated on procedure SOP.dir.PKS-37 2017 regarding toxic and hazardous waste management and procedure SOP.Dir.PKS-38 related toxic and hazardous waste delivery. This two procedure explained that reference for symbol and labels for toxic and hazardous waste are PerMenLH no 14/2013	Closed
RSPO 00609	4.1.2 (Minor)	Peat land management (SOP-Dir.TAN-27) has not address mechanism monitoring and measurement water level and its stand-	To revise SOP.Dir.TAN-27 Peat land management to include water level in	Document control always communicates to all relevant function regarding water lev-	PT RMM has revised SOP of Peat land Management (SOP-Dir-TAN-27 dated August 15, 2016 Rev-01). Revisions are made to mechanisms / method-	Closed

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		ard as implemented on the field	drainage gate to be implemented on site according to the SOP.	el management and to ensure that all SOP well implemented as required.	ologies to ensure monitoring and measurement of water levels. Monitoring is done by measuring water level (50 - 70 cm), subsidence chart (peat soil degradation), measurement with piezometer and dam making.	
RSPO 00610	4.7.1 (Major)	There is no safety induction for mill visitor as required by OSH procedure.	To remain front officer regarding OSH procedure those require safety induction to all mill visitors.	To conduct safety induction to all visitors. To revise safety information such as visitor line, dangerous area, noise area, and appropriate PPE usage.	The company has conduct safety induction to mill visitor on 15 August 2016. The company has record such as attendant list, photo documentation and material of safety induction.  During the audit, the company also conduct safatey induction to auditor before plant tour.	Closed
RSPO 00611	5.2.4 (Minor)	PT RMM conduct HCV monitoring according to monitoring program, however there is no evaluation the effectiveness of program as input and consideration to make next monitoring program.	To make evaluation report for HCV management and monitoring plan every month.	To follow up all evaluation result and use as basic to make next monitoring program.	The company has conduct evaluation of monitoring program related HCV periodically started from January 2017 until August 2017.  The company also has conduct monitoring report related HCV stated on Form/NKT-01, issued date September 02, 2013 revision 00 from January 2017 until August 2017.	Closed

## 8.0 Identified Non-conformances, Corrective Actions Taken and Auditors Conclusions

A total 5 nonconformances were identified during the main certification assessment. These consisted of 4 major non-conformities and 1 minor non-conformities. For the major non-conformances, the company has taken the necessary corrective action to close these non-conformances within 90 days from completion of the assessment time (closing meeting), and this was verified by the audit team through checks of documents submitted by the company. For the minor non-conformances, the company has taken corrective action against these as well, and for those which could not be verified as closed through document checks, the closure of these minor non-conformities will be assessed during the next surveillance audit. A summary of all identified non-conformances, corrective actions taken and auditor conclusions is as explained below:

### 8. 1. Major non-conformities

Ref	NCR No.	Evidence Observed /NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
1	RSPO 01506	Based on field observation found there is indication of agrochemical application on river riparian at Block E-1 Division V at Kunkun river riparian	<ul style="list-style-type: none"> <li>Supervise and remind employees of chemicals or fertilization when doing chemist work or fertilization with toxic hazardous materials so as not to cross the established demarcation boundary line of river riparian</li> <li>Clear up the river riparian with red paint marks as the boundary of the river that should not be forbidden to pass and be treated Chemical / fertilizing of toxic hazardous substances</li> </ul>	Conduct socialization to entire worker of chemist and fertilizing do not cross the boundary of the river riparian that has been defined	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>The procedure of High Conservation Value (SOP.Dir.NKT-02 revision 02 effective date 26 September 2017). The procedure described about the boundary of river riparian and the demarcation of river riparian by red paint. The marking descibed that the fertilizing and spraying allowed at the river riparian</li> <li>The procedure of weeding control (SOP.Dir.TAN-14 revision 01 effective date 30 September 2017). The procedure described that</li> </ul>	9 October 2017

					<p>the chemist activity which used hazardous and toxic material are allowed in the river riparian</p> <ul style="list-style-type: none"> <li>• Minutes of socialization that has conduct on 30 September 2017 at Rayon B Division V, Rayon A Division VI, Rayon B Division VII, Rayon B Division VIII, Rayon B Division Plasma. The socialization discuss about socialization the boundary line of river riparian that allowed to conduct chemist and fertilizing activity</li> <li>• The documentation of socialization such as attendant list of participant and photo documentation</li> <li>• The documentation of marking the boundary line of river riparian with red paint at the palm oil tree</li> </ul>	
<b>2</b>	<b>RSPO 01507</b>	Based on interviews with the fertilizer employees of Division 2 Block B-2 it is known that the clothes that have been contaminated of hazardous and toxic waste	Revising the SOP.Dir.TAN-10 related fertilizing palm oil by stipulating that the clothes which used when conducting fertilization allowed to be brought to home and washing at home because has contamination with hazardous and toxic materials and must be rinsed / washed in place that	Conduct socialization to entire worker of fertilizer that the clothes which used when conducting fertilization allowed to be brought to home because has contamination with hazardous and toxic materials and	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>• The procedure of fertilizing of palm oil (SOP.Dir.TAN-10 revision 2 effective date 30 September 2017). The procedure has revised and</li> </ul>	<b>30 September 2017</b>





					<p>sion III, Rayon A Division IV. The socialization discuss about socialization the clothes that allowed to brought to home and must be rinsed / washed in place that has been provided by the company</p> <ul style="list-style-type: none"> <li>• The documentation of socialization such as attendant list of participant and photo documentation</li> </ul>	
<b>3</b>	<b>RSPO 01508</b>	<p>Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company</p>	<p>Conduct OSH committee meeting to discuss work accident aspect that occur in the company</p>	<p>Create the annual schedule of OSH work program with monthly meeting regularly to discuss entire of OSH activity</p>	<p>The company has sent evidence of continuous improvement such as:</p> <ul style="list-style-type: none"> <li>• The annual work program of OSH committee year 2017. The work program such as monthly meeting of OSH committee, socialization of OSH at work place, socialization of PPE, supervised of OSH in the field, training of handling the pesticide and hazardous and toxic material management, training of first aid, training of risk management of OSH etc</li> <li>• Minutes meeting of OSH committee that</li> </ul>	<b>29 September 2017</b>

					has conduct on 29 September 2017. The minutes of meeting has discuss about work accident in the work place.	
4	RSPO 01509	During visit to Division V Block E-4 found spray marks in the Kunkun river riparian	<ul style="list-style-type: none"> <li>Supervise and remind employees of chemicals or fertilization when doing chemist work or fertilization with toxic hazardous materials so as not to cross the established demarcation boundary line of river riparian</li> <li>Clear up the river riparian with red paint marks as the boundary of the river that should not be forbidden to pass and be treated Chemical / fertilizing of toxic hazardous substances</li> </ul>	Conduct socialization to entire worker of chemist and fertilizing do not cross the boundary of the river riparian that has been defined	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>The procedure of High Conservation Value (SOP.Dir.NKT-02 revision 02 effective date 26 September 2017). The procedure described about the boundary of river riparian and the demarcation of river riparian by red paint. The marking descibed that the fertilizing and spraying allowed at the river riparian</li> <li>The procedure of weeding control (SOP.Dir.TAN-14 revision 01 effective date 30 September 2017). The procedure described that the chemist activity which used hazardous and toxic material are allowed in the river riparian</li> <li>Minutes of socialization that has conduct on 30 September 2017 at</li> </ul>	9 October 2017

					<p>Rayon B Division V, Rayon A Division VI, Rayon B Division VII, Rayon B Division VIII, Rayon B Division Plasma. The socialization discuss about socialization the boundary line of river riparian that allowed to conduct chemist and fertilizing activity</p> <ul style="list-style-type: none"> <li>• The documentation of socialization such as attendant list of participant and photo documentation</li> <li>• The documentation of marking the boundary line of river riparian with red paint at the palm oil tree</li> </ul>	
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It is recommended by the lead auditor to award the system of the company with a certificate pursuant to the above-mentioned RSPO standards after eliminating the non-conformities rated as “major”.

### 8.2. Minor non-conformities

Ref	NCR No.	Evidence Observed /NCR raised	Auditee Response		Verification of Correction/Corrective action	Date of closure Auditor/ Conclusion
			Correction	Corrective Action		
1	RSPO 01505	<p>There is some condition does not properly such as:</p> <p>a) There is no maintenance for boundary pillars No. 068</p> <p>b) During the sam-</p>	<ul style="list-style-type: none"> <li>• Conduct maintenance and repairing for entire boundary pillars</li> <li>• Make the new boundary pillars No. 70, 71, 72 and cleaning the weeding and installing the boundary pillars in accordance with the data and the map of</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct monitoring and maintenance the boundary pillars by create the monitoring report of boundary pillars and realization report of maintenance the boundary pil-</li> </ul>	<p>The company has sent evidence of continous improvement such as:</p> <ul style="list-style-type: none"> <li>• Recapitulation the number of boundary pillar and coordinate point for each boundary pillars</li> <li>• The map of boundary pillar</li> </ul>	20 October 2017

		<p>pling of boundary pillars, there is no found boundary pillar No. 70, 71 and 72.</p> <p>c) There is different number of boundary pillars between the data and actual in the field where in the filed found boundary pillars No 137 but the number does not available in the data of boundary pillars.</p>	<p>boundary pillar</p> <ul style="list-style-type: none"> <li>• Create and re-number the boundary pillar No. 137 to be No. 72 in accordance with the data and the map of boundary pillars</li> </ul>	<p>lars in accordance SOP.Dir.NKT-07</p> <ul style="list-style-type: none"> <li>• Re-socialization to assisstant or foreman to conduct monitoring periodically in accordance with SOP.Dir.NKT-07</li> </ul>	<p>with sclae 1:50,000</p> <ul style="list-style-type: none"> <li>• The monitoring report of boundary pillars. The monitoring report of boundary pillars consist of date, location the boundary pillars, the result of monitoring</li> <li>• The realization of maintenance the boundary pillars</li> <li>• The documentation of boundary pillars that has maintenance and monitoring</li> <li>• The procedure of monitoring and maintenance the boundary pillars (SOP-Dir.NKT-07 revision 00 effective date 1 September 2015)</li> </ul>	
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It is recommended by the lead auditor to award the system of the company a certificate pursuant to the above-mentioned RSPO standards. The non-conformities identified shall be audited again in line with the timeframe during the next surveillance audit

## 9.0 Noteworthy Positive Components and Potential for Improvement

### 9.1. Positive Observation:

No.	Ref.	Positive Comments
1	-	The company cooperative during the audit
2	-	The house keeping of mill is good and clean

### 9.2. Potential for Improvement:

No.	Ref.	Potential for improvement

1	4.1.1	The company should monitoring the harvesting quality and harvesting rotation in accordance with the procedure. During field visit to Division V found unripe FFB has harvesting and Division 4 Block D-18 found the harvesting rotation is 9 day
2	SCCS	The company should to attention that per 1 January 2018 to use the latest SCCS standard where in the latest SCCS standard for mill will auditing related general requirement

## 10.0 Issues Raised by Stakeholders and Findings Pertaining to Issues

### 10.1 Issues Raised during Stakeholder Consultation Meeting

No.	Issues Raised	Management Response	Auditor Verification
-	-	-	-

### 10.2 Issues Raised during Stakeholder Interviews On-site

No.	Issues Raised	Audit Verification
-	-	-

## 11.0 Certification Decision

### 11.1 Recommendation for Certification

PT Rimba Mujur Mahkota has established and maintains an effective system to ensure compliance with the RSPO principles and criteria. The audit team has confirmed through the audit process that the company's practices complies with, adequately maintains and implements the requirements of Indonesian National Interpretation of RSPO Principles and Criteria 2013

PT TUV Rheinland Indonesia recommends that PT Rimba Mujur Mahkota be approved as a producer of RSPO Certified Sustainable Palm Oil.

### 11.2 Date of Certificate Issued and Scope of Certificate

The scope of the certificate covers production of palm oil from PT Rimba Mujur Mahkota and its supply base, which includes Sikara-kara estate and KUD Sumber Usaha.

The date of certificate issued is 2<sup>nd</sup> December 2017. Further details of the certificate are as per Appendix 1.

### 11.3 Date of Next Surveillance Visit

The next surveillance visit is planned for 2018

**12. Acknowledgements of Internal Responsibility and Formal Sign-Off by Client**

It is acknowledged that the assessment visit was carried out as described in this report and we accept the assessment findings and report content.

Signed on behalf of PT Rimba Mujur Mahkota

  
  
.....  
[Name of company representative]  
[Position]  
Date:

Signed on behalf of PT TUV Rheinland Indonesia

  
.....  
Naik Monang Parlindungan Lingga  
Lead Auditor  
Date: 20 November 2017


## APPENDICES

### Appendix 1: Details of Certificate

**Certificate**

Standard : **Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil; July, 2016 and RSPO Supply Chain Certification Systems: 2014**

Certificate Registr. No. : 824 502 14025


PT TUV Rheinland Indonesia certifies :  **PT. RIMBA MUJUR MAHKOTA**  
Certificate Holder : **PT Rimba Mujur Mahkota**  
Jl. Timor No. 139, Gang Buntu,  
Medan Timur, Medan, North Sumatera, Indonesia  
Site: Sikarakara Village, Natal Sub District,  
Mandailing Natal District, North Sumatera Province, Indonesia;  
Phone: +62-61-4570222; Fax: +62-61-4572073

RSPO number : -  
Scope : **Palm Oil Production and Plantation Management System**  
An audit was performed, Report No. ASA3\_14025. Proof has been furnished that the requirements according to Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil; July, 2016 are fulfilled.

Validity: The due date for all future surveillance audits is 07.09 (dd.mm).  
The certificate is valid from 07-11-2014 until 06-11-2019.  
The certificate shall remain valid in period stipulated above provided that the certificate holder mentioned here continues to comply with the RSFO P&C requirements. Status of compliance of the certificate holder shall be based on the annual inspections conducted by PT TUV Rheinland Indonesia.

RSPO registered parents company\* : **PT Rimba Mujur Mahkota**  
(RSPO Member No : 1-0124-12-000-00)  
\* Name of the RSPO registered member company of which the certificate holder is a subsidiary (if applicable)

Date of first certificate : November 07, 2014.

  
PT TUV Rheinland Indonesia  
Director

Indonesia, 02-12-2017

The certificate remains property of PT TUV Rheinland Indonesia and can be withdrawn in case of terminations as mentioned in the contract or in case of changes or deviations of the above-mentioned data. The licensee is obliged to inform PT TUV Rheinland Indonesia immediately of any changes in the above-mentioned data. Only an original and signed certificate is valid.

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## Annex to certificate

Standard : **Indonesian National Interpretation of RSPO Principles & Criteria for the Production of Sustainable Palm Oil; July, 2016 and RSPO Supply Chain Certification Systems: 2014**

Certificate Registr. No.: 824 502 14025

Location: **PT Rimba Mujur Mahkota**  
Address : Jl. Timor No. 139, Gang Buntu,  
Medan Timur, Medan, North Sumatera,  
Indonesia 


The palm oil mill and supply base covered in certification scope are :

Name of mill / estate	Location	GPS locations	
		Latitude	Longitude
Sikarakara Palm Oil Mill	Sikarakara Village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00°40'19.4"N	99°05'31.2"E
Sikarakara Estate	Sikarakara Village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00°39'30.8"N	99°05'42.6"E
Smallholder Estate (KUD Sumber Usaha)	Sikarakara Village, Natal Sub District, Mandailing Natal District, North Sumatera Province	00°43'36.2"N	99°06'24.3"E

CPO Tonnage Total Production: 47,912.70 tonnes  
PK Tonnage Total Production: 9,836.57 tonnes  
Company Estates FFB Tonnages: 137,992.77 tonnes  
FFB Tonnages from other sources: 131,402.23 tonnes  
CPO Tonnage claimed for certification: 29,280.24 tonnes  
PK Tonnage claimed for certification: 6,071.68 tonnes

Scope of SCCS & supply chain model assessed : FFB receipt, produce and delivery of CPO & PK with implementation of the following SCCS :  
 Identity Preserved  
 Mass Balance

Indonesia, 02-12-2017

  
PT TUV Rheinland Indonesia  
Director

Issued by PT TUV Rheinland Indonesia

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accreditation services  
international  
RSPO-ACC-013



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Precisely Right.

**Appendix 2: Surveillance Audit Plan**

<b>Client :</b>	<b>PT RIMBA MUJUR MAHKOTA</b>	<b>If there are no client changes to the audit plan one week prior to the audit, then the audit plan is considered approved</b>	
<b>Location(s) / Production facility (facilities) :</b>	Kebun Sikarakara, Kebun Plasma KUD Sumber Usaha dan PKS Sikarakara di Desa Sikarakara, Kecamatan Natal, kabupaten Mandailing Natal, Provinsi Sumatera Utara		
<b>Scope of application :</b>	Palm Oil Plantation and Palm oil Mill		
<b>Applicable standard(s) :</b>	<ul style="list-style-type: none"> <li>• RSPO Principle INA NI 2013 and RSPO SCCS Nov 2014 Version 2 (Nov 2016)</li> <li>• Indonesian Sustainable Palm Oil (ISPO) year 2015</li> </ul>		
<b>Type of audit :</b>	3 <sup>rd</sup> Surveillance audit RSPO P&C and 2 <sup>nd</sup> Surveillance Audit for ISPO		
<b>Auditee representative :</b>	Mr. Idris Tan		
<b>Manual No. and publication date :</b>			
<b>Audit language(s) :</b>	Indonesia	<b>Order number:</b>	130321xxx
<b>Audit leader :</b>	Naik Monang P L (NM) Ibnu Satria Prabudi (IP)	<b>Auditor(s):</b>	Doni (DN), Steve (ST)
<input type="checkbox"/> External, company:		<input type="checkbox"/> external,company:	
<b>Environmental verifier:</b>		<b>Expert(s):</b>	
<input type="checkbox"/> external, company:		<input type="checkbox"/> external,company:	

The applicant may appeal against the appointment of any particular auditors or experts. A request for changes may lead to a different schedule.

**Audit Appeal System**

If there is any matter directly related to the on-site audit you are not satisfied with (interpretation of standard requirements, dispute with audit team or complaint), please contact our certifier team at hotline number +62 21 57944579

Jakarta, Sept 19, 2017

**Place, date**

Naik Monang P L

**Name**



**Signature**

Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
Monday, September 25, 2017				

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
<b>Monday, September 25, 2017</b>				
09.15 - 11.05	Flight from Jakarta to Padang	NM, ST, DN		<b>GA 148</b>
06.30 - 07.40	Flight from Medan to Padang	IP		<b>JT 231</b>
11.05 - 19.00	Travelling from Padang to site	All auditor		
	End day 1			
<b>Tuesday, September 26, 2017</b>				
08.00 - 09.00	<ul style="list-style-type: none"> <li>Opening meeting</li> <li>Previous audit result presentation</li> </ul>	Auditor team	Management representative and related PIC	
09.00 - 12.00 Sikara2 estate and Plasma	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Legality</li> <li>FFB source</li> <li>OSH</li> <li>HCV</li> <li>GHG</li> <li>NPP (if any)</li> <li>Continuous improvement</li> <li>RSPO SCCS Module E</li> </ul>	NM	Estate	Principle 2 Criteria 2.1.1; 2.2.1; 2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.2; 5.6 Principle 7 Criteria 7.3; 7.8 Principle 8 Criteria 8.1 RSPO SCCS Module E
09.00 - 12.00 Sikara2 estate and Plasma	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Long term economic and financial viability</li> <li>Water management plan</li> <li>Environmental management</li> <li>Training</li> <li>EIA</li> <li>Waste management</li> <li>Continuous improvement</li> </ul>	ST	Estate	Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.1; 5.3 Principle 8 Criteria 8.1
09.00 - 12.00 Sikara2 estate and Plasma	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>Law and regulation compliance</li> <li>Procedure and evaluation</li> <li>Soil fertility</li> <li>Erosion and soil degradation</li> <li>IPM</li> <li>Pesticide</li> </ul>	IP	Estate	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3; 4.2; 4.3; 4.5; 4.6 Principle 5 Criteria 5.5 Principle 7 Criteria 7.2; 7.4; 7.7 Principle 8

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
	<ul style="list-style-type: none"> <li>• Use of fire</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>			Criteria 8.1
09.00 – 12.00 Sikara2 estate and Plasma	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>• Transparency</li> <li>• Code of conduct</li> <li>• Law and regulation compliance</li> <li>• Land conflict</li> <li>• SIA</li> <li>• Transparency</li> <li>• Complaints and grievances</li> <li>• Compensation</li> <li>• Worker welfare</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	DN	Estate	Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
12.00 - 14.00	Break Lunch and Pray	All Auditor		
14.00 – 17.00	Continue previous agenda			
	End day 2			
<b>Wednesday, September 27, 2017</b>				
08.00 – 12.00 Sikarakara POM	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Mill legality</li> <li>• FFB source</li> <li>• GHG</li> <li>• Continuous improvement</li> </ul>	NM	Mill Manager	Principle 2 Criteria 2.1.1; 2.2.1-2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.6 Principle 8 Criteria 8.1 SCCS Module E
08.00 – 12.00 Sikarakara POM	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Long term economic and financial viability</li> <li>• Water management plan</li> <li>• Training</li> <li>• Environmental management</li> <li>• Waste management</li> <li>• Efficiency of fossil fuel</li> <li>• Continuous improvement</li> </ul>	ST	Mill Manager	Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.1; 5.3; 5.4 Principle 8 Criteria 8.1

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
08.00 – 12.00 Sikarakara POM	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Procedure and evaluation</li> <li>• Continuous improvement</li> </ul>	IP	Mill Manager	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3 Principle 8 Criteria 8.1
08.00 – 12.00 Sikarakara POM	Last audit verification and document check verification, related: <ul style="list-style-type: none"> <li>• Transparency</li> <li>• Code of conduct</li> <li>• Law and regulation compliance</li> <li>• Land conflict</li> <li>• SIA</li> <li>• Transparency</li> <li>• Complaints and grievances</li> <li>• Compensation</li> <li>• Worker welfare</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	DN	Mill Manager	Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
12.00 – 14.00	Break and lunch			
14.00 – 17.00 Sikarakara POM	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Mill legality</li> <li>• FFB source</li> <li>• GHG</li> <li>• Continuous improvement</li> </ul>	NM	Mill Manager	Principle 2 Criteria 2.1.1; 2.2.1-2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.6 Principle 8 Criteria 8.1 SCCS Module E
14.00 – 17.00 Sikarakara POM	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Long term economic and financial viability</li> <li>• Water management plan</li> <li>• Training</li> <li>• Environmental management</li> <li>• Waste management</li> <li>• Efficiency of fossil fuel</li> <li>• Continuous improvement</li> </ul>	ST	Mill Manager	Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.1; 5.3; 5.4 Principle 8 Criteria 8.1
14.00 – 17.00 Sikarakara POM	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Procedure and evaluation</li> <li>• Continuous improvement</li> </ul>	IP	Mill Manager	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3 Principle 8

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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
				Criteria 8.1
14.00 – 17.00 Sikarakara POM	Field verification, related: <ul style="list-style-type: none"> <li>• Transparency</li> <li>• Code of conduct</li> <li>• Law and regulation compliance</li> <li>• Land conflict</li> <li>• SIA</li> <li>• Transparency</li> <li>• Complaints and grievances</li> <li>• Compensation</li> <li>• Worker welfare</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> </ul>	DN	Mill Manager	<u>RSPO:</u> Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
	End day 3			
<b>Thursday, September 28, 2017</b>				
09.00 – 12.00 Sikara2 estate and Plasma	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Legality</li> <li>• FFB source</li> <li>• OSH</li> <li>• HCV</li> <li>• GHG</li> <li>• NPP (if any)</li> <li>• Continuous improvement</li> <li>• RSPO SCCS Module E</li> </ul>	NM	Estate	Principle 2 Criteria 2.1.1; 2.2.1; 2.2.2 Principle 4 Criteria 4.1.4; 4.7 Principle 5 Criteria 5.2; 5.6 Principle 7 Criteria 7.3; 7.8 Principle 8 Criteria 8.1 RSPO SCCS Module E
09.00 – 12.00 Sikara2 estate and Plasma	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Long term economic and financial viability</li> <li>• Water management plan</li> <li>• Environmental management</li> <li>• Training</li> <li>• EIA</li> <li>• Waste management</li> <li>• Continuous improvement</li> </ul>	ST	Estate	Principle 2 Criteria 2.1.1-2.1.4 Principle 3 Criteria 3.1 Principle 4 Criteria 4.4; 4.8 Principle 5 Criteria 5.1; 5.3 Principle 8 Criteria 8.1
09.00 – 12.00 Sikara2 estate and Plasma	Field verification, related: <ul style="list-style-type: none"> <li>• Law and regulation compliance</li> <li>• Procedure and evaluation</li> <li>• Soil fertility</li> <li>• Erosion and soil degradation</li> <li>• IPM</li> <li>• Pesticide</li> <li>• Use of fire</li> <li>• NPP (if any)</li> </ul>	IP	Estate	Principle 2 Criteria 2.1.1 Principle 4 Criteria 4.1.1-4.1.3; 4.2; 4.3; 4.5; 4.6 Principle 5 Criteria 5.5 Principle 7 Criteria 7.2; 7.4; 7.7 Principle 8



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Date / Time <sup>(1)</sup>	Organizational Unit and Processes	Auditor / Abbrev.	Interviewee	Procedure – EM/QM Element - RSPO and RSPO SCCS Standard
	<ul style="list-style-type: none"> <li>Continuous improvement</li> </ul>			Criteria 8.1
09.00 – 12.00 Sikara2 estate and Plasma	Field verification, related: <ul style="list-style-type: none"> <li>Transparency</li> <li>Code of conduct</li> <li>Law and regulation compliance</li> <li>Land conflict</li> <li>SIA</li> <li>Transparency</li> <li>Complaints and grievances</li> <li>Compensation</li> <li>Worker welfare</li> <li>NPP (if any)</li> <li>Continuous improvement</li> </ul>	DN	Estate	Principle 1 Criteria 1.1; 1.2; 1.3 Principle 2 Criteria 2.1.1; 2.2.3 - 2.2.6; 2.3 Principle 6 Criteria 6.1-6.13 Principle 7 Criteria 7.1; 7.5; 7.6 Principle 8 Criteria 8.1
12.00 - 14.00	Break and lunch	All Auditor		
14.00 - 14.30	Preparation for closing meeting	All Auditor		
14.30 - 15.30	Closing meeting	All Auditor	Auditee	
15.30 - 22.30	Traveling to Padang	All Auditor		<b>Stay overnight in Padang</b>
	End day 4			
<b>Friday, September 29, 2017</b>				
10.25-12.20	Flight from Padang to Jakarta	NM, ST, DN		<b>GA 125</b>
11.10 – 12.20	Flight from Padang to Medan	IP		<b>JT 130</b>

(1) Please avoid any changes!

As per the contract, all work documents are treated confidentially and are stored securely.

**Distribution for the client:**

(established by the client)

**Distribution for the audit plan:**

Client
  Certification Body (Bodies)
  Auditor/Expert
  File/Database



**Appendix 3: List of Abbreviations**

AMDAL	Analisis Dampak Lingkungan & Sosial (Social & Environmental Impacts Assessment)
CPO	Crude Palm Oil
EIA	Environmental Impact Assessment
ERTs	Endangered, Rare & Threatened species
ESH	Environmental Safety & Health
FFB	Fresh Fruit Bunches
EFB	Empty Fruit Bunches
HCV	High Conservation Value
IPM	Integrated Pest Management
LTA	Lost Time Accident
MSDS	Material Safety Data Sheets
NGO	Non-Government Organization
NPP	New Planting Procedure
OSH	Occupational Safety & Health
PKO	Palm Kernel Oil
POME	Palm Oil Mill Effluent
PPE	Personal Protective Equipment
RKL	Rencana Pengelolaan Lingkungan (Environmental Management Plan)
RPL	Rencana Pemantauan Lingkungan (Environmental Monitoring Plan)
SIA	Social Impact Assessment
SOP	Standard Operating Procedure
UKL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)
UPL	Upaya Pengelolaan Lingkungan (Environmental Management Efforts)

**Appendix 4: Other Achievements and Certification Helds**

Name of mill / estate	Certification Standard / Award achieved	Certification Body / Awarder	Date Achieved
-	-	-	-

**Appendix 5: Audit Checklist**

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
<b>Principle 1: Commitment To Transparency</b>			
1.1	<p>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.</p> <p><b>Guidance :</b></p> <p><i>Growers and millers should have a Standard Operating Procedure (SOP) to respond constructively to stakeholders, including a specific timeframe to respond to requests for information. Growers and millers should respond constructively and promptly to requests for information from stakeholders. Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the response is timely and appropriate.</i></p> <p><i>See Criterion 1.2 for requirements relating to publicly available documentation.</i></p> <p><i>See Criterion 6.2 on consultation.</i></p> <p><i>See Criterion 4.1 on SOPs.</i></p>		
<p><b>1.1.1</b> There shall be evidence that growers and millers provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making.</p> <p><b>Specific Guidance:</b></p> <p><i><b>For 1.1.1 :</b> Evidence should be provided that information is received in appropriate form(s) and language(s) by relevant stakeholders. Information will include information on the RSPO mechanisms for stakeholder involvement, including information on their rights and responsibilities.</i></p>			
	<p>a. Does the company maintain a list of stakeholders? (E.g. listed by category and stakeholders listed should be site specific)</p> <p>b. What is the frequency of updating the stakeholder list?</p> <p>c. Is there evidence of stakeholder verification?</p>	<p>Stakeholder list is updated annually by a Document Control, dated January 16, 2017. The stakeholder list include:</p> <ul style="list-style-type: none"> <li>• Government Agencies Madina District: Regent, the Agriculture Agency, Department of Agriculture, Labour Agency, BLHKP, National Land Agency, Head, police, Koramil, BRI.</li> <li>• Head Village: Sikara-Kara I, II, III, IV, Taluk Village, Village Taluk, Rukun Jaya Village, Village Bintuas, Community Leaders and Parents -tua Peoples.</li> <li>• Supplier / Contractor: Natako Group, Melati CV, Punguan Pomparan Raja Nairasaon, PT. Madina Agro Lestari, PT. Rizkina Mandiri Perdana, PT, Maduma, RM motors, UD. Diamond, Rukun</li> </ul>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>d. What type of information is provided? (E.g. Environmental, social and legal)</p> <p>e. What is the frequency and level of access to this information?</p> <p>f. How and where is the information disseminated?</p> <p>g. Who is responsible for providing &amp; updating information?</p> <p>h. Is there an SOP available to describe the process (of information sharing/dissemination)?</p> <p>i. Are stakeholders aware of the type of information available and the procedures for accessing the information?</p>	<p>Jaya Motor UD, UD. Convenience store.</p> <ul style="list-style-type: none"> <li>• NGO / LSM: Sawit Watch, WALHI Indonesia, WWF Indonesia, Natal DPC KNPI, Committee on the Protection of Women, KUD Sumber Usaha.</li> <li>• Plantation Workers Union PT. RMM.</li> </ul> <p>Person in Charge for drafting the list of stakeholders is a HRD and a list of stakeholders is updated. Every six (6) months. Records of all communications are run by Human Resources Department in the log book of incoming mail and outgoing mail. Records of all communication, including confirmation of receipt or endorsement, recording in log book.</p> <p>There is evidence that company provide adequate information on (environmental, social and/or legal) issues relevant to RSPO Criteria to relevant stakeholders for effective participation in decision making. As seen on.</p> <ul style="list-style-type: none"> <li>a. Plantation Report to Regent of Mandailing Natal District for Period January to June 2017, August 7, 2017.</li> <li>b. Report of Manpower Within Company has been reported to Head of Social and Manpower Agency of Mandailing Natal District, February 1, 2017.</li> </ul> <p>Records of requests for information and responses have been keep maintain. As seen on. On August 3, 2017, Karang Taruna Saujana, Desa Sasaran, through letter No. 460/02/SSR/2017 proposing request to funding an event of the 72nd Indonesia Independence Day. PT RRM has give donation on August 17, 2017, amount of IDR 500, 000.</p>	
	<p><b>1.1.2 (M) Records of requests for information and responses shall be maintained.</b></p>		
	<p>a. Does the company have an SOP to ensure constructive response to stakeholders?</p> <p>b. Who is the personnel in charge (PIC)?</p> <p>c. Does the SOP cover the elements under 1.1.1?</p> <p>d. Is there a clear time frame for response</p>	<p>There is no change on company's assignment, Human resource section responsible for providing information and recording the information request from stakeholder. Mechanism for information and communication both in external or internal regulated in standard procedure No.Dok.SOP-Dir.MR-06, Rev.04 date 20 January 2017. As improvement form previous audit findings, PT RMM has recorded request and response into log book.</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>to request for information?</p> <p>e. Are records of requests for information and responses maintained?</p> <p>f. Are responses to requests for information timely and appropriate?</p>		
<p><b>1.2</b></p>	<p>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.</p> <p><b>Guidance:</b></p> <p><i>This concerns management documents relating to environmental, social and legal issues that are relevant to compliance with RSPO Criteria.</i></p> <p><i>Management documents will include monitoring reports.</i></p> <p><i>The auditors will comment on the adequacy of each of the documents listed in the public summary of the assessment report.</i></p> <p><i>Examples of commercially confidential information include financial data such as costs and income, and details relating to customers and/or suppliers. Data that affects personal privacy should also be confidential.</i></p> <p><i>Ongoing disputes (within or outside of a legal mechanism) can be considered as confidential information where disclosure could result in potential negative outcomes for all parties involved. However, affected stakeholders and those seeking resolution to conflict should have access to relevant information.</i></p> <p><i>Examples of information where disclosure could result in potential negative environmental or social outcomes include information on sites of rare species where disclosure could increase the risk of hunting or capture for trade, or sacred sites which a community wishes to maintain as private.</i></p> <p><i>Growers and millers should ensure that sufficient objective evidence exists to demonstrate that the level of measuring and monitoring of the management plan, and information, is appropriate and made available.</i></p>		
	<p><b>1.2.1 (M)</b> Publicly available documents shall include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2);</li> <li>• Occupational health and safety plans (Criterion 4.7);</li> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);</li> </ul>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>• HCV documentation (Criteria 5.2 and 7.3);</li> <li>• Pollution prevention and reduction plans (Criterion 5.6);</li> <li>• Details of complaints and grievances (Criterion 6.3);</li> <li>• Negotiation procedures (Criterion 6.4);</li> <li>• Continual improvement plans (Criterion 8.1);</li> <li>• Public summary of certification assessment report;</li> <li>• Human Rights Policy (Criterion 6.13).</li> </ul>		
	<p>a. How are the management documents listed in (c) below made publicly available?</p> <p>b. Where are the documents placed?</p> <p>c. Is the information provided adequate?            Note: At minimum, an information summary of the document listed below should be made available.</p> <ul style="list-style-type: none"> <li>• Land titles/user rights (Criterion 2.2)               <ul style="list-style-type: none"> <li>- Legal boundaries ,land use, classification, total area, grant title, permit validity , NCR rights,</li> </ul> </li> <li>• Occupational health and safety plans (Criterion 4.7);               <ul style="list-style-type: none"> <li>- risk assessment and mitigation</li> </ul> </li> </ul>	<p>The company has provide the list of documents which is publicly available as stated on i.e. :</p> <ul style="list-style-type: none"> <li>• Legal : Land titles/user rights Plantation Operation Permit (Izin Usaha Perkebunan), Land Use Title (Hak Guna Usaha) or other documentation relating to application for Land Use Title in accordance with relevant procedures)</li> <li>• Environmental : Environmental and Social Impact Assessment (AMDAL /UKL-UPL) and environmental management and monitoring reports (Laporan RKL-RPL)</li> <li>• Social : Documentation of social activities and community programs.</li> <li>• Health and Safety Plan</li> <li>• Continuous improvement plan.</li> <li>• HCV documentation.</li> <li>• Details of complaints and grievances</li> <li>• Plans and impact assessments relating to environmental and social impacts.</li> <li>• Public summary of certification assessment report.</li> <li>• Negotiation procedures.</li> <li>• Protection of Human Rights and Prohibition Policy.</li> </ul>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>,emergency response plan, training, accident records</p> <ul style="list-style-type: none"> <li>• Plans and impact assessments relating to environmental and social impacts (Criteria 5.1, 6.1, 7.1 and 7.8);               <ul style="list-style-type: none"> <li>- main social and environmental impacts and mitigation measures,</li> </ul> </li> <li>• HCV documentation (Criteria 5.2 and 7.3);               <ul style="list-style-type: none"> <li>- identification on HCV areas, maps, management and monitoring HCV</li> </ul> </li> <li>• Pollution prevention and reduction plans (Criterion 5.6);               <ul style="list-style-type: none"> <li>- identification of pollutants, management and reduction measures</li> </ul> </li> <li>• Details of complaints and grievances (Criterion 6.3);               <ul style="list-style-type: none"> <li>- nature of complaints, parties involved, status of case</li> </ul> </li> <li>• Negotiation procedures (Criterion 6.4);</li> </ul>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>- SOP, consultative, neutral, inclusiveness, timeframe, responsibility</li> <li>• Continual improvement plans (Criterion 8.1);               <ul style="list-style-type: none"> <li>- for all elements under 8.1,</li> </ul> </li> <li>• Public summary of certification assessment report;               <ul style="list-style-type: none"> <li>- follow RSPO format</li> </ul> </li> <li>• Human Rights Policy (Criterion 6.13).               <ul style="list-style-type: none"> <li>- policy statement should comply to the requirements of 6.13</li> </ul> </li> </ul> <p>d. Do the management documents contain monitoring plans and reports?</p> <p>e. Are all monitoring reports publicly available?</p>		
<b>1.3</b>	Growers and millers commit to ethical conduct in all business operations and transactions.		
	<p><b>1.3.1</b> There shall be a written policy committing to a code of ethical conduct and integrity in all operations and transactions, which shall be documented and communicated to all levels of the workforce and operations.</p> <p><b>Guidance:</b></p> <p><i>All levels of the operations will include contracted third parties (e.g. those involved in security).            The policy should include as a minimum:</i></p> <ul style="list-style-type: none"> <li>• <i>A respect for fair conduct of business;</i></li> </ul>		



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>• A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources;</li> <li>• A proper disclosure of information in accordance with applicable regulations and accepted industry practices.</li> </ul> <p><i>The policy should be set within the framework of the UN Convention Against Corruption, in particular Article 12.</i></p>		
	<p>a. Is there a written policy committing to a code of ethical conduct and integrity in all operations and transactions?</p> <p>b. Does the policy include as a minimum:</p> <ul style="list-style-type: none"> <li>• A respect for fair conduct of business?</li> <li>• A prohibition of all forms of corruption, bribery and fraudulent use of funds and resources?</li> <li>• A proper disclosure of information in accordance with applicable regulations and accepted industry practices?</li> </ul> <p>c. Is the policy documented and communicated to all levels of the workforce and operations, including contracted third parties? How is it communicated?</p> <p>d. Are the documentation and communication done in the appropriate languages?</p> <p><b>Note to auditor :</b> The workforce should be interviewed to determine level of understanding of policy</p>	<p>The company has a written policy committing to a code of ethical conduct and integrity in all operations and transactions, as stated on document No. 01 /SE/DIR-RMM/V/2014 dated on May 7<sup>th</sup>, 2014 concerning to prohibition of corruption, bribery, fraud, assets abuse in all operational finance and activity. The policy has communicated and distributed to all levels of the workforce and operations. Among others: September 6, 2017 attended by 812 people (estate and PKS employee and external stakeholders). Interview with Head Village of Sikarakara III and PKS employees said that they had heard of the Ethics Policy from the company.</p> <p>Checks on documentation of socialization obtained evidence that the company has communicated the Ethics Policy to the various levels of employees and external stakeholders. There is evidence that the code of conducts has been communicated to all levels of the workforce and operations within the organization, including contracted third parties.</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
<b>Principle 2: Compliance With Applicable Laws and Regulations</b>			
2.1	<p>There is compliance with all applicable local, national and ratified international laws and regulations.</p> <p><b>Guidance:</b></p> <p><i>Implementing all legal requirements is an essential baseline requirement for all growers whatever their location or size. Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions, UN Guiding Principles on Business and Human Rights). Furthermore, where countries have provisions to respect customary law, these will be taken into account.</i></p> <p><i>Key international laws and conventions are set out in Annex 1</i></p> <p><i>Contradictions and inconsistencies should be identified and solutions suggested.</i></p>		
<b>2.1.1 (M) Evidence of compliance with relevant legal requirements shall be available.</b>			
	<p>a. Is the complete list of legal requirements available? (Refer to relevant NIs or LIs for list of legal requirements)</p> <p>b. Does the company have copies of the legal requirements?</p> <p><b>Note to auditor :</b></p> <p>A due diligence on the company/area or management unit on legal compliance should be conducted prior to field audit. Any non-compliance should be verified during the field audit.</p> <p>Relevant legislation includes, but is not limited to: regulations governing land tenure and land-use rights, labour, agricultural practices (e.g. chemical use), environment (e.g. wildlife laws, pollution, environmental</p>	<p>PT Rimba Mujur Mahkota shown list of legal requirements, listed on document FORM/LEG-01 on June 2017. These documents included list of decree, government regulation, president decree, minister decree (covered aspects of environmental and labour and workforce, OHS, agronomy and plantations, forestry, spatial, and etc, which consist of :</p> <ul style="list-style-type: none"> <li>• 43 items of laws related to legality and lan permit, last updated on february 2017</li> <li>• 53 items of laws related to OHS and manpower, last update in April 2017</li> <li>• 11 items of laws related to social aspects,last update on february 2017</li> <li>• 51 items of of laws related to environment and HCV, last update on April 2017.</li> </ul> <p>List od above has distributed to estate and mill, several evidence of laws and regulations pursueance related to land, workers, BMP is presentes as follows for examples :</p> <ul style="list-style-type: none"> <li>• Company has commitment for zero burning method during land clearing activities</li> <li>• Company has adopts integrated pest managements which consists of EWS, census, biological control, chemical control, monitoring</li> </ul>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	management and forestry laws), storage, transportation and processing practices. It also includes laws made pursuant to a country's obligations under international laws or conventions (e.g. the Convention on Biological Diversity (CBD), ILO core Conventions and UN Guiding Principles on Business and Human Rights.	and evaluation • Company only used pesticides listed in pesticides commission of department of agriculture 2016	
<b>2.1.2</b> A documented system, which includes written information on legal requirements, shall be maintained.			
	a. Is there a document system which includes the following? - Personnel in charge to manage - Set of legal documents - Comprehensive list of international, national, sub-national and provincial laws which details the requirements of specific to the mill and estate operations. - Relevant sections within the law that is identified and linked to activities b. Are the documents available to all levels of management?	Based on procedure evaluation of regulation and other requirements, PIC to manage these legal changes / update is Aditya Rizki (legal and licensing HO). All of these list of legal requirements are be informed to other department PIC such as environment PIC, OHS PIC, and agronomy PIC. Number of laws and regulations as well as its update is mentioned in indicator 2.1.1. there is new additional laws and regulations during these update i.e : agronomy and HCV aspects PP no 57/2016	C
<b>2.1.3</b> A mechanism for ensuring compliance shall be implemented.			
	Is an internal audit for legal compliance conducted annually and documented?	Internal audit legal done in line with internal audit ISO 9001:2008 and ISO 14001:2004 and RSPO P&C audits period 1 2017 (no documents 01/ISO-RSPO/ISCC/AI/1/2017) on 10 april 2017. These internal audit summary evaluation mentioned that all laws/regulations aspects has 100 % comply.  Evaluasi Kepatuhan kepada Peraturan, Perundangan dan Persyaratan	C

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p>Lainnya Bidang Lingkungan yang diperbaharui pada april 2017</p> <ul style="list-style-type: none"> <li>- AMDAL/UKL UPL/DPPL : 9 yang terdiri dari UU, PP, Peraturan Menteri dan Keputusan Menteri</li> <li>- Pengelolaan B3: 3 (UU, PP dan Peraturan Menteri)</li> <li>- Pengelolaan Limbah B3 : 8 (PP, Peraturan Menteri, Surat Edaran, Keputusan Kabepalda)</li> <li>- Pengelolaan limbah padat: 2 (UU dan PP)</li> <li>- Pengendalian pencemaran air dan tanah: 13 (UU, PP, Permen, Kepmen)</li> <li>- Pengendalian pencemaran udara dan gangguan sumber tidak bergerak: 10 (Permen, Kepmen, Kepkabapedalda)</li> </ul>	
	<p><b>2.1.4</b> A system for tracking any changes in the law shall be implemented.</p> <p><b>Specific Guidance:</b></p> <p><i>For 2.1.4: The systems used for tracking any changes in laws and regulations should be appropriate to the scale of the organisation.</i></p>		
	<p>Is there a documented methodology (e.g.: personnel in charge (PIC), source of info, frequency of update) for tracking changes and communication of changes to relevant sections of the legislation?</p>	<p>The company established a system for tracking any changes in the law. It was observed during the audit the company has implemented the system consistently. For examples, company has point a PIC for tracking changes and communicate to all relevan.</p> <p>Based on procedure evaluation of regulation and other requirements no dokumen SOP.Dir.LEG-02 tanggal 9 februari 2017, PIC to manage these legal changes / update is Aditya Rizki (legal and licensing HO). All of these list of legal requierments are be informed to other department PIC such as environment PIC, OHS PIC, and agronomy PIC. Number of laws and regulations as well as its update is mentioned in indicator 2.1.1. there is new additional laws and regulations duiring these update i.e : agrnomy and HCV aspects PP no 57/2016</p>	<p>C</p>
<p><b>2.2</b></p>	<p>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.</p> <p><b>Guidance</b></p> <p><i>Where there is a conflict on the condition of land use as per land title, growers should show evidence that necessary action has been taken to resolve the conflict with relevant parties.</i></p> <p><i>A mechanism should be in place to resolve any conflict (Criteria 6.3 and 6.4).</i></p> <p><i>Where operations overlap with other rights holders, companies should resolve the issue with the appropriate authorities, consistent with</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<i>Criteria 6.3 and 6.4.</i>		
	<b>2.2.1 (M)</b> Documents showing legal ownership or lease, history of land tenure and the actual legal use of the land shall be available.		
	<p>a. Are there documents showing legal ownership or lease of the land available? (e.g. land titles, lease documents)</p> <p>b. Are there documents showing history of land tenure available? (e.g. legal documents showing land status change, SIA and EIA reports, HCV assessment reports)</p> <p>c. Are there documents showing the actual legal use of the land available?</p> <p>d. Are the documents complete?</p>	<p>a. The company has record of legal ownership such as: PT Rimba Mujur Mahkota</p> <ul style="list-style-type: none"> <li>• Head Decree of National Land Agency No. 25/HGU/BPN/2002 dated 14 June 2002 as large as 4,956 Ha located on South Tapanuli District, North Sumatera Province</li> <li>• Land certificate No. 1 as large as 4,956 Ha located on South Tapanuli District, North Sumatera Province</li> </ul> <p>b. The company has document showing history of land tenure such as:</p> <ul style="list-style-type: none"> <li>•EIA document for estate and mill as large as 4.956 ha year 2005 with mill capacity as much as 45 ton/hour</li> <li>•HCV document year 2013</li> <li>•SIA document year 2013</li> </ul> <p>c. The company has document of legality land showing the legal ownership.</p> <p>d. Entire the document available in the site.</p>	C
	<p><b>2.2.2</b> Legal boundaries shall be clearly demarcated and visibly maintained.</p> <p><b>Specific Guidance:</b></p> <p><i>For 2.2.2: Plantation operations should cease on land planted beyond the legally determined area and there should be specific plans in place to address such issues for associated smallholders.</i></p>		
	<p>a. Is there a legal map showing location of boundary markers?</p> <p>b. Is there physical presence of boundary markers?</p> <p>c. Is there an SOP for boundary demarcation and maintenance?</p> <p><b>Note to auditor :</b> Ground verification of boundary markers</p>	<p>a. The company has Situation Map (Peta Bidang Tanah) No.4/10/2000 (scale 1:20.000) dated 27 April 2000 as large as 4,956 Ha located at Desa Sikara-kara village, Natal Sub District, Tapanuli Selatan District, North Sumatera Province issued by National Land Agency of North Sumatera Province.</p> <p>b. Based on field observation of boundary pillars No.68, No. 70, 71 and No.72. There is some condition does not properly such as: (a) There is no maintenance for boundary pillars No. 068 (b) During the sampling of boundary pillars, there is no found boundary pillar No. 70, 71 and 72. (c) There is different number of boundary pillars between the data and actual in the field where in the filed found boundary pillars</p>	NC

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>using GPS should be conducted. Priority should be on boundaries with other estates, community areas, protected area and rivers</p> <p><u>In the case of Associated Smallholders:</u></p> <p>a. Are there documents showing that the boundaries of associated smallholders have been recorded and verified by the mill?</p> <p>b. In case of boundary breach, is there proof of a mitigation plan being implemented?</p>	<p>No 137 but the number does not available in the data of boundary pillars. This condition raised as Non-Conformity (NCR RSPO No 01505)</p> <p>c. The company has procedure of monitoring and maintenance of boundary pillars with document number SOP-Dir.NKT-07 revision 00 effective date 1 September 2015. The procedure regulated about maintenance the boundary pillars every 6 (six) month. The company conduct monitoring and maintenance the boundary pillars stated on Monitoring report of boundary pillars (Form/NKT-03 revision 00 issued date 1 September 2015).</p>	
	<p><b>2.2.3</b> Where there are or have been disputes, additional proof of legal acquisition of title and evidence that fair compensation has been made to previous owners and occupants shall be available, and that these have been accepted with free, prior and informed consent (FPIC).</p>		
	<p>a. Are there, or have there been any land disputes?</p> <p><u>Note to auditor:</u></p> <p>Due diligence should be conducted on the management to provide evidence that there has been no historical or current land dispute</p> <p>b. If there are or have been disputes, are there:</p> <ul style="list-style-type: none"> <li>- Documents to proof legal acquisition?</li> <li>- Records of FPIC process?</li> </ul> <p>c. If there has been acquisition involving compensation, are there:</p>	<p>No complaints associated with land disputes between the company and the surrounding community. This was also confirmed during the public consultation with stakeholders and the local community on September 27<sup>th</sup>, 2017.</p> <p>There is a statement letter explain that no conflict between PT RMM and community around the estate, signed by Head of Village on March 1, 2014 (Rukun Jaya Village, Sikarakara III, Sundutan Tigo, Sikarakara, Sikarakara IV, Buburan and Bintuas).</p> <p>Although no land conflict, company has Standard Operational Procedure about Land Conflict Resolution and Plant Growth Compensation, No. Doc. SOP. Dir. LEG-03, on April 1, 2014. Company policy to land conflict resolution are :</p> <ol style="list-style-type: none"> <li>3. In land conflict resolution, compensation of land and Plant Growth always use deliberation.</li> <li>4. It's not allowed to use mercenaries or other disturbing action and intimidation outside the law.</li> </ol> <p>In the document was explained that company remain to committed clearly</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>- Records that Fair compensation has been provided and accepted by parties involved?</li> <li>- Records that all affected parties are consulted and represented?</li> <li>- Documents of negotiations/discussion available?</li> </ul> <p><b>Note to auditor :</b> There should be direct verification of above with the affected parties</p>	<p>and seriously not to do violence action and will do our best in all respects in order to avoid using force, threats or act violently. Based on the data area statement in August 2017 and the result of interview with the village head of Sikarakara III, note that no cases of land disputes in the company area. Compensation or the entire land acquisition has been completed. Until now there is no demand or the company's land claims by communities around the estate.</p>	
<p><b>2.2.4 (M)</b> There shall be an absence of significant land conflict, unless requirements for acceptable conflict resolution processes (see Criteria 6.3 and 6.4) are implemented and accepted by the parties involved.</p>			
	<p>a. Does the company have cases of significant land conflict? (i.e. preventing the company from operating normally)</p> <p>b. If the company has cases of conflict, are records of the following available?</p> <ul style="list-style-type: none"> <li>- Status of conflict</li> <li>- SOP/ mechanism for conflict resolution</li> <li>- Implementation of SOP/mechanism</li> <li>- Acceptance of the procedures by all parties</li> <li>- Records of conflict resolution</li> </ul>	<p>No complaints associated with land disputes between the company and the surrounding community. This was also confirmed during the public consultation with stakeholders and the local community on September 27<sup>th</sup>, 2017.</p>	<p>C</p>
<p><b>2.2.5</b> For any conflict or dispute over the land, the extent of the disputed area shall be mapped out in a participatory way with involvement of affected parties (including neighbouring communities where applicable).</p>			



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there an SOP for participatory mapping of disputed area?</p> <p>b. Is a dispute map available?</p> <p>c. Is there documented evidence of involvement and acceptance by the affected parties?</p> <p><b>Note to auditor :</b> Actual ground verification showing the accuracy of the dispute map should be conducted</p>	<p>No complaints associated with land disputes between the company and the surrounding community. This was also confirmed during the public consultation with stakeholders and the local community on September 27<sup>th</sup>, 2017.</p>	<p>C</p>
	<p><b>2.2.6 (M)</b> To avoid escalation of conflict, there shall be no evidence that palm oil operations have instigated violence in maintaining peace and order in their current and planned operations.</p> <p><b>Specific Guidance:</b> <i>For 2.2.6: Company policy should prohibit the use of mercenaries and para-militaries in their operations. Company policy should prohibit extra-judicial intimidation and harassment by contracted security forces (see Criterion 6.13).</i></p>		
	<p>a. Does the company have a policy to circumvent instigated violence to maintain peace and order in current and planned operations?</p> <p>b. Is there any evidence of:</p> <ul style="list-style-type: none"> <li>- The use of confrontation and intimidation by the company to maintain peace and order?</li> <li>- Use of para-militaries and mercenaries in the plantation?</li> </ul>	<p>No complaints associated with land disputes between the company and the surrounding community. This was also confirmed during the public consultation with stakeholders and the local community on September 27<sup>th</sup>, 2017.</p>	<p>C</p>
<p><b>2.3</b></p>	<p>Use of the land for oil palm does not diminish the legal, customary or user rights of other users without their free, prior and informed consent.</p> <p><b>Guidance:</b></p>		

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	<p><i>All indicators will apply to current operations, but there are exceptions for long-established plantations which may not have records dating back to the time of the decision making, in particular for compliance with Indicators 2.3.1 and 2.3.2.</i></p> <p><i>Where there are legal or customary rights over land, the grower should demonstrate that these rights are understood and are not being threatened or reduced. This Criterion should be considered in conjunction with Criteria 6.4, 7.5 and 7.6. Where customary rights areas are unclear these should be established through participatory mapping exercises involving affected parties (including neighbouring communities and local authorities).</i></p> <p><i>This Criterion allows for sales and negotiated agreements to compensate other users for lost benefits and/or relinquished rights. Negotiated agreements should be non-coercive and entered into voluntarily, carried out prior to new investments or operations, and based on an open sharing of all relevant information. The representation of communities should be transparent and in open communication with other community members. Adequate time should be given for customary decision making and iterative negotiations allowed for, where requested. Negotiated agreements should be binding on all parties and enforceable in the courts. Establishing certainty in land negotiations is of long-term benefit for all parties.</i></p> <p><i>Companies should be especially careful where they are offered lands acquired from the State by its invoking the national interest (also known as 'eminent domain').</i></p> <p><i>Growers and millers should refer to the RSPO approved FPIC guidance ('FPIC and the RSPO: A Guide for Companies', October 2008)</i></p>		
	<p><b>2.3.1 (M)</b> Maps of an appropriate scale showing the extent of recognised legal, customary or user rights (Criteria 2.2, 7.5 and 7.6) shall be developed through participatory mapping involving affected parties (including neighbouring communities where applicable, and relevant authorities).</p>		
	<p>a. Does the company have an SOP on FPIC?</p> <p>b. Is there evidence that the identification of legal, customary or user rights has been done through FPIC process?</p> <p>c. Is there evidence that the FPIC process has been implemented in accordance to the company SOP? Where is this evidence recorded? (E.g.: Documents, Minutes of meeting, Records, Agreements, Maps etc.)</p> <p>d. Is there a map of the extent of legal, customary or user rights? Is this map</p>	<p>In interviews with the village head of Sikarakara III, it was explained that there are no indigenous land or customary rights in the area of the company. Since the beginning of land acquisition for the construction of the estate, there is no customary land or customary rights in the area of the company.</p> <p>Similar condition previous audit information, based on field observation and interview to the surround community, there were no customary right inside of the plantation, since previous company manage the land before taken over by PT Rimba Mujur Mahkota. SIA report also did not indicated there were customary right inside PT RMM plantation area.</p> <p>However, PT RMM has SOP of Free and Prior Informed Consent (FPIC) No. Doc: SOP-Dir.MR-11 on July 20, 2016. The purpose of SOP is as guidance in FPIC implementation for indigenous people or local community, completing and fulfilling the right of indigenous people or local community, respect and protect tradition, and culture of indigenous people or local community in</p>	<p>C</p>

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	<p>of appropriate scale (1: 10,000)?</p> <p>e. Was the map produced through participatory mapping with reference to SIA and HCV assessment?</p> <p>f. Does the map have a title, legend, source, scale and projections/georeference?</p> <p>g. Are the maps accepted by the relevant communities?</p>	<p>utilizing potential asset owned.</p>	
	<p><b>2.3.2</b> Copies of negotiated agreements detailing the process of free, prior and informed consent (FPIC) (Criteria 2.2, 7.5 and 7.6) shall be available and shall include:</p> <p>a) Evidence that a plan has been developed through consultation and discussion with all affected groups in the communities, and that information has been provided to all affected groups, including information on the steps that shall be taken to involve them in decision making;</p> <p>b) Evidence that the company has respected communities' decisions to give or withhold their consent to the operation at the time that this decision was taken;</p> <p>c) Evidence that the legal, economic, environmental and social implications for permitting operations on their land have been understood and accepted by affected communities, including the implications for the legal status of their land at the expiry of the company's title, concession or lease on the land.</p>		
	<p>a. Are copies of negotiated agreements with affected parties available?</p> <p>b. Is there evidence that the agreement is prepared through proper FPIC process?</p> <p>c. Does the agreement contain the following:</p> <ul style="list-style-type: none"> <li>- An action plan developed through consultation with affected parties, is inclusive</li> </ul>	<p>However, PT RMM has SOP of Free and Prior Informed Consent (FPIC) No. Doc: SOP-Dir.MR-11 on July 20, 2016. The purpose of SOP is as guidance in FPIC implementation for indigenous people or local community, completing and fulfilling the right of indigenous people or local community, respect and protect tradition, and culture of indigenous people or local community in utilizing potential asset owned.</p>	<p>C</p>

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	<p>and evidence that members of affected parties are well informed and involved in the decision making process</p> <ul style="list-style-type: none"> <li>- Evidence of options to give or withhold consent for development</li> <li>- Evidence that members of the affected communities understand and accept the implication involved in permitting/rejecting oil palm development on their land (E.g.: legal status, social, environmental, economic)</li> <li>- Evidence that the negotiated agreement was entered voluntarily without coercion by all parties</li> <li>- Evidence that adequate time was given for customary decision making and iterative negotiations</li> <li>- Clause which states that the negotiated agreement is legally binding</li> </ul>		
<p><b>2.3.3</b> All relevant information shall be available in appropriate forms and languages, including assessments of impacts, proposed benefit sharing, and legal arrangements.</p>			

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>Is there evidence that all the information (maps, agreement, records, impact assessment, benefit sharing and legal arrangements) is available in appropriate forms and languages, understood and accessible to affected parties?</p> <p><b>Note to auditor:</b> this should be cross checked to a sample of the affected parties</p>	<p>In interviews with the village head of Sikarakara III, it was explained that there are no indigenous land or customary rights in the area of the company. Since the beginning of land acquisition for the construction of the estate, there is no customary land or customary rights in the area of the company.</p>	<p>C</p>
<p><b>2.3.4 (M)</b> Evidence shall be available to show that communities are represented through institutions or representatives of their own choosing, including legal counsel.</p> <p><b>Specific Guidance:</b> <i>For 2.3.4: Evidence should be available from the companies, communities or other relevant stakeholders.</i></p>			
	<p>a. Who is the representative of the community in the negotiation process?</p> <p>b. Is the representative accepted by the community?</p> <p>c. Is the record of appointment to represent the community available and shared with other parties?</p>		
<p><b>Principle 3: Commitment to Long-term Economic and Financial Viability</b></p>			
<p>3.1</p>	<p>There is an implemented management plan that aims to achieve long-term economic and financial viability.</p> <p><b>Guidance:</b></p> <ul style="list-style-type: none"> <li>Whilst it is recognised that long-term profitability is also affected by factors outside their direct control, top management should be able to demonstrate attention to economic and financial viability through long-term management planning. There should be longer term planning for plantations on peat, particularly in regards to subsidence and flooding issues (see Indicator 4.3.5).</li> </ul>		

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	<ul style="list-style-type: none"> <li>Consideration of smallholders should be inherent in all management planning where applicable (see also Criteria 6.10 and 6.11). For scheme smallholders the content will vary from that suggested (refer to RSPO Guidance on Scheme Smallholders, July 2009).</li> <li>Growers should have a system to improve practices in line with new information and techniques. For smallholder schemes, the scheme management should be expected to provide their members with information on significant improvements.</li> </ul> <p><i>This Criterion is not applicable to independent smallholders (refer to RSPO Guidance for Independent Smallholders under Group Certification, June 2010)</i></p>		
	<p><b>3.1.1 (M)</b> A business or management plan (minimum three years) shall be documented that includes, where appropriate, a business case for scheme smallholders.</p> <p><b>Specific Guidance:</b>  <i>For 3.1.1: The business or management plan should contain:</i></p> <ul style="list-style-type: none"> <li>Attention to quality of planting materials;</li> <li>Crop projection = Fresh Fruit Bunches (FFB) yield trends;</li> <li>Mill extraction rates = Oil Extraction Rate (OER) trends;</li> <li>Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends;</li> <li>Forecast prices;</li> <li>Financial indicators.</li> </ul> <p><i>Suggested calculation: trends in 3-year running mean over the last decade (FFB trends may need to allow for low yield during major replanting programmes).</i></p>		
	<p>a. Does the company have a documented business or management plan with a minimum planning period of 3 years?</p> <p>b. Does it include the following:</p> <ul style="list-style-type: none"> <li>Land area statement (planting years, non-planted areas, i.e. HCV, conservation areas, fragile soils, enclaves) with updated location maps. Maps should have title, legend, source, scale and projections/georeferenced</li> <li>Plan for management of scheme smallholders (where appropriate)</li> </ul>	<p>Company has shows long term management business and budget plan for 2015-2024. Management stated that business plan are subjected to change and reiewed annulally by the respective management through considering actual trends and dynamic situations which predicted coul be changed in the future.the objective of annual reivew is to optimize the company reosources. Variable/parameter covered on this long term plan included :</p> <ul style="list-style-type: none"> <li>Profitability : produksi TBS, produksi CPO dan PK, revenue CPO dan PK, purchase FFB, mill cost dan gross profit.</li> <li>Summary long term plan : estate dan mill cost, planting/replanting plan, FFB producton, CPO production dan PK, profitability.</li> <li>Assumption : exchange rate, rendemen CPO dan PK, price of CPO, PK, ha mature, FFB pruchasing price.</li> <li>Target covered : estimasi produksi (CPO dan PK), biaya operasional (kebun dan pabrik), harga dan parameter – parameter finansial lainnya</li> </ul>	<p>C</p>

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	<ul style="list-style-type: none"> <li>- Quality of planting materials</li> <li>- Crop projection = Fresh Fruit Bunches (FFB) yield trends</li> <li>- Mill extraction rates = Oil Extraction Rate (OER) trends</li> <li>- Cost of Production = cost per tonne of Crude Palm Oil (CPO) trends</li> <li>- Forecast prices</li> <li>- Financial indicators – profitability forecast (income vs cost)</li> <li>- Projected expansion (area, mill capacity, infrastructure, social amenities)</li> <li>- General strategy and allocation for environmental and social management (refer to P5, P6 and P8)</li> </ul> <p>c. Is this management document subject to an annual review?</p> <p>d. For plantations on peat, is there a long term viability plan – e.g. flooding, drainability assessments and subsidence issues? (see 4.3.5)</p> <p>e. Does the grower have a system to improve practices in line with new information and techniques?</p> <ul style="list-style-type: none"> <li>- Has the personnel in charge (PIC) been identified?</li> </ul>	<ul style="list-style-type: none"> <li>• proyeksi produksi TBS dan CPO serta proyeksi harga CPO jangka panjang</li> </ul> <p>Dokumen tersebut dievaluasi setiap tahun setiap rapat tahunan perusahaan oleh jajaran direksi perusahaan dan akan dilakukan update terhadap rencana jangka panjang tahunan yang baru.</p> <p>The longterm plan was extracted more details in annual budget plan which prepared by senior manager. Related to peat management on plantations area please see 4.3.5</p>	



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>- How is the information updated?</li> <li>- Is there a documented SOP which requires monitoring and updating information to improve practices?</li> <li>- Is new information communicated to workers and scheme smallholders (where appropriate)? How is it communicated?</li> </ul>		
	<p><b>3.1.2</b> An annual replanting programme projected for a minimum of five years (but longer where necessary to reflect the management of fragile soils, see Criterion 4.3), with yearly review, shall be available.</p>		
	<p>a. Is there an annual replanting programme projected for a minimum of five years?</p> <p>b. Has it been documented?</p> <p>c. Is the progress of implementation documented?</p> <p>d. How does the programme take into consideration fragile soils such as peat? Is there a longer projection period (see C4.3)?</p> <p>Is there evidence of a yearly review of the replanting programme ?</p>	<p>Long term management business and budget plan 2015-2024 shown that replanting activities will be undertaken on 2022-2032 for planting year 1996-2006 with total replanting areas are 4614 ha.</p> <p>Consideration for replanting on plantations areas are as follows :</p> <ul style="list-style-type: none"> <li>• Plantings age &gt;25 tahun.</li> <li>• Planiintgs height &gt;13 m.</li> <li>• Production per yeaar &lt;14 ton/ha.</li> <li>• Stand/ha &lt;100 stand/ha</li> <li>• Dimana kegiatan replanting setiap tahunnya direncanakan sebesar 4%. Luas TBM diatur agar setiap tahunnya tidak lebih dari 12% dari total seluruh area, agar produksi tetap stabil.</li> </ul>	C
	<p><b>Principle 4: Use of Appropriate Best Practices by Growers and Millers</b></p>		
4.1	<p>Operating procedures are appropriately documented, consistently implemented and monitored.</p> <p><b>Guidance:</b>  <i>Mechanisms to check implementations could include documentation management systems and internal control procedures.</i></p>		
	<p><b>4.1.1</b> (M) Standard Operating Procedures (SOPs) for estates and mills shall be documented.</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)															
	<p><b>Specific Guidance:</b>  <b>For 4.1.1 and 4.1.4:</b> SOP and documentation for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2011).</p>																	
	<p>a. Have the SOPs for mills and plantation been documented?</p> <p>b. Does the SOP cover key processes, harvesting, transportation, manuring, IPM, GAP, Supply Chain requirements for the mill, etc.?</p> <p>c. Is a copy of the SOP available on site and is it documented in an appropriate language?</p> <p>d. Is there evidence that SOPs are implemented and understood by workers?</p> <p>e. Are the SOPs appropriate and adequately cover all estate and mill processes and activities?</p> <p>f. How are the SOPs made available at the point of use?</p>	<p>a. Perusahaan dapat menunjukkan master list dokumen SOP untuk kegiatan operasional pabrik dan kebun. SOP-SOP tersebut terdokumentasi didalam system manajemen perusahaan.</p> <table border="1" data-bbox="848 647 1641 1476"> <thead> <tr> <th data-bbox="848 647 1207 675">Nama SOP</th> <th data-bbox="1207 647 1323 675">Jlh</th> <th data-bbox="1323 647 1641 675">Status</th> </tr> </thead> <tbody> <tr> <td data-bbox="848 675 1207 730">SOP Keuangan / KAS (SOP.Dir.KAS-01 s/d 07)</td> <td data-bbox="1207 675 1323 730">7</td> <td data-bbox="1323 675 1641 730">Tidak terdapat revisi</td> </tr> <tr> <td data-bbox="848 730 1207 858">SOP Legal dan Perizinan (SOP.Dir.LEG-01 s/d 03)</td> <td data-bbox="1207 730 1323 858">3</td> <td data-bbox="1323 730 1641 858">Terdapat 2 SOP yg direvisi. 1. SOP.Dir.LEG-02 Revisi Identifikasi dan Evaluasi Lainnya</td> </tr> <tr> <td data-bbox="848 858 1207 954"></td> <td data-bbox="1207 858 1323 954"></td> <td data-bbox="1323 858 1641 954">2. SOP.Dir.LEG-03 Revisi Penyelesaian Silang Tumbuh</td> </tr> <tr> <td data-bbox="848 954 1207 1476">SOP Personalia dan Umum (SOP.Dir.PUM-01 s/d 25)</td> <td data-bbox="1207 954 1323 1476">26</td> <td data-bbox="1323 954 1641 1476">Terdapat 13 SOP yg direvisi 1. SOP.Dir.PUM-02 Revisi Prosedur Recruitment 2. SOP.Dir.PUM-03 Revisi Penilaian Karya 3. SOP.Dir.PUM-04 Revisi Promosi / Kenaikan Pangkat 4. SOP.Dir.PUM-05 Revisi Pelatihan dan Pendidikan 5. SOP.Dir.PUM-06 Revisi Prosedur Pemberian Sanksi 6. SOP.Dir.PUM-07 Revisi Penempatan Karyawan 7. SOP.Dir.PUM-10 Revisi 8. SOP.Dir.PUM-11 Revisi</td> </tr> </tbody> </table>	Nama SOP	Jlh	Status	SOP Keuangan / KAS (SOP.Dir.KAS-01 s/d 07)	7	Tidak terdapat revisi	SOP Legal dan Perizinan (SOP.Dir.LEG-01 s/d 03)	3	Terdapat 2 SOP yg direvisi. 1. SOP.Dir.LEG-02 Revisi Identifikasi dan Evaluasi Lainnya			2. SOP.Dir.LEG-03 Revisi Penyelesaian Silang Tumbuh	SOP Personalia dan Umum (SOP.Dir.PUM-01 s/d 25)	26	Terdapat 13 SOP yg direvisi 1. SOP.Dir.PUM-02 Revisi Prosedur Recruitment 2. SOP.Dir.PUM-03 Revisi Penilaian Karya 3. SOP.Dir.PUM-04 Revisi Promosi / Kenaikan Pangkat 4. SOP.Dir.PUM-05 Revisi Pelatihan dan Pendidikan 5. SOP.Dir.PUM-06 Revisi Prosedur Pemberian Sanksi 6. SOP.Dir.PUM-07 Revisi Penempatan Karyawan 7. SOP.Dir.PUM-10 Revisi 8. SOP.Dir.PUM-11 Revisi	<p>C</p>
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CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)
				bur 9. SOP.Dir.PUM-12 Rev-03 tertanggal 05 Oktober 2015 tentang Bantuan Transportasi & MOP 10. SOP.Dir.PUM-13 Rev-01 tertanggal 01 Mei 2012 tentang Tunjangan Perjalanan Dinas 11. SOP.Dir.PUM-16 Rev-01 tertanggal 01 Mei 2012 tentang Tunjangan Hari Raya 12. SOP.Dir.PUM-17 Rev-01 tertanggal 01 Mei 2012 tentang Pemberian Bonus 13. SOP.Dir.PUM-23 Rev-02 tertanggal 01 April 2017 tentang Car Ownership Program	
		SOP Tanaman (SOP.Dir.TAN-01 s/d 27)	28	Terdapat 5 SOP yang direvisi 1. SOP.Dir.TAN-02 Rev-01 tertanggal 01 April 2016 tentang Pembukaan Lahjan Tanpa Bakar (Zero Burning) 2. SOP.Dir.TAN-06 Rev-01 tertanggal 01 April 2016 tentang Pembibitan Kelapa Sawit 3. SOP.Dir.TAN-10 Rev-01 tertanggal 27 April 2016 tentang Pemupukan Kelapa Sawit 4. SOP.Dir.TAN-11 Rev-01 tertanggal 01 Juli 2013 tentang Panen TBS 5. SOP.Dir.TAN-27 Rev-01 tertanggal 15 Agustus 2016 tentang Pengelolaan Lahan Gambut	
		SOP Afdeling (SOP.Dir.AFD-01 s/d 13)	13	Tidak terdapat revisi	
		SOP Transportasi & Alat Berat (SOP.Dir.TAB-01 s/d 03)	3	Tidak terdapat revisi	
		SOP Marketing & Penjualan (SOP.Dir.MKT-01 s/d 08)	8		
		SOP EDP (SOP.Dir.EDP-01)	1	Terdapat revisi pada tanggal 15 Januari 2015 (Revisi ke-2)	
		SOP PKS (SOP.Dir.PKS-01 s/d 46)	47	Terdapat 14 SOP yg direvisi 1. SOP.Dir.PKS-11 Rev-04 tertanggal 01 Januari 2016 tentang Penerimaan TBS	

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CR	CHECKLIST	RESULTS OF VERIFICATION		STATUS (C / NC / C WITH OBS.)
			<ol style="list-style-type: none"> <li>2. SOP.Dir.PKS-17 Rev-01 tertanggal 08 Mei 2012 tentang Oil Losses pd Empty Bunch</li> <li>3. SOP.Dir.PKS-18 Rev-01 tertanggal 08 Mei 2012 tentang Oil Losses pd Fiber</li> <li>4. SOP.Dir.PKS-19 Rev-01 tertanggal 08 Mei 2012 tentang Oil Losses pd Solid</li> <li>5. SOP.Dir.PKS-20 Rev-01 tertanggal 08 Mei 2012 tentang Oil Losses pd Final Pond</li> <li>6. SOP.Dir.PKS-21 Rev-01 tertanggal 08 Mei 2012 tentang Oil Losses pd Nut</li> <li>7. SOP.Dir.PKS-23 Rev-01 tertanggal 08 Mei 2012 tentang Kernel Losses pada Fiber</li> <li>8. SOP.Dir.PKS-24 Rev-01 tertanggal 08 Mei 2012 tentang Kernel Losses Abu</li> <li>9. SOP.Dir.PKS-25 Rev-01 tertanggal 08 Mei 2012 tentang Kernel Losses pada Cangkang</li> <li>10. SOP.Dir.PKS-26 Rev-01 tertanggal 08 Mei 2012 tentang Kernel Losses pada Nut</li> <li>11. SOP.Dir.PKS-36 Rev-01 tertanggal 15 Agustus 2016 tentang Pengelolaan Limbah / Effluent Treatment</li> <li>12. SOP.Dir.PKS-37 Rev-02 tertanggal 15 Agustus 2016 tentang Penanganan LB3</li> <li>13. SOP.Dir.PKS-38 Rev-01 tertanggal 15 Agustus 2016 tentang Penyerahan LB3</li> <li>14. SOP.Dir.PKS-41 Rev-01 tertanggal 19 Mei 2016 tentang Perawatan dan Perbaikan Mesin-mesin dan Peralatan</li> </ol>	
		SOP Pembelian (SOP.Dir.PEB-01 s/d 17)	17	<p>Terdapat 3 SOP yang direvisi</p> <ol style="list-style-type: none"> <li>1. SOP.Dir.PEB-01 Rev-02 tertanggal 27 Januari 2015 tentang Pengadaan Barang dan Jasa di kebun dan PKS</li> <li>2. SOP.Dir.PEB-02 Rev-02 tertanggal 27 Januari 2015 tentang Pengadaan Barang dan Jasa di Kantor Direksi Medan</li> </ol>

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CR	CHECKLIST	RESULTS OF VERIFICATION		STATUS (C / NC / C WITH OBS.)
			3.	SOP.Dir.PEB-05 Rev-01 tertanggal 01 April 2014 tentang Administrasi Penerimaan barang di Gudang Kebun dan PKS
		SOP Teknik (SOP.Dir.TEK-01 tertanggal 29 Nopember 2011)	1	Tidak terdapat revisi
		SOP Manajemen Representative (SOP.Dir.MR-01 s/d 11)	11	Terdapat 4 SOP yg direvisi 1. SOP.Dir.MR-01 Rev-01 tertanggal 16 Nopember 2015 tentang Pengendalian Dokumen dan Rekaman 2. SOP.Dir.MR-03 Rev-01 tertanggal 15 Mei 2013 tentang Identifikasi Aspek dan Penilaian Dampak 3. SOP.Dir.MR-04 Rev-03 tertanggal 29 Februari 2017 tentang Integrasi Audit Internal System Manajemen Mutu-Lingkungan RSPO/ISPO/ISO 4. SOP.Dir.MR-06 Rev-04 tertanggal 20 Januari 2017 tentang Komunikasi Internal dan Eksternal
		SOP SMK3 (SOP.Dir.SMK3-01 s/d 13)	13	Terdapat 2 SOP yang direvisi 1. SOP.Dir.SMK3-03 Rev-01 tertanggal 02 Februari 2013 tentang Kesiapsiagaan Tanggap Darurat di Kebun – PKS 2. SOP.Dir.SMK3-05 Rev-01 tertanggal 23 Januari 2017 tentang Kewajiban Penggunaan APD
		SOP Poliklinik (SOP.Dir.KES-01 s/d 04 tertanggal 11 Juli 2011)	4	Tidak terdapat revisi
		SOP Kedai Ransum (SOP.Dir.KRI-01 s/d 07 tertanggal 11 Juli 2011)	7	Tidak terdapat revisi
		b. Berdasarkan SOP yang ada, diketahui bahwa telah meng-cover seluruh proses harvesting (SOP.Dir.TAN-11 Rev-01 tertanggal 01 Juli 2013), transportation (SOP.Dir.AFD-12 Rev-00 tertanggal 11 Juli 2011), manuring (SOP.Dir.TAN-10 Rev-01 tertanggal 27 April 2016), IPM (SOP.Dir.TAN-21 Rev-00 tertanggal 01 Juli 2013) , GAP (SOP.Dir.TAN-01 s/d 28), Supply Chain requirements for the mill (SOP.Dir.PKS-45 Rev-00 tertanggal 01 Oktober 2014). c. Seluruh SOP telah tersedia di unit Kebun dan Pabrik. Seluruh SOP di-		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p>dokumentasikan dengan Bahasa Indonesia.</p> <p>d. Berdasarkan observasi lapangan ke blok G5, G6, G7 dan G8 dimana kegiatan panen dilakukan, para pemanen yang diwawancarai oleh auditor dapat menjelaskan langkah kerja sesuai prosedur dan dapat mempraktekkan cara melakukan panen yang aman. Kemudian, berdasarkan observasi lapangan di blok H5 diketahui bahwa para pekerja pupuk dapat menjelaskan urutan kerja sesuai dengan prosedur dan dapat mempraktekkan cara melakukan pemupukan yang aman. Seluruh pekerja yang diwawancarai (panen dan pupuk) telah menggunakan APD sesuai dengan risiko pekerjaannya.</p> <p>e. Lihat penjelasan pada point B</p> <p>f. Lihat penjelasan pada point C</p>	
<p><b>4.1.2</b> A mechanism to check consistent implementation of procedures shall be in place.</p>			
	<p>a. Is there a master list of all SOPs?</p> <p>b. How does the company keep track of revisions?</p> <p>c. Is there mechanism for:</p> <ul style="list-style-type: none"> <li>- Translation of SOP into work instructions in appropriate languages?</li> <li>- Records of training for all levels?</li> <li>- Internal control (e.g. audit and review, field inspection) procedure in place to monitor consistent implementation of SOPs?</li> </ul>	<p>a. Perusahaan dapat menunjukan dokumen master list untuk keseluruhan SOP (No. Form: FORM/MR-01 Rev-00 tertanggal 11 Juli 2011 tentang Daftar Master Dokumen dan Distribusi Salinan Terkendali).</p> <p>b. Untuk memastikan setiap adanya perubahan terhadap SOP terkendali, perusahaan telah memiliki SOP tentang Pengendalian Dokumen dan Rekaman (No. Doc: SOP.Dir.MR-01 Rev-01 tertanggal 16 Nopember 2016). Didalam prosedur tersebut dijelaskan bahwa pengendalian dokumen dilakukan dengan metode penarikan, pengendalian dan pendistribusian dokumen. Setiap adanya perubahan terhadap dokumen tertentu akan dilakukan penarikan dan revisi dokumen ditandai dengan stempel "<b>Salinan Terkendali</b>" (berwarna merah).</p> <p>c. Untuk memastikan konsistensi implementasi dilapangan, beberapa hal yang dapat ditunjukkan oleh perusahaan antara lain:</p> <ul style="list-style-type: none"> <li>• Perusahaan telah memiliki 199 SOP untuk seluruh kegiatan proses Pabrik dan Kebun. Selain itu tersedia Instruksi Kerja. Seluruh SOP dan IK telah disusun dengan menggunakan Bahasa Indonesia</li> <li>• Perusahaan dapat menunjukan rekaman realisasi pelatihan untuk seluruh level pekerja tahun 2016. Rekaman-rekaman yang didokumentasikan adalah daftar hadir, foto-foto kegiatan, materi pelatihan serta laporan tim pelaksana kepada manajemen PT RMM. Adapun jenis pelatihan yang telah dilakukan pada tahun 2016 adalah sbb:</li> </ul>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>- Trained and competent personnel assigned to carry out internal control activities?</li> <li>- Implementation audits to be carried out regularly covering implementation of all the SOPs?</li> </ul> <p>d. Procedure to address non-compliance and corrective action for continuous improvement?</p>	Realisasi Pelatihan Tahun 2016			
		<b>Nama Program</b>	<b>Target Peserta</b>	<b>Tgl Realisasi</b>	
		Pelatihan Pengendalian HPT	EM, Askep, Assisstant, Mandor, Pekerja	26 Januari 2016	
		Pelatihan Panen, Pupuk dan Pengelolaan Pesticida	EM, Askep, Assisstant, Mandor, Pekerja	30 April 2016	
		Pelatihan Pemahaman Sertifikasi ISPO	MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani	13 Mei 2016	
		Pelatihan Pemahaman dan Pemantauan Kawasan NKT	DC, EM, Askep, Assisstant, Mandor	23 Mei 2016	
		Pelatihan Pengelolaan Lahan Gambut	DC, EM, Askep, Assisstant, Mandor	22 Juli 2016	
		Pelatihan Pemahaman P&C RSPO dan SCCS (terbaru)	MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani	04 Agustus 2016	
		Pelatihan SOP Tanaman	EM, Askep, Assistant	21 – 29 Oktober 2016	
		Pelatihan Pengendalian Bahan Kimia Berbahaya dan Pesticida	DC, Askep, Assistant, Mandor, Petugas Medis, Karyawan dan Kontraktor	11 dan 14 Mei 2016	
		Pelatihan Simulasi Kebakaran Lahan, Gempa Bumi dan Penanganan Tumpahan Limbah B3	DC, Askep, Assistant, Mandor, Petugas Medis, Karyawan	20 Februari 2016	
		Pelatihan P3K Kerja	DC, Askep, Assistant, Mandor, Petugas Medis, Karyawan dan Kontraktor	11 dan 14 Mei 2016	
		Pelatihan Simulasi Kebakaran dan Pasca	DC, Askep, Assistant, Mandor, Petugas Medis, Karyawan	10 September 2016	



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CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)		
		Kebakaran			- Materi		
		In House Training Pengantar Proses TBS di PKS Sikaraka	MM, Askep, Assistant, Mandor	02 Februari 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Pelatihan Maintenance Mesin PKS	MM, Askep, Assistant, Mandor, Karyawan	24 Nopember 2016	- Daftar Hadir - Foto kegiatan - Materi		
		<b>Sosialisasi Lainnya</b>					
		Sosialisasi Larangan Bakar Hutan dan Lahan	Warga masyarakat dan karyawan	1 – 2 Maret 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi Company Profile, Pengelolaan Lingkungan dan CSR Project	Warga masyarakat dan karyawan	12 Maret 2016	- Daftar Hadir - Foto kegiatan - Materi		
		BPJS Kesehatan, Ketenagakerjaan dan Jaminan Pensiun	Seluruh karyawan	26 Maret dan 2 April 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi Pemisahan Jenis Sampah	Seluruh karyawan	23 April 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi Kanker dan Tumor	Seluruh karyawan	24 April 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi HCV	Warga masyarakat dan karyawan	10 dan 13 Mei 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Pelatihan BMP	Warga masyarakat dan karyawan	14 Mei 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi PKB dan Perlindungan HAM	Seluruh karyawan	20 Juni 2016	- Daftar Hadir - Foto kegiatan - Materi		
		Sosialisasi Komite Perlindungan Perempuan	Seluruh karyawan	23 Juli 2016	- Daftar Hadir - Foto kegiatan - Materi		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																																	
		<p>Realisasi Pelatihan Tahun 2017</p> <table border="1"> <thead> <tr> <th data-bbox="864 456 1133 485">Nama Program</th> <th data-bbox="1133 456 1491 485">Target Peserta</th> <th data-bbox="1491 456 1641 485">Tgl Realisasi</th> </tr> </thead> <tbody> <tr> <td data-bbox="864 485 1133 568">Pelatihan Pengendalian HPT</td> <td data-bbox="1133 485 1491 568">EM, Askep, Assisstant, Mandor, Pekerja</td> <td data-bbox="1491 485 1641 568">17 Maret 2017</td> </tr> <tr> <td data-bbox="864 568 1133 651">Pelatihan Auditor ISPO Angkatan IX</td> <td data-bbox="1133 568 1491 651">DC</td> <td data-bbox="1491 568 1641 651">17 – 22 April 2017</td> </tr> <tr> <td data-bbox="864 651 1133 766">Refreshment Training P&amp;C ISCC</td> <td data-bbox="1133 651 1491 766">MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&amp;U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani</td> <td data-bbox="1491 651 1641 766">03 April 2017</td> </tr> <tr> <td data-bbox="864 766 1133 849">Pelatih Penggunaan Herbisida Terbatas</td> <td data-bbox="1133 766 1491 849">DC, Assisstant, Mandor, Ka. Gudang, Karyawan</td> <td data-bbox="1491 766 1641 849">22 April 2017</td> </tr> <tr> <td data-bbox="864 849 1133 963">Refreshment Training Pemahaman Sertifikasi ISPO</td> <td data-bbox="1133 849 1491 963">MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&amp;U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani</td> <td data-bbox="1491 849 1641 963">13 Mei 2017</td> </tr> <tr> <td data-bbox="864 963 1133 1078">Refreshment Training Pemahaman P&amp;C RSPO dan SCCS (terbaru)</td> <td data-bbox="1133 963 1491 1078">MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&amp;U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani</td> <td data-bbox="1491 963 1641 1078">05 Mei 2017</td> </tr> <tr> <td data-bbox="864 1078 1133 1161">Pelatihan Remote Sensing dan Penetapan HCV</td> <td data-bbox="1133 1078 1491 1161">DC dan Kerani</td> <td data-bbox="1491 1078 1641 1161">02 – 06 Mei 2017</td> </tr> <tr> <td data-bbox="864 1161 1133 1244">Pelatihan Smart Patrol</td> <td data-bbox="1133 1161 1491 1244">DC dan Kerani</td> <td data-bbox="1491 1161 1641 1244">09 – 10 Mei 2017</td> </tr> <tr> <td data-bbox="864 1244 1133 1347">Simulasi Kebakaran</td> <td data-bbox="1133 1244 1491 1347">Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani</td> <td data-bbox="1491 1244 1641 1347">10 Juni 2017</td> </tr> <tr> <td data-bbox="864 1347 1133 1452">Simulasi Gempa Bumi</td> <td data-bbox="1133 1347 1491 1452">Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani</td> <td data-bbox="1491 1347 1641 1452">17 Juni 2017</td> </tr> </tbody> </table>	Nama Program	Target Peserta	Tgl Realisasi	Pelatihan Pengendalian HPT	EM, Askep, Assisstant, Mandor, Pekerja	17 Maret 2017	Pelatihan Auditor ISPO Angkatan IX	DC	17 – 22 April 2017	Refreshment Training P&C ISCC	MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani	03 April 2017	Pelatih Penggunaan Herbisida Terbatas	DC, Assisstant, Mandor, Ka. Gudang, Karyawan	22 April 2017	Refreshment Training Pemahaman Sertifikasi ISPO	MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani	13 Mei 2017	Refreshment Training Pemahaman P&C RSPO dan SCCS (terbaru)	MR, EM, DC, Askep, Assisstant, Mandor, KTU, P&U, Ka. Gudang, Petugas Medis, Karyawan dan Kerani	05 Mei 2017	Pelatihan Remote Sensing dan Penetapan HCV	DC dan Kerani	02 – 06 Mei 2017	Pelatihan Smart Patrol	DC dan Kerani	09 – 10 Mei 2017	Simulasi Kebakaran	Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	10 Juni 2017	Simulasi Gempa Bumi	Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	17 Juni 2017	
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Pelatihan Smart Patrol	DC dan Kerani	09 – 10 Mei 2017																																		
Simulasi Kebakaran	Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	10 Juni 2017																																		
Simulasi Gempa Bumi	Manager, Askep, DC, Assisstant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	17 Juni 2017																																		

**RSPO Annual Surveillance Assessment Report**  
**PT Rimba Mujur Mahkota – North Sumatera**



CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)
		Simulasi Gempa Bumi	Manager, Askep, DC, Assistant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	17 Juni 2017	- Daftar Hadir - Foto kegiatan - Materi
		Simulasi Kebocoran Tangki CPO dan Peningkatan Tumpahan B3	Manager, Askep, DC, Assistant, Mandor, Ka. Gudang, Petugas medis, karyawan, Kerani	24 Juni 2017	- Daftar Hadir - Foto kegiatan - Materi
		Pelatihan Juru Las	Mandor dan Karyawan	18 – 23 September 2017	Sertifikat
		Sosialisasi SOP Komunikasi, PKB dan KKWT	Seluruh Karyawan	20 Januari 2017	- Daftar Hadir - Foto kegiatan - Materi
		Sosialisasi dan Pemahaman P&C RSPO dan ISPO kepada Petani Swadaya	Petani Swadaya	11 – 12 April 2017	- Daftar Hadir - Foto kegiatan - Materi
		BPJS, Pemisahan sampah dan larangan bakar sampah	Seluruh karyawan	5 – 20 Mei 2017	- Daftar Hadir - Foto kegiatan - Materi
		Sosialisasi Kebijakan Manajemen	Seluruh karyawan	06 September 2017	- Daftar Hadir - Foto kegiatan - Materi
		Sosialisasi Kanker dan Tumor	Seluruh karyawan	06 Mei 2017	- Daftar Hadir - Foto kegiatan - Materi
		<ul style="list-style-type: none"> <li>Kegiatan Internal Audit dilakukan 2 kali dalam setahun. Tahun 2017 direncanakan kegiatan internal audit dilakukan pada April 2017 dan Nopember 2017. Berdasarkan observasi dokumen diketahui bahwa PT RMM telah melakukan kegiatan internal audit integrasi ISO 9001:2008, ISO 14001:2004, RSPO, ISPO dan ISCC pada tanggal 27 – 28 April 2017 dengan scope penilaian Kandir, Kebun dan PKS PT RMM.</li> <li>Kegiatan audit tahun 2016 periode II → dilakukan pada tanggal 27 – 28 Nopember 2016 oleh 3 orang auditor (Julius Sihotang, Erwinsyah Putra, M. Subuh Harahap) dan 1 orang</li> </ul>			

**RSPO Annual Surveillance Assessment Report**  
**PT Rimba Mujur Mahkota – North Sumatera**



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p>Lead Auditor (Idris). Kegiatan audit tahun 2016 periode I → dilakukan pada tanggal 21 – 22 April 2016 oleh 3 orang auditor (Julius Sihotang, Erwinsyah Putra, M. Subuh Harahap) dan 1 orang Lead Auditor (Idris).</p> <ul style="list-style-type: none"> <li>• Kegiatan dilakukan oleh 3 orang Auditor (Julius Sihotang, Erwinsyah Putra dan M. Subuh Harahap) dan 1 orang Lead Auditor (Bpk. Idris). Laporan Internal Audit didokumentasikan dalam Laporan Nomor: 001/QEMS/IA/I/2017.</li> <li>• Kegiatan internal audit telah secara rutin dilakukan. Berdasarkan hasil observasi dokumen diketahui bahwa internal audit telah konsisten dilakukan 2 kali dalam setahun. Observasi dilakukan terhadap dokumen Program Internal Audit dan Realisasi Internal Audit tahun 2016 serta Program Internal Audit dan Realisasi Internal Audit tahun 2017 (Periode I).</li> <li>• Perusahaan telah memiliki dokumen prosedur tentang Tindakan Perbaikan dan Pencegahan (No. Doc: SOP.Dir.MR-05 Rev-00 tertanggal 11 Juli 2011).</li> </ul>	
	<p><b>4.1.3</b> Records of monitoring and any actions taken shall be maintained and available, as appropriate.</p>		
	<p>a. Have the records been maintained on the following?</p> <ul style="list-style-type: none"> <li>- Measurements or results of internal control and monitoring activities (refer 4.1.2)</li> <li>- Records of corrective actions and improvement undertaken</li> </ul>	<p>Seluruh rekaman terkait dengan hasil internal audit telah di dokumentasikan pada form Tindakan Perbaikan dan Pencegahan (No. Doc: SOP.Dir.MR-05 Rev-00 tertanggal 11 Juli 2011).</p> <p>No. Sertifikat Pelatihan Penggunaan Pestisida Terbatas: 521.4/10/21/VI/2017 oleh Komisi Pengawasan Pupuk dan Pestisida Pemerintah Provinsi Sumatera Utara tertanggal 5 Juni 2017. Pelatihan dilakukan terhadap 104 pekerja pada tanggal 22 April 2017.</p>	C
	<p><b>4.1.4 (M)</b> The mill shall record the origins of all third-party sourced Fresh Fruit Bunches (FFB).</p> <p><b>Specific Guidance:</b>  <b>For 4.1.1 and 4.1.4:</b> SOP and documentation for mills should include relevant supply chain requirements (see RSPO Supply Chain Certification Standard, Nov 2011).</p>		

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there an SOP for third-party FFB sourcing?</p> <p>b. Is there a list of approved third-party FFB suppliers?</p> <p>c. Is there proof of observed implementation of SOP?</p> <p>d. Is there daily and summary records of volume and origins of third-party FFB received?</p> <p>e. Have these records been verified against the available document?</p>	<p>a. The company has procedure of FFB receipt ( SOP.Dir-PKS-11 revision 04 effective date 1 March 2016). The procedure has regulated about FFB receipt from certified and non-certified and third party.</p> <p>b. The company has list of FFB supplier both of certified and non-certified. Based on FFB list supplier year 2016, there is 7 non-certified FFB supplier (Ali Hanapiah, Melati, PPRN, PT Anugerah Langkat Makmur, PT Rizkina Mandiri Perdana, PT Prakarsa Darma Maduma and PT Madina Agro Lestari). Based on FFB list supplier year 2017, there is 9 non-certified FFB supplier (Ali Hanapiah, Melati, PPRN, PT Anugerah Langkat Makmur, PT Madina Agro Lestari, PT Prakarsa Darma Maduma, PT Rendi Permata Raya, PT DAL and PT Palmaris).</p> <p>c. During the audit, the company has implemented the procedure and record the FFB in accordance with the procedure.</p> <p>d. The company has record of FFB receipt from third party stated on recapitulation of FFB receipt. The company receipt FFB as much as 105,457,173 kg for year 2016 and year 2017 (August 2017) as much as 68,421,116 kg</p> <p>e. The records of FFB receipt has verified against the available document.</p>	<p>C</p>
4.2	<p>Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield.</p> <p><b>Guidance:</b>  <i>Long-term fertility depends on maintaining the structure, organic matter content, nutrient status and microbiological health of the soil. Nutrient efficiency should take account of the age of plantations and soil conditions. The nutrient recycling strategy should include any use of biomass for by-products or energy production.</i></p>		
	<p><b>4.2.1</b> There shall be evidence that good agriculture practices, as contained in Standard Operating Procedures (SOPs), are followed to manage soil fertility to a level that ensures optimal and sustained yield, where possible.</p>		
	<p>Are there SOPs for Good Agricultural Practices in managing soil fertility?</p> <p>Is there evidence that the SOPs have been implemented and monitored?</p>	<p>a. Perusahaan telah menyusun SOP terkait dengan upaya peningkatan kesuburan tanah dalam praktek budidaya perkebunan kelapa sawit. SOP tersebut telah didokumentasikan didalam system Quality and Environment Management System (No. Doc: SOP-Dir-TAN-26 tertanggal 05 Mei 2014 Rev-00 tentang Pengelolaan Tingkat Kesuburan Tanah Untuk Produktivitas yang Optimal dan Berkelanjutan.</p> <p>b. Berdasarkan observasi lapangan di blok H5 diketahui bahwa para pekerja pupuk dapat menjelaskan urutan kerja sesuai dengan prosedur dan dapat mempraktekan cara melakukan pemupukan yang aman. Se-</p>	

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																																																										
		luruh pekerja yang diwawancarai (panen dan pupuk) telah menggunakan APD sesuai dengan risiko pekerjaannya.																																																											
<b>4.2.2</b> Records of fertiliser inputs shall be maintained.																																																													
	<p>a. Is records of fertiliser inputs maintained?</p> <p>b. Is there records to proof that the fertiliser program is linked to the agronomic report?</p> <p>c. Is there records of fertilizer usage per tonne of FFB production (&gt;in Summary Table, specific types of fertilizers)?</p>	<p>a. Rekaman realisasi Pemupukan Tahun 2017 Kebun Sikarakara</p> <p><b>Tahun 2017 (Semester I)</b></p> <table border="1"> <thead> <tr> <th rowspan="2">Type of Fertilizer</th> <th colspan="2">Realization (Kg)</th> <th colspan="2">FFB Production (ton)</th> </tr> <tr> <th>Inti</th> <th>Plasma</th> <th>Inti</th> <th>Plasma</th> </tr> </thead> <tbody> <tr> <td>1. NPK 13:6:27:4+TE</td> <td>-</td> <td>-</td> <td rowspan="12">82,401,234</td> <td rowspan="12">11</td> </tr> <tr> <td>2. NPK 12:12:17-2</td> <td>-</td> <td>-</td> </tr> <tr> <td>3. NPK 15:15:6-4</td> <td>-</td> <td>-</td> </tr> <tr> <td>4. Rock Phospate</td> <td>1,456,150</td> <td>110,100</td> </tr> <tr> <td>5. Kieserite</td> <td>-</td> <td>-</td> </tr> <tr> <td>6. Dolomite</td> <td>1,367,700</td> <td>93,700</td> </tr> <tr> <td>7. MOP</td> <td>917,700</td> <td>110,100</td> </tr> <tr> <td>8. Urea</td> <td>1,013,700</td> <td>126,450</td> </tr> <tr> <td>9. CuSO<sub>4</sub></td> <td>15,125</td> <td>3,259</td> </tr> <tr> <td>10. ZnSO<sub>4</sub></td> <td>15,125</td> <td>3,259</td> </tr> <tr> <td>11. Borate</td> <td>51,179</td> <td>5,505</td> </tr> <tr> <td>12. Kapur (CaCO<sub>3</sub>)</td> <td>-</td> <td>-</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>4,836,680</b></td> <td><b>450,373</b></td> <td></td> <td></td> </tr> </tbody> </table> <p><b>Tahun 2016</b></p> <table border="1"> <thead> <tr> <th>Type of Fertilizer</th> <th>Realization (Kg)</th> <th>FFB Production (ton)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Type of Fertilizer	Realization (Kg)		FFB Production (ton)		Inti	Plasma	Inti	Plasma	1. NPK 13:6:27:4+TE	-	-	82,401,234	11	2. NPK 12:12:17-2	-	-	3. NPK 15:15:6-4	-	-	4. Rock Phospate	1,456,150	110,100	5. Kieserite	-	-	6. Dolomite	1,367,700	93,700	7. MOP	917,700	110,100	8. Urea	1,013,700	126,450	9. CuSO <sub>4</sub>	15,125	3,259	10. ZnSO <sub>4</sub>	15,125	3,259	11. Borate	51,179	5,505	12. Kapur (CaCO <sub>3</sub> )	-	-	<b>TOTAL</b>	<b>4,836,680</b>	<b>450,373</b>			Type of Fertilizer	Realization (Kg)	FFB Production (ton)				C
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		Inti	Plasma	Inti	Plasma	Inti	Plasma		
		1. NPK 13:6:27:4+TE	-	-	110,179,3 45	14,975, 645	-	-	
		2. NPK 12:12:17-2	-	-			-	-	
		3. NPK 15:15:6-4	-	-			-	-	
		4. Rock Phospate	1,766,5 50	174,3 00			-	-	
		5. Kieserite	-	-			-	-	
		6. Dolomite	1,315,0 00	91,50 0			-	-	
		7. MOP	1,675,5 50	113,7 00			-	-	
		8. Urea	1,774,5 00	113,7 00			-	-	
		9. CuSO <sub>4</sub>	-	-			-	-	
		10. ZnSO <sub>4</sub>	-	-			-	-	
		11. Borate	33,118	3,827			-	-	
		12. Kapur (CaCO <sub>3</sub> )	-	-			-	-	
		<b>TOTAL</b>	<b>6,564,7 18</b>	<b>497,0 27</b>	<b>110,179,3 45</b>	<b>14,975, 645</b>			
		<p>b. Perusahaan dapat menunjukkan dokumen rekaman hasil kajian analisa daun dan visual yang dijadikan pertimbangan dalam rekomendasi pemupukan tahun 2017. Kegiatan analisa daun dan visual dilakukan pada tahun 2016. Kegiatan analisa daun dilakukan oleh Pusat Penelitian Kelapa Sawit Medan. Aplikasi pemupukan yang dilakukan telah disesuaikan dengan rekomendasi pemupukan yang telah ditetapkan.</p> <p>c. Refer to point A</p>							
	<b>4.2.3</b> There shall be evidence of periodic tissue and soil sampling to monitor changes in nutrient status.								
	<p>a. Is there SOPs for tissue and soil sampling?</p> <p>b. Is there evidence of implementa-</p>	<p>a. Prosedur terkait dengan analisa tanah dan daun dijelaskan didalam SOP tentang SOP Pemupukan Kelapa Sawit (No. Doc: SOP.Dir.TAN-10, Rev.00, 11 July 2015). Didalam SOP tersebut dijelaskan bahwa analisa daun dilakukan setiap tahun sedangkan analisa tanah dilakukan setiap 5 tahun sekali. Analisa daun yang dapat ditunjukkan adalah Analisa daun tahun 2015 dan 2016 sedangkan analisa tanah tahun 2014</p>				C			



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	tion of the SOPs, including availability of records?  c. Is there records of tissue and soil analysis?  d. Is the results of the study incorporated into the fertilizer program?	(baru akan dilakukan analisa kembali pada tahun 2019).  b. Analisa daun yang dapat ditunjukkan adalah Analisa daun tahun 2015 dan 2016 sedangkan analisa tanah tahun 2014 (baru akan dilakukan analisa kembali pada tahun 2019).  c. Refer to point C  d. Perusahaan dapat menunjukan dokumen rekaman hasil kajian analisa daun dan visual yang dijadikan pertimbangan dalam rekomendasi pemupukan tahun 2017. Kegiatan analisa daun dan visual dilakukan pada tahun 2016. Kegiatan analisa daun dilakukan oleh Pusat Penelitian Kelapa Sawit Medan. Aplikasi pemupukan yang dilakukan telah disesuaikan dengan rekomendasi pemupukan yang telah ditetapkan.	
	<b>4.2.4</b> A nutrient recycling strategy shall be in place, and may include use of Empty Fruit Bunches (EFB), Palm Oil Mill Effluent (POME), and palm residues after replanting.		
	a. Is there a nutrient recycling strategy in place?  b. Does the strategy include the following?  <ul style="list-style-type: none"> <li>• Clear objectives and time-bound targets</li> <li>• Inventory of                             <ul style="list-style-type: none"> <li>- EFB</li> <li>- POME</li> <li>- Fibre</li> <li>- Boiler ash</li> <li>- Kernel shell</li> </ul> </li> </ul>	a. Perusahaan memiliki rekaman pemanfaatan EFB untuk menjaga tingkat kesuburan tanah dilapangan.  b. Perusahaan memiliki rekaman realisasi aplikasi janjang kosong antara lain: Divisi I <ul style="list-style-type: none"> <li>• Januari-Agustus 2017 seluas 254.13 ha dengan jumlah janjang kosong sebanyak 7,582.05 ton. Dalam program tersebut mencantumkan dosis aplikasi per tahun tanam untuk masing-masing blok.</li> </ul> Divisi II <ul style="list-style-type: none"> <li>• Januari-Agustus 2017 seluas 87,15 ha dengan jumlah janjang kosong sebanyak 2,614.50 ton. Dalam program tersebut mencantumkan dosis aplikasi per tahun tanam untuk masing-masing blok.</li> </ul> Divisi III <ul style="list-style-type: none"> <li>• Januari-Agustus 2017 seluas 286,14 ha dengan jumlah janjang kosong sebanyak 8,627.85 ton. Dalam program tersebut mencantumkan dosis aplikasi per tahun tanam untuk masing-masing blok.</li> </ul>	C

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	<ul style="list-style-type: none"> <li>- Palm residues from re-planting</li> <li>• Biomass recycling program</li> <li>• Implementation and monitoring records</li> </ul> <p><b>Note to auditor :</b> Ground verification required</p>																																																
<b>4.3</b>	Practices minimise and control erosion and degradation of soils.																																																
	<b>4.3.1 (M)</b> Maps of any fragile soils shall be available.																																																
	<p>a. Is there soil maps showing presence of fragile soils and problem soils (refer to 4.3.6)?</p> <p>b. Are maps georeferenced and of appropriate scale (1:50,000)?</p>	<p>a. Perusahaan dapat menunjukkan peta jenis tanah di wilayah operasionalnya. Secara umum berdasarkan hasil analisa tanah tahun 2014 diketahui bahwa kriteria tingkat keasaman tanah (pH) didominasi kriteria agak rendah (asam), kandungan C-organik cenderung tinggi dan N total didominasi kriteria rendah. Sedangkan untuk kelas kesesuaian lahan secara actual termasuk dalam kategori kelas lahan S2 (sesuai) dan S3 (agak sesuai). Berdasarkan data analisa tanah diketahui secara umum jenis tanah di PT RMM adalah Gambut dan Mineral dengan sebaran sbb:</p> <table border="1" data-bbox="904 1086 1637 1474"> <thead> <tr> <th rowspan="2">Divisi</th> <th colspan="2">Luas (Ha)</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>Gambut</th> <th>Mineral</th> </tr> </thead> <tbody> <tr> <td>Divisi I</td> <td>405.91</td> <td>209.09</td> <td></td> </tr> <tr> <td>Divisi II</td> <td>140.34</td> <td>424.66</td> <td></td> </tr> <tr> <td>Divisi III</td> <td>385</td> <td>154</td> <td></td> </tr> <tr> <td>Divisi IV</td> <td>116.65</td> <td>598.35</td> <td></td> </tr> <tr> <td>Divisi V</td> <td>274.07</td> <td>256.93</td> <td></td> </tr> <tr> <td>Divisi VI</td> <td>290.56</td> <td>322.44</td> <td></td> </tr> <tr> <td>Divisi VII</td> <td>-</td> <td>461</td> <td></td> </tr> <tr> <td>Divisi VIII</td> <td>333.66</td> <td>241.34</td> <td></td> </tr> <tr> <td>Divisi Plasma</td> <td>487.64</td> <td>112.36</td> <td></td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>2,433.7</b></td> <td><b>2,780.30</b></td> <td></td> </tr> </tbody> </table>	Divisi	Luas (Ha)		TOTAL	Gambut	Mineral	Divisi I	405.91	209.09		Divisi II	140.34	424.66		Divisi III	385	154		Divisi IV	116.65	598.35		Divisi V	274.07	256.93		Divisi VI	290.56	322.44		Divisi VII	-	461		Divisi VIII	333.66	241.34		Divisi Plasma	487.64	112.36		<b>TOTAL</b>	<b>2,433.7</b>	<b>2,780.30</b>		C
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	<p><b>4.3.2</b> A management strategy shall be in place for plantings on slopes above a certain limit (this needs to be soil and climate specific). <b>Guidance:</b> <i>Techniques that minimise soil erosion are well known and should be adopted, where appropriate. These should include practices such as ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting.</i></p>																																		
	<p>a. Is there a management strategy in place for plantings on slopes?</p> <p>b. Does the management strategy include the following?</p> <ul style="list-style-type: none"> <li>- Identification of steep areas not suitable for planting</li> </ul>	<p>a. Berdasarkan hasil analisa tanah diketahui bahwa areal operasional kerja Kebun (Inti dan Plasma) didominasi topografi datar, bergelombang hingga berbukit. Untuk memastikan tata kelola areal dengan tingkat topografi cenderung berbukit, perusahaan telah memiliki SOP tentang Strategi Penanaman Di Areal Miring / Terjal (No. DOC: SOP.Dir.TAN-28 Rev-00 tertanggal 27 Maret 2017).</p> <p>b. Didalam strategi pengelolaan lahan tingkat kemiringan tertentu sebagaimana dijelaskan didalam SOP tentang Strategi Penanaman Di Areal Miring / Terjal (No. DOC: SOP.Dir.TAN-28 Rev-00 tertanggal 27</p>	C																																

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																		
	<ul style="list-style-type: none"> <li>- Policy of planting on slopes</li> <li>- SOPs to minimise soil erosion based on local soil and climate conditions, e.g. ground cover management, biomass recycling, terracing, and natural regeneration or restoration instead of replanting</li> </ul> <p>c. Is there proof of records of field inspection on SOP implementation?</p>	<p>Maret 2017) perusahaan telah mempertimbangkan:</p> <ul style="list-style-type: none"> <li>- Jenis tanah yang teridentifikasi termasuk sifat dan tingkat agregasi tanahnya.</li> <li>- Tata cara pengelolaan lahan miring (teras, pengukuran laju erosi tanah, pemeliharaan tanaman nephrolephis dsb).</li> </ul> <p>c. Berdasarkan observasi dokumen diketahui bahwa perusahaan telah melakukan pengukuran laju erosi tanah dan telah menerapkan pengelolaan lahan miring dengan konsep terasering. Berdasarkan observasi lapangan di Blok D17 dan D18, diketahui bahwa perusahaan telah memasang patok erosi tanah dengan jumlah titik sampling di setiap blok adalah 5 titik. Kemudian telah diterapkan teknik terasering serta pemeliharaan tanaman nephrolephis.</p>																			
<b>4.3.3</b> A road maintenance programme shall be in place.																					
	<p>a. Is there a road maintenance programme in place with supporting budget and resources?</p> <p>b. Is there road maintenance records?</p>	<p>a. Perusahaan dapat menunjukan rekaman Rencana Pemeliharaan Jalan tahun 2017. Kegiatan pemeliharaan meliputi kegiatan penimbunan jalan. Kegiatan pemeliharaan tersebut didukung dengan adanya estimasi budget didalam Dokumen Bisnis Plan Rencana Kerja Anggaran Perusahaan Jangka Pendek dan Jangka Panjang Perkebunan &amp; Pengelolaan Minyak Sawit Berkelanjutan 2015 – 2024 (Account: Pemeliharaan Sarana dan Prasarana – 1% dari total anggaran). Selain didukung oleh budget, perusahaan juga memiliki sumber daya sebagai sarana dalam melakukan pemeliharaan jalan. Perusahaan memiliki daftar inventaris alat berat, antara lain:</p> <table border="1" data-bbox="853 1302 1639 1476"> <thead> <tr> <th>Jenis</th> <th>Type / Merk</th> <th>Jumlah (Unit)</th> </tr> </thead> <tbody> <tr> <td>Excavator</td> <td>Kobelco SR 40-V</td> <td>1</td> </tr> <tr> <td></td> <td>Kobelco SK 50 P</td> <td>3</td> </tr> <tr> <td></td> <td>Hitachi ZX210F-5G</td> <td>2</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Greder</td> <td>Komatsu 510 R</td> <td>1</td> </tr> </tbody> </table>	Jenis	Type / Merk	Jumlah (Unit)	Excavator	Kobelco SR 40-V	1		Kobelco SK 50 P	3		Hitachi ZX210F-5G	2				Greder	Komatsu 510 R	1	C
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		<table border="1" data-bbox="853 432 1671 544"> <tr> <td>Compactor</td> <td>SAKAI SV512D-H</td> <td>1</td> </tr> <tr> <td>Whell Loader</td> <td>Changlin ZL30H</td> <td>1</td> </tr> </table> <p data-bbox="853 592 1608 619">Adapun distribusi program pemeliharaan jalan setiap divisi adalah sbb:</p> <table border="1" data-bbox="853 639 1639 935"> <thead> <tr> <th>Divisi</th> <th>Rencana Penimbunan (Meter)</th> <th>Nominal (Rp)</th> </tr> </thead> <tbody> <tr> <td>Divisi I</td> <td>3,900</td> <td>98,730,000</td> </tr> <tr> <td>Divisi II</td> <td>3,600</td> <td>118,295,000</td> </tr> <tr> <td>Divisi IV</td> <td>7,800</td> <td>197,640,000</td> </tr> <tr> <td>Divisi V</td> <td>2,800</td> <td>71,010,000</td> </tr> <tr> <td>Divisi VI</td> <td>3,300</td> <td>83,430,000</td> </tr> <tr> <td>Divisi VII</td> <td>5,900</td> <td>149,400,000</td> </tr> <tr> <td>Divisi VIII</td> <td>1,700</td> <td>42,840,000</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>29,000</b></td> <td><b>761,345,000</b></td> </tr> </tbody> </table> <p data-bbox="853 983 1630 1102">Penimbunan jalan dilakukan dengan menggunakan jasa kontraktor local (CV. Mitra Natako Group) melalui SPK No. 01/SPK-TEK/RMM/II/2017. Pihak kontraktor sebagai penyedia jasa pengangkutan bahan untuk penimbunan jalan.</p> <p data-bbox="801 1126 1630 1482">b. Perusahaan dapat menunjukkan beberapa rekaman terkait dengan kegiatan pemeliharaan jalan, antara lain:</p> <ul data-bbox="947 1198 1630 1482" style="list-style-type: none"> <li>• Program pemeliharaan jalan Tahun 2017</li> <li>• SPK dengan kontraktor local (CV. Mitra Natako Group) melalui SPK No. 01/SPK-TEK/RMM/II/2017. Jangka waktu pekerjaan 21 Februari 2017 – 31 Desember 2017.</li> <li>• Rekaman Berita Acara Pemeriksaan Pekerjaan (BAPP) Nomor: 01/BAPP/RMM/SKK/IV/2017 tertanggal 5 April 2017 untuk realisasi pekerjaan Bulan Maret 2017. Berdasarkan dokumen tersebut hingga Maret 2017 telah dilakukan penimbunan jalan di Divisi IV sepanjang 4,151.66</li> </ul>	Compactor	SAKAI SV512D-H	1	Whell Loader	Changlin ZL30H	1	Divisi	Rencana Penimbunan (Meter)	Nominal (Rp)	Divisi I	3,900	98,730,000	Divisi II	3,600	118,295,000	Divisi IV	7,800	197,640,000	Divisi V	2,800	71,010,000	Divisi VI	3,300	83,430,000	Divisi VII	5,900	149,400,000	Divisi VIII	1,700	42,840,000	<b>TOTAL</b>	<b>29,000</b>	<b>761,345,000</b>	
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		<p>Meter dengan Nominal Rp. 127,350,000. Adapun blok-blok yang telah dilakukan pemeliharaan adalah:</p> <table border="1" data-bbox="994 497 1639 788"> <thead> <tr> <th>Block</th> <th>Realisasi (Meter)</th> <th>Nominal (Rp)</th> </tr> </thead> <tbody> <tr> <td>D06</td> <td>958.54</td> <td>25,110,00</td> </tr> <tr> <td>D08</td> <td>243.91</td> <td>6,300,00</td> </tr> <tr> <td>D09</td> <td>599.65</td> <td>17,460,00</td> </tr> <tr> <td>D10</td> <td>506.50</td> <td>16,830,00</td> </tr> <tr> <td>D11</td> <td>192.21</td> <td>6,030,00</td> </tr> <tr> <td>D21</td> <td>845.12</td> <td>27,360,00</td> </tr> <tr> <td>D22</td> <td>190.72</td> <td>8,280,00</td> </tr> <tr> <td>D24</td> <td>614.46</td> <td>20,700,00</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>3,960.39</b></td> <td><b>113,760,00</b></td> </tr> </tbody> </table> <p>Interview with: Hendri Alma (Staff Budgeting)</p>	Block	Realisasi (Meter)	Nominal (Rp)	D06	958.54	25,110,00	D08	243.91	6,300,00	D09	599.65	17,460,00	D10	506.50	16,830,00	D11	192.21	6,030,00	D21	845.12	27,360,00	D22	190.72	8,280,00	D24	614.46	20,700,00	<b>TOTAL</b>	<b>3,960.39</b>	<b>113,760,00</b>	
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	<p><b>4.3.4 (M)</b> Subsidence of peat soils shall be minimised and monitored. A documented water and ground cover management programme shall be in place.</p> <p><b>Guidance:</b>  <i>Plantations on peat should be managed at least to the standard set out in the 'RSPO Manual on Best Management Practices (BMPs) for existing oil palm cultivation on peat', June 2012 (especially water management, fire avoidance, fertiliser use, subsidence and vegetation cover).</i></p> <p><b>Specific Guidance:</b>  <b>For 4.3.4:</b> <i>For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p>																																
	<p>a. Is there an SOP to provide guidance on subsidence management?</p> <p>b. Does the SOP make reference to the RSPO BMPs on peat?</p> <p>c. How is subsidence being monitored?</p>	<p>a. PT RMM telah melakukan revisi terhadap SOP Pengelolaan Lahan Gambut (SOP-Dir-TAN-27 tertanggal 15 Agustus 2016 Rev-01). Revisi dilakukan terhadap mekanisme / metodologi untuk memastikan monitoring dan pengukuran water level. Monitoring dilakukan dengan mengukur tinggi muka air (50 – 70 cm), patok subsiden (penurunan tanah gambut), pengukuran dengan piziometer dan pembuatan bendungan.</p> <p>b. PT RMM telah menjadikan RSPO BMPs on Peat sebagai referensi dalam revisi SOP mengenai pengelolaan gambut.</p> <p>c. RMM telah melakukan monitoring subsidiensi gambut. Monitoring tinggi muka air tanah dan subsidiensi dilakukan setiap hari dan rekapitulasi serta di evaluasi setiap bulan. Hasil monitoring tersebut didokumentasikan pada form pengukuran tinggi air tanah dan subsidiensi. Berdasarkan</p>	<p>C</p>																														

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	<p>d. Are there records of subsidence monitoring?</p> <p>e. How is subsidence being minimized?</p> <p>f. Is there a water management programme and evidence of implementation?  <i>For existing plantings on peat, the water table should be maintained at an average of 50cm (between 40 - 60cm) below ground surface measured with groundwater piezometer readings, or an average of 60cm (between 50 - 70cm) below ground surface as measured in water collection drains, through a network of appropriate water control structures e.g. weirs, sandbags, etc. in fields, and watergates at the discharge points of main drains (Criteria 4.4 and 7.4).</i></p> <p>g. Is there a ground cover management programme and is there evidence of implementation?</p>	<p>hasil monitoring di Divisi Plasma (Blok P4, P5, P6, P7, P11 – P17) diketahui bahwa tinggi muka air tanah dapat dipertahankan pada level 70 cm. Sedangkan laju penurunan tanah gambut (subsistensi gambut) diketahui tidak terjadi selama kurun waktu 1 tahun terakhir.</p> <p>d. Lihat penjelasan pada point C</p> <p>e. Lihat penjelasan pada point C</p> <p>f. Lihat penjelasan pada point C</p> <p>g. Berdasarkan observasi lapangan di blok P4, P5 dan P6 diketahui bahwa blok tersebut telah dilakukan perawatan tanaman penutup tanah (<i>Nephrolepis</i> sp).</p>	



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	<p><b>4.3.5</b> Drainability assessments shall be required prior to replanting on peat to determine the long-term viability of the necessary drainage for oil palm growing.  <b>Specific Guidance:</b>  <b>For 4.3.5:</b> <i>Where drainability assessments have identified areas unsuitable for oil palm replanting, plans should be in place for appropriate rehabilitation or alternative use of such areas. If the assessment indicates high risk of serious flooding and/or salt water intrusion within two crop cycles, growers and planters should consider ceasing replanting and implementing rehabilitation.</i></p>		
	<ul style="list-style-type: none"> <li>a. Was a drainability assessment conducted before replanting on peat?</li> <li>b. Was a flood risk map provided as a result of the drainability assessment?</li> <li>c. If the drainability assessment shows that an area is unsuitable for replanting, are there alternative plans in place for rehabilitation and alternative use in accordance to the RSPO BMPs?</li> </ul>	<p>The company has no preparation for replanting yet.</p>	<p>C</p>
	<p><b>4.3.6</b> A management strategy shall be in place for other fragile and problem soils (e.g. sandy, low organic matter, acid sulphate soils).</p>		

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there a management strategy in place for other fragile and problem soils?</p> <p>b. Does the management strategy include SOPs for the management of other fragile and problem soils?</p> <p>c. Is inspection and implementation records available?</p>	<p>a. Berdasarkan hasil analisa tanah tahun 2014 diketahui bahwa kriteria tingkat keasaman tanah (pH) didominasi kriteria agak rendah (asam), kandungan C-organik cenderung tinggi dan N total didominasi kriteria rendah. Sedangkan untuk kelas kesesuaian lahan secara actual termasuk dalam kategori kelas lahan S2 (sesuai) dan S3 (agak sesuai). Berdasarkan data analisa tanah diketahui secara umum jenis tanah di PT RMM adalah Gambut dan Mineral. Sehingga pengelolaan yang dilakukan oleh perusahaan adalah pengelolaan lahan gambut dan mineral melalui upaya pemupukan sesuai dengan kriteria jenis tanah, drainase dan pengukuran tinggi muka air serta subsidi tanah (untuk gambut).</p> <p>b. Dikarenakan jenis tanah pada area operasional PT RMM didominasi oleh tanah gambut dan mineral, maka SOP yang disusun oleh perusahaan adalah meliputi SOP Pengelolaan Lahan Gambut (SOP-Dir-TAN-27 tertanggal 15 Agustus 2016 Rev-01) dan SOP Pemupukan Kelapa Sawit (No. Doc: SOP.Dir.TAN-10, Rev.00, 11 July 2015).</p> <p>c. Implementasi dari pengelolaan areal-areal tersebut terdokumentasi melalui monitoring tinggi muka air gambut, monitoring pemupukan, monitoring subsidi gambut.</p>	<p>C</p>
4.4	Practices maintain the quality and availability of surface and ground water.		
	<p><b>4.4.1</b> An implemented water management plan shall be in place.</p> <p><b>Specific Guidance:</b>  <b>For 4.4.1:</b> <i>The water management plan will:</i></p> <ul style="list-style-type: none"> <li>• <i>Take account of the efficiency of use and renewability of sources;</i></li> <li>• <i>Ensure that the use and management of water by the operation does not result in adverse impacts on other users within the catchment area, including local communities and customary water users;</i></li> <li>• <i>Aim to ensure local communities, workers and their families have access to adequate, clean water for drinking, cooking, bathing and cleaning purposes;</i></li> <li>• <i>Avoid contamination of surface and ground water through run-off of soil, nutrients or chemicals, or as a result of inadequate disposal of waste including Palm Oil Mill Effluent (POME).</i></li> </ul> <p><b>Guidance:</b>  <i>Growers and millers should address the effects of their use of water and the effects of their activities on local water resources.</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION		STATUS (C / NC / C WITH OBS.)
	<p>a. Is there a water management plan in place for mill and plantation with identified actions?</p> <p>b. Does the plan include the following?</p> <ul style="list-style-type: none"> <li>• Identification of water sources</li> <li>• Efficient use of water</li> <li>• Renewability of water source</li> <li>• Impacts on catchment area and local stakeholders</li> <li>• Access of clean drinking water all year round for stakeholders</li> <li>• Avoidance of surface and ground water contamination</li> </ul> <p>c. Have the identified actions in the plan been implemented?</p>	<p>Based on HCV identification, there is riparian area mapped with scale 1 : 50000 consists of Buburan riparian, Bintuas, Payung, Taliman Gadang, an Sirah riparian.</p> <p>Water management and utilization plan are listed on document 09/Dir-RMM/2015 tanggal 16 march 2017, consists of :</p>		C
Objective		Programme		
Clean water access fulfillment for workers and staff		Water quality testing based on regulation and clean water reservoir installation		
Potable water fulfillment for workers and staff		Providing potable water depot Potable water testing on water depot		
Clean water processing on WTP as POM process wastewater and for emplacement as bath, wash, toiletries (MCK)		Water treatment plant on POM		
Maintain surface water quality to avoidance surface and ground water contamination		Periodically Waste water quality testing		
Water usage efficiency monitoring for preserve clean water availability continuously		Flow meter installation on WTP for monitored water usage  Set up installation and recording control flowmeter, noo chemical applications around reservoir		
Water source identification and evaluation for all of testing results		Conduct an correction if there is some parameters exceeding standard quality and revegetation on river riparian		
Reducing water contamination		Riparian revegetation Start the fertilizing programme before rainy seasons		

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																		
		<p>Realization river riparian are listed on report of riparian revegetation 2016-2017, as following details :</p> <table border="1" data-bbox="808 512 1182 823"> <thead> <tr> <th>Div</th> <th>Realization (trees)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>4930</td> </tr> <tr> <td>2</td> <td>976</td> </tr> <tr> <td>4</td> <td>6040</td> </tr> <tr> <td>5</td> <td>2576</td> </tr> <tr> <td>6</td> <td>3471</td> </tr> <tr> <td>7</td> <td>2462</td> </tr> <tr> <td>8</td> <td>920</td> </tr> <tr> <td>Plasma</td> <td>1741</td> </tr> </tbody> </table> <p>information : kind of vegetati that planted on riparian consistf of sungkai (peronema senescens), melinjo (gnetuum gnemon), jambu biji (guava), mangga (mangoes), durian (durio zibethinus), dan pinang for 2017, company have programmed revegetation on each river riparian, for examples : :</p> <ul style="list-style-type: none"> <li>• Divi 1 sempadan sungai sira dan sempadan sungai bintuas (blok A06,A07, A08, A09), direncanakan pada bulan september-november 2017 dengan tanaman sungkai</li> <li>• Divisi VII sempadan sungai talimun gadang dan sempadan sungai payung (blok H15 dan blok H05), direncanakan pada bulan oktober-november 2017</li> <li>• Plasma, sempadan sungai kun kun dan sungai payung blok P01, dan P20, P06, P07,P08, direncanakan pada bulan november-desember 2017.</li> </ul>	Div	Realization (trees)	1	4930	2	976	4	6040	5	2576	6	3471	7	2462	8	920	Plasma	1741	
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	<p><b>4.4.2 (M) Protection of water courses and wetlands, including maintaining and restoring appropriate riparian and other buffer zones (refer to national best practice and national guidelines) shall be demonstrated.</b>  <b>Specific Guidance:</b>  <b>For 4.4.2: Refer to the 'RSPO Manual On Best Management Practices (BMP) for management and rehabilitation of natural vegetation associated with oil palm cultivation on peat', July 2012.</b></p>																				

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there a map identifying water courses and wetlands?</p> <p>b. Are the water courses and wetlands protected?</p> <p>c. Are the riparian and buffer zones maintained and restored in existing plantation and replanting areas?</p> <p>d. Is there SOP for riparian and buffer zone protection?</p> <p>e. Has the SOP been implemented?</p>	<p>Riparian and buffer zone protection are done based on procedure SOP.Dir.NKT-02 on 26 September 2017. This procedure state that riparian that appointed by company are 50 meters left/right for &lt;30 m river and 100 meters left/right for &gt;30 m river. This procedure also explained that already has planted area, there is no chemical applications and those areas are mark with red sign on palm trees</p> <p>Based on HCV identification, ther is riparian area mapped with scale 1 : 50000 consists of Buburan riarian, Bintuas, Payung, Taliman Gadang, an Sirah riparian.</p> <p>Based on filed observation on riparian area of Taliman Gadang block G03 div7, payung riparian block P14 div 9 shown riparian has been managed as follows :</p> <ul style="list-style-type: none"> <li>• There is boundary of HCV areas</li> <li>• There is signboard forbidden to hunt</li> <li>• The conditions of riparian with natural vegetation</li> <li>• Red marking on palm oil trees for ± 50 left/right riparian</li> </ul> <p>Based on field observation found there is indication of agro-chemical application on river ri-parian at Block E-1 Division V at Kunkun river riparian (NCR RSPO 01506)</p>	<p>NC</p>
<p><b>4.4.3</b> Appropriate treatment of mill effluent to required levels and regular monitoring of discharge quality, especially Biochemical Oxygen Demand (BOD), shall be in compliance with national regulations (Criteria 2.1 and 5.6).</p>			
	<p>a. Is the mill effluent treatment process in place?</p> <p>b. Is there a process in place for checking and monitoring water discharge quality, particularly BOD?</p> <p>c. Is the water discharge quality in compliance with national regula-</p>	<p>Sikakara POM already have 10 waste water treatment plant, consists of 2 accidification pond, 2 primary anaerobic pond, 2 secondary anaerobic pond, 2 facultative pond, and 1 aerobic pond, and 1 last pond for discharge waste water to river flows (bintuas river)</p> <ul style="list-style-type: none"> <li>• Pond 1 capacity 3300 m3</li> <li>• pond 2 capacity 3300 m3</li> <li>• pond 3 capacity 3300 m3</li> <li>• pond 4 capacity 10500 m3</li> <li>• pond 5 capacity 10500 m3</li> <li>• pond 6 capacity 10500m3</li> <li>• pond 7 capacity 10500 m3</li> <li>• pond 8 capacity 12300 m3</li> <li>• pond 9 capacity 6000 m3</li> </ul>	<p>C</p>

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	<p>tions?</p> <p>d. Does the mill have a license for treatment, discharge or land application of mill effluent, and is the mill in compliant with the requirements of the license?</p>	<ul style="list-style-type: none"> <li>pond 10 capacity 32500 m3.</li> </ul> <p>Company also has regularly test the quality for palm oil mill effluent, for examples :</p> <table border="1" data-bbox="808 539 1632 794"> <thead> <tr> <th rowspan="2">Parameter</th> <th rowspan="2">Unit</th> <th rowspan="2">Std Qlty</th> <th colspan="3">Results (2017)</th> </tr> <tr> <th>May</th> <th>June</th> <th>July</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>-</td> <td>6-9</td> <td>8.04</td> <td>8.12</td> <td>8.11</td> </tr> <tr> <td>N total</td> <td>mg/l</td> <td>50</td> <td>17.64</td> <td>23.31</td> <td>16.38</td> </tr> <tr> <td>TSS</td> <td>mg/l</td> <td>250</td> <td>206</td> <td>139</td> <td>172</td> </tr> <tr> <td>Oil &amp; grease</td> <td>mg/l</td> <td>25</td> <td>9</td> <td>10</td> <td>6</td> </tr> <tr> <td>COD</td> <td>mg/l</td> <td>350</td> <td>217,42</td> <td>196.32</td> <td>186.72</td> </tr> <tr> <td>BOD</td> <td>mg/l</td> <td>100</td> <td>98,8</td> <td>98.6</td> <td>96.4</td> </tr> </tbody> </table> <p>Keterangan : BmMyang digunakan adalah KepMenLH no 5 tahun 1995.</p> <p>All of waste water management has been reported to institution, for examples by. Misalkan laporan triwulan II tahun 2017 yang telah dilaporkan kepada dinas lingkungan hidup kabupaten Mandailing natal dan bupati mandailing natal pada tanggal 14 juni 2017</p> <p>Waste water from Sikakara POM are discharge in to river flows, and company already have waste water discharge permit based on Head of Mandailing Natal regent no 658.31/284/K/2014 on april 7 2014 and valid until 2017.</p> <p>Pada tanggal 11 maret 2017 perusahaan melalui surat nomor 001/DIR/RMM/III/2017 telah mengajukan permohonan perpanjangan ijin pembuangan limbah cair ke adan air kepada Buapti Mandaling /natal.</p> <p>Perusahaan juga telah menunjukkan surat keterangan dari dinas lingkungan hidup kabupaten mandailing natal nomor 660/174/DLH/2017 tanggal 28 Juli 2017 yang menjelaskan bahwa PT Rimba Mujur Mahkota sedang dalam proses pengurusan dari instansi.</p>	Parameter	Unit	Std Qlty	Results (2017)			May	June	July	pH	-	6-9	8.04	8.12	8.11	N total	mg/l	50	17.64	23.31	16.38	TSS	mg/l	250	206	139	172	Oil & grease	mg/l	25	9	10	6	COD	mg/l	350	217,42	196.32	186.72	BOD	mg/l	100	98,8	98.6	96.4	
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<p><b>4.4.4</b> Mill water use per tonne of Fresh Fruit Bunches (FFB) (see Criterion 5.6) shall be monitored.</p>																																																

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																																				
	<p>a. Are there procedures to measure mill water usage, and are the procedures implemented?</p> <p>b. Are there records of mill water use per tonne of Fresh Fruit Bunches (FFB)?</p>	<p>Mechanism of water usage monitoring explained in water management process and procedure water treatment plant SOP.Dir.PKS-10 on 11 July 2011</p> <p>Company shown regularly water usage monitoringTfor examples for jan-august 2017 periods,t :</p> <table border="1" data-bbox="869 619 1529 1098"> <thead> <tr> <th>Month (2017)</th> <th>FFB processes (ton)</th> <th>Water usages (m3)</th> <th>m<sup>3</sup>/ton TBS</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>17431</td> <td>20110</td> <td>1.15</td> </tr> <tr> <td>February</td> <td>15569</td> <td>19880</td> <td>1.28</td> </tr> <tr> <td>March</td> <td>22047</td> <td>22800</td> <td>1.03</td> </tr> <tr> <td>April</td> <td>21112</td> <td>22400</td> <td>1.06</td> </tr> <tr> <td>May</td> <td>22222</td> <td>20500</td> <td>0.92</td> </tr> <tr> <td>June</td> <td>19524</td> <td>20670</td> <td>1.06</td> </tr> <tr> <td>July</td> <td>30101</td> <td>31400</td> <td>1.04</td> </tr> <tr> <td>August</td> <td>26164</td> <td>27850</td> <td>1.06</td> </tr> </tbody> </table> <p>Water usages budget penggunaan air for 2017 are 1.7 m3/tonne FFB process, and realization during January to August 2017 are still below budget.</p> <p>Management also have water utilization permit based on keputusan kepada badan pelayanan perijinan terpadu nomor 610/105/BPPTSU/2/12/1/X/2014 tanggal 2 Oktober 2014, valid until 23 september 2017.</p> <p>Pada tanggal 28 agustus 2017 melalui surat nomor 006/DIR-RMM/VII/2017 perusahaan telah mengajukan permohonan perpnajangan izin pengambilan air permukaan kepada kepada dinas penanaman modal dan pelayanan perijinan terpadu. Dan sampai</p>	Month (2017)	FFB processes (ton)	Water usages (m3)	m <sup>3</sup> /ton TBS	January	17431	20110	1.15	February	15569	19880	1.28	March	22047	22800	1.03	April	21112	22400	1.06	May	22222	20500	0.92	June	19524	20670	1.06	July	30101	31400	1.04	August	26164	27850	1.06	C
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		<p>dengan tanggal 25 (melalui website online) september 2017 diketahui bahwa proses permohonan perpanjangan izin berada pada tahapan entri data.</p> <p>PKS Sikarakara juga memiliki rekaman pembayaran retribusi air permukaan kepada Dispenda Provinsi Sumatera Utara pda tanggal 29 agustus 2017 untuk retribusi bulan juli 2017 melalui transfer bank.</p>	
4.5	Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management techniques.		
	<p><b>4.5.1 (M) Implementation of Integrated Pest Management (IPM) plans shall be monitored.</b>  <b>Guidance:</b>  <i>Growers should apply recognised IPM techniques, incorporating cultural, biological, mechanical and physical methods to minimise the use of chemicals.</i>  <i>Native species should be used in biological control where possible.</i></p>		
	<p>a. Is there a documented IPM plan?</p> <p>b. Does the IPM plan include the following?</p> <ul style="list-style-type: none"> <li>• Identification of potential pests and thresholds</li> <li>• What are the techniques used (cultural, biological, mechanical and physical methods)?</li> <li>• What are the native species used as part of the biological control method?</li> <li>• Does it help in reducing the use of chemicals over a period of time?</li> </ul>	<p>a. Perusahaan telah secara konsisten menyusun program implementasi pengendalian hama terpadu (PHT) disetiap divisi. Adapun rencana pengendalian hama terpadu yang direncanakan adalah:</p> <ul style="list-style-type: none"> <li>• Sensus hama dan penyakit</li> <li>• Pengembangan tanaman bermanfaat dan predator alami</li> </ul> <p>b. Penyusunan program PHT telah mempertimbangkan hal-hal sebagai berikut:</p> <ul style="list-style-type: none"> <li>• Identifikasi potensial hama dan penyakit melalui sensus yang dilakukan secara random setiap bulan dan secara menyeluruh setiap 3 bulan sekali.</li> <li>• Jenis teknis pengendalian hama dan penyakit tanaman seperti: pengendalian secara biologis, mekanis maupun fisik (hand picking). Berdasarkan observasi dokumen dan wawancara dengan petugas PHT diketahui bahwa jenis pengendalian yang ditetapkan oleh perusahaan adalah secara biologis dengan memanfaatkan tanaman bermanfaat (<i>Casia Cobanensis</i>, <i>Turnera subulata</i> dan <i>Antigonon</i>, sp) dan predator alami (<i>Tyto alba</i>).</li> </ul> <p>c. Berdasarkan hasil observasi lapangan diketahui bahwa perusahaan telah melakukan penanaman <i>Turnera Subulata</i> dan <i>Casia Cobanensis</i> di areal pinggir blok jalan main road. Sedangkan <i>Antigonon</i> ditanam di se-</p>	C

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	<ul style="list-style-type: none"> <li>• Prophylactic use of pesticides</li> <li>• Minimization of pesticide use</li> <li>• Review on the plans to suit the present condition such as replanting?</li> </ul> <p>c. Is there an SOP to implement the plan and monitor its effectiveness?</p> <p>d. Is there records of pest occurrence and control?</p>	<p>tiap sudut blok.</p> <p>d. Perusahaan dapat menunjukkan hasil sensus hama dan penyakit serta pengendalian yang dilakukan berdasarkan hasil sensus. Selama tahun 2017 pengendalian hanya dilakukan untuk jenis hama tikus.</p>	
<b>4.5.2</b> Training of those involved in IPM implementation shall be demonstrated.			
	Is there records of training provided to those involved in the implementation of IPM?	Perusahaan telah memberikan pelatihan kepada seluruh petugas terkait dengan penerapan PHT. Pelatihan dilakukan pada February 2, 2016 dan pada tahun 2017, perusahaan kembali memprogramkan dan memberikan pelatihan kepada petugas terkait dengan penerapan PHT. Realisasi refreshment training tersebut dilakukan pada tanggal 17 Maret 2017. Bukti pelatihan yang ditunjukkan adalah foto kegiatan, daftar hadir dan materi pelatihan.	C
<b>4.6</b>	Pesticides are used in ways that do not endanger health or the environment.		
	<p><b>4.6.1 (M)</b> Justification of all pesticides used shall be demonstrated. The use of selective products that are specific to the target pest, weed or disease and which have minimal effect on non-target species shall be used where available.</p> <p><b>Specific Guidance:</b>  <b>For 4.6.1:</b> Measures to avoid the development of resistance (such as pesticide rotations) should be applied. The justification should consider less harmful alternatives and IPM.</p> <p><b>Guidance:</b>  The RSPO has identified some examples of alternatives to pesticide use, which include those listed in the 'Research project on Integrated Weed Management Strategies for Oil Palm; CABI, April 2011'.  Due to problems in the accuracy of measurement, monitoring of pesticide toxicity is not applicable to independent smallholders (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010).</p>		

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Does the organization have a policy on safe use of chemicals?</p> <p>b. Does the organization have SOPs for use of selective products that are specific to target pests, weeds, or diseases and which have minimal effect on non-target species?</p> <p style="padding-left: 20px;">i. Measures to avoid the development of resistance (such as pesticide rotation) should be applied.</p> <p style="padding-left: 20px;">ii. Is there a list of all pesticide with target species and justification of use?</p> <p style="padding-left: 20px;">iii. The justification should consider less harmful alternatives and IPM.</p> <p>c. Is there evidence of implementation of SOP on the ground?</p>	<p>a. Kebijakan tentang penggunaan bahan kimia yang aman dapat ditelusur pada dokumen Kebijakan Keselamatan dan Kesehatan Kerja (Doc No. 08/Dir.RMM/2014, Rev.01, 1 Mei 2015). Kebijakan tersebut telah disetujui oleh Top Management PT RMM. Didalam kebijakan tersebut, ketentuan tentang penggunaan bahan kimia yang aman, dijelaskan pada point 5 yaitu: Menghindari dan melarang pemakaian bahan kimia berbahaya pestisida yang masuk kategori Badan Kesehatan Dunia (WHO) kelas 1A atau 1B, atau tercantum dalam Konvensi Stockholm atau Rotterdam dan Paraquat, tidak digunakan.</p> <p>b. Perusahaan memiliki SOP untuk penggunaan produk selektif yang spesifik untuk menargetkan hama, gulma, atau penyakit dan yang memiliki dampak minimal pada spesies non-target dengan sistem rotasi pestisida.</p> <p>c. Bukti-bukti yang dapat ditunjukkan terkait dengan implementasi SOP adalah:</p> <ul style="list-style-type: none"> <li>• Perusahaan dapat menunjukan seluruh bahan kimia (pestisida) yang digunakan telah berizin dan terdaftar serta telah mendapatkan rekomendasi pemakaian dari instansi terkait dibidang ketenagakerjaan.</li> <li>• Perusahaan telah memberikan pelatihan tentang penggunaan bahan kimia, IPM dan kalibrasi alat yang dilakukan pada tanggal 17 Maret 2017.</li> <li>• Perusahaan tidak menggunakan pestisida berbahan aktif paraquat.</li> </ul>	<p>C</p>
	<p><b>4.6.2 (M)</b> Records of pesticides use (including active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications) shall be provided.</p>		

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	<p>a. Does the company have a pesticide application program?</p> <p>b. Is records of pesticides use available?</p> <p>c. Do the records detail the active ingredients used and their LD50, area treated, amount of active ingredients applied per ha and number of applications?</p>	<p>a. Program aplikasi pestisida disusun berdasarkan data sensus hama penyakit kecuali untuk pengendalian gulma. Khusus untuk pengendalian gulma, perusahaan telah menggunakan pestisida yang khusus mengendalikan jenis gulma tertentu yang terdapat di kebun. Didalam program pengendalian tersebut, perusahaan telah menentukan rotasi penggunaan bahan kimia. Misalnya:</p> <ul style="list-style-type: none"> <li>• Kegiatan circle and path spraying (semprot piringan dan pasar pikul) dilakukan dengan rotasi tiga kali dalam setahun.</li> <li>• Realisasi kegiatan seletive weeding dilakukan dengan rotasi 2 kali dalam setahun.</li> </ul> <p>b. Rekaman penggunaan pestisida dapat ditunjukkan untuk periode tahun 2017 (hingga Agustus 2017) dapat ditelusur melalui Rekaman Daftar Agro Kimia dan Rekaman penggunaan bahan kimia. Didalam rekaman daftar agro kimia dijelaskan informasi tentang merk dagang pestisida, bahan aktif, LD50, kategorisasi berdasarkan peraturan perundangan dan WHO, Nomor izin dan pendaftaran. Sedangkan didalam rekaman penggunaan bahan kimia dijelaskan informasi tentang Nama Divisi, Blok, Luasan, target spesies, bahan aktif, penggunaan bahan kimia, penggunaan per hektar dan atau per ton TBS.</p> <p>c. Lihat penjelasan pada point B.</p>	<p>C</p>
	<p><b>4.6.3 (M)</b> Any use of pesticides shall be minimised as part of a plan, and in accordance with Integrated Pest Management (IPM) plans. There shall be no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines.  <b>Specific guidance for 4.6.3:</b> <i>Justification of the use of such pesticides will be included in the public summary report.</i></p>		

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	<p>a. Does the company have an IPM plan?</p> <p>b. Has that plan been implemented?</p> <p>c. Is the effectiveness of the IPM plan monitored?</p> <p>d. Are there records showing that the use of pesticides have been minimised in accordance with Integrated Pest Management (IPM) plan?</p> <p>e. Has there been prophylactic use of pesticides? If so, justification must be provided in accordance to National Best Practices.</p>	<p>a. Perusahaan telah secara konsisten menyusun program implementasi pengendalian hama terpadu (PHT) disetiap divisi. Adapun rencana pengendalian hama terpadu yang direncanakan adalah:</p> <ul style="list-style-type: none"> <li>• Sensus hama dan penyakit</li> <li>• Pengembangan tanaman bermanfaat dan predator alami</li> </ul> <p>b. Berdasarkan hasil observasi lapangan diketahui bahwa perusahaan telah melakukan penanaman <i>Turnera Subulata</i> dan <i>Casia Cobanensis</i> di areal pinggir blok jalan main road. Sedangkan <i>Antigonon</i> ditanam di setiap sudut blok. Kemudian perusahaan dapat menunjukkan hasil sensus hama dan penyakit serta pengendalian yang dilakukan berdasarkan hasil sensus. Selama tahun 2017 pengendalian hanya dilakukan untuk jenis hama tikus</p> <p>c. Perusahaan melakukan monitoring terhadap efektivitas implementasi PHT. Hal ini dibuktikan dengan adanya evaluasi setiap akhir tahun tentang pencapaian target pemanfaatan burung hantu dan tanaman bermanfaat serta kegiatan sensus.</p> <p>d. Berdasarkan rekaman penggunaan bahan kimia diketahui bahwa penggunaan bahan kimia cenderung stabil dan khusus untuk gramoxone telah terdapat pengurangan penggunaannya jika dibandingkan penggunaan tahun 2015, 2016 dan 2017 (todate Juli 2017).</p> <p>e. Tidak terdapat penggunaan pestisida profilaksis.</p>	<p>C</p>
<p><b>4.6.4</b> Pesticides that are categorised as World Health Organisation Class 1A or 1B, or that are listed by the Stockholm or Rotterdam Conventions, and paraquat, are not used, except in specific situations identified in national Best Practice guidelines. The use of such pesticides shall be minimised and eliminated as part of a plan, and shall only be used in exceptional circumstances.</p>			

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	<p>a. Does the company have a complete listing of WHO class 1A, class 1B, and Stockholm or Rotterdam Conventions pesticide?</p> <p>b. Is there a policy, procedure or management plan committing to minimise and eliminate use of these pesticides and paraquat?</p> <p>c. Are there records of minimisation of pesticides and paraquat use?</p> <p>d. Where there is the use of the above pesticides or paraquat, has justification in line with national best practice guidelines been documented?</p> <p>e. Does physical verification of inventory in the chemical store agree back to the inventory records?</p>	<p>a. Perusahaan dapat menunjukan daftar penggunaan pestisida berdasarkan kategorisasi WHO, Stockholm dan Rotterdam Convention. Berdasarkan daftar penggunaan pestisida yang digunakan oleh perusahaan diketahui bahwa tidak terdapat penggunaan pestisida dengan kategori sangat berbahaya dan atau ekstrim. Adapun pestisida yang digunakan oleh perusahaan adalah: Prima up 480 SL, Meta Prima 20 WG, Agent 50 SC and Decis 25 EC, Primaxone 280 SL.</p> <p>b. Perusahaan telah memiliki kebijakan tentang Keselamatan dan Kesehatan Kerja dimana pada point 5 didalam kebijakan tersebut dijelaskan bahwa perusahaan menghindari dan melarang pemakaian bahan kimia berbahaya pestisida yang masuk kategori Badan Kesehatan Dunia (WHO) kelas 1A atau 1B, atau tercantum dalam Konvensi Stockholm atau Rotterdam dan Paraquat, tidak digunakan.</p> <p>c. Rekaman penggunaan pestisida didokumentasikan didalam rekaman penggunaan pestisida. Didalam rekaman tersebut menjelaskan tentang Nama Divisi, Blok, Luasan, target spesies, bahan aktif, penggunaan bahan kimia, penggunaan per hektar dan atau per ton TBS.</p> <p>d. Selama tahun 2016 perusahaan tidak menggunakan paraquat. Namun pada tahun 2017, perusahaan menggunakan pestisida berbahan aktif paraquat. Terhadap hal tersebut perusahaan telah melakukan justifikasi dengan memperhatikan dan melakukan hal-hal sebagai berikut:</p> <ol style="list-style-type: none"> <li>1. Pemberian Pelatihan Khusus kepada karyawan terkait dengan petunjuk dan tata cara penggunaan yang tepat</li> <li>2. Wajib memberikan APD yang tepat sesuai dengan penilaian potensi risiko.</li> <li>3. Pemberian informasi tentang SOP dan petunjuk kerja teknis.</li> <li>4. Pemberian informasi tentang MSDS</li> <li>5. Membuat pencatatan penggunaan pestisida yang memberikan informasi tentang bahan aktif, LD50, area aplikasi, jumlah bahan aktif per hektar dan rotasi aplikasi.</li> <li>6. Penyimpanan pestisida harus sesuai dengan praktik-praktik terbaik yang diakui.</li> <li>7. Seluruh wadah bekas pestisida harus dibuang dengan baik dan tidak digunakan untuk tujuan lain.</li> <li>8. Pengaplikasian pestisida harus melalui metode-metode yang sudah terbukti meminimalkan risiko dan dampak negative</li> <li>9. Melakukan pemeriksaan kesehatan secara rutin kepada pekerja sesuai periodenya.</li> </ol>	<p>C</p>

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		<p>10. Penggunaan pestisida harus diminimalkan dan terdapat rencana pengurangan penggunaan pestisida.</p> <p>Berdasarkan rekaman penggunaan pestisida PT RMM diketahui bahwa rencana penggunaan pestisida berbahan aktif paraquat pada tahun 2017 adalah 5.162 liter (actual hingga Agustus 2017 adalah 3.443 liter) sedangkan pada tahun 2018 direncanakan penggunaan paraquat adlaah 4.656 liter. Penggunaan paraquat dikhususkan untuk kegiatan pengendalian gulma anak kayu dan pakisan dengan dosis 0.33 liter / Ha.</p> <p>e. Berdasarkan observasi ke gudang penyimpanan bahan kimia, diketahui bahwa terdapat 4 jenis pestisida yang disimpan dan masih terdapat stock di gudang yaitu: Prima up 480 SL (No. Izin: 01030120031779), Meta Prima 20 WG (No. Izin: 01030120031897), Agent 50 SC (No. Izin: 01010120093513) and Decis 25 EC (No. Izin: 0101011979387), Pri-maxone 280 SL (No. Izin: 01030120113991).</p>	
	<p><b>4.6.5 (M)</b> 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).</p>		
	<p>a. Is there SOP for chemicals/pesticides handling?</p> <p>b. Is there a training plan and training records for workers who apply or handle pesticides?</p> <p>c. Is there evidence that training has been conducted in an appropriate language understood by the workers?</p> <p>d. Are pesticides handled, used or applied only by persons who have completed the necessary training?</p> <p>e. Are the workers involved in chem-</p>	<p>a. Perusahaan telah memiliki prosedur tentang Penanganan Bahan Kimia Berbahaya (No. Dokumen: SOP.Dir.TAN-25 rev. 00 tanggal 1 April 2014).</p> <p>b. Perusahaan dapat menunjukkan rekaman pelatihan penanganan pestisida yang dilakukan pada 17 Maret 2017 dan 24 Juni 2017 terkait dengan penanganan tumpahan B3. Pelatihan tersebut merupakan refreshment. Selain pelatihan yang dilakukan secara internal, perusahaan juga telah memberikan pelatihan khusus penggunaan pestisida paraquat kepada tim semprot. Pelatihan tersebut bekerjasama dengan pihak instansi terkait (Komisi Pestisida Propinsi Sumatera Utara). Pelatihan tersebut dilakukan pada 22 April 2017.</p> <p>c. Pada saat audit dilakukan, tidak terdapat kegiatan pengendalian dengan bahan kimia di lapangan. Namun tim auditor melakukan wawancara secara sampling dengan pekerja spraying yang dilakukan di kompleks emplacement karyawan. Berdasarkan hasil wawancara dengan para pekerja spraying yang menjadi sampling diketahui bahwa para pekerja dapat menjelaskan dengan baik urutan kerja, cara kerja aman dan pengetahuan tentang bahaya bahan kimia bagi lingkungan. Para pekerja memahami bahwa kegiatan</p>	<p>C</p>



CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>ical handling or application able to demonstrate understanding of the hazards and risks related to chemicals used when interviewed?</p> <p>f. Are pesticides always applied in accordance with the product label?</p> <p>g. Are MSDS for pesticides used readily available for easy reference?</p> <p>h. Is appropriate safety and application equipment provided and used?</p> <p>i. Is PPE used appropriate according to recommendations in any risk assessments done?</p> <p>j. Is appropriate PPE provided and used, and can it be easily replaced if damaged?</p> <p>k. Does the management checked the workers usage of appropriate PPEs?</p>	<p>spraying tidak boleh dilakukan pada areal sempadan sungai dan dilakukan oleh pekerja wanita yang sedang hamil dan menyusui serta mereka mengaku telah mendapatkan pelatihan dari perusahaan.</p> <p>d. Para pekerja yang menjadi objek wawancara seluruhnya telah mengikuti dan diberikan pelatihan terkait dengan penanganan pestisida secara aman, efektif dan efisien.</p> <p>e. Berdasarkan wawancara dengan para pekerja spraying, mandor dan operator gudang bahan kimia diketahui bahwa seluruhnya mampu menjelaskan dampak dari penggunaan pestisida baik bagi lingkungan maupun manusia apabila tidak dilakukan dengan tepat.</p> <p>f. Berdasarkan wawancara dengan mandor spraying diketahui bahwa dosis penggunaan yang dilakukan adalah 0,75 - 1,5 l/ha untuk jenis pestisida Prima up 480 SL. Penyemprotan dilakukan pada tanaman menghasilkan.</p> <p>g. Mandor spraying memahami MSDS untuk setiap jenis bahan kimia yang digunakan. MSDS tersedia di gudang penyimpanan bahan kimia dan dalam buku kerja mandor. MSDS yang tersedia tersebut disusun dengan menggunakan Bahasa Indonesia.</p> <p>h. Menurut penjelasan dari pekerja spraying yang diwawancara APD para pekerja disediakan oleh perusahaan dan wajib digunakan pada saat bekerja.</p> <p>i. Berdasarkan wawancara dengan pekerja spraying dan mandor diketahui bahwa penyediaan APD yang dilakukan oleh perusahaan telah sesuai dengan matriks identifikasi risiko pekerjaan spraying. Adapun APD yang digunakan adalah Helm (berfungsi sebagai proteksi bahaya kejatuhan benda dari atas seperti pelepah), Kacamata (melindungi mata dari bahaya bahan kimia), Sarung tangan kulit (melindungi kulit tangan dari efek bersentuhan dengan bahan kimia), Masker (melindungi agar pestisida tidak terhirup secara langsung dan menyaring racun yang terdapat pada pestisida), Apron (melindungi kulit tubuh dari bersentuhan secara langsung dengan bahan kimia), Sepatu (melindungi kaki dari kemungkinan tertusuk duri dan atau serangan hewan).</p> <p>j. APD yang disediakan oleh perusahaan telah sesuai dengan analisa risiko (lengkap). Jika terdapat kerusakan, para pekerja telah memahami mekanisme penggantian APD. Para pekerja menjelaskan jika APD rusak, maka pekerja melaporkan kepada Mandor disertai</p>	



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p>dengan bukti APD yang telah rusak tersebut lalu kemudian mandor akan melaporkan kepada assistant lapangan untuk selanjutnya diproses pada bagian terkait.</p> <p>k. Mekanisme yang diterapkan oleh perusahaan untuk memastikan APD digunakan oleh pekerja pada saat bekerja di lapangan adalah dengan memastikan pada saat muster morning seluruh pekerja telah membawa dan menggunakan APD sesuai dengan jenis risiko pekerjaan di lapangan.</p>	
	<p><b>4.6.6 (M)</b> 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).  <b>Specific guidance for 4.6.6:</b> <i>Recognised best practice includes: Storage of all pesticides as prescribed in the FAO International Code of Conduct on the distribution and use of pesticides and its guidelines, and supplemented by relevant industry guidelines in support of the International Code (see Annex 1).</i></p>		
	<p>a. Has the SOP for pesticide storage been documented and implemented?</p> <p>b. Are all pesticides stored according to recognised best practices?</p> <p>c. Is there evidence that empty pesticide containers are properly stored and disposed off and not used for other purposes?</p> <p>d. Is there evidence observed in the field that pesticide containers are indiscriminately disposed (in dump site) or used for other purposes, .e.g. as waste containers, flower pots?</p>	<p>a. Berdasarkan observasi lapangan di gudang penyimpanan pestisida Kebun Sikarakara diketahui bahwa perusahaan telah menerapkan prosedur penyimpanan pestisida sebagaimana diatur didalam SOP perusahaan. Bahan kimia (pestisida) telah disusun pada rak penyimpanan dengan aman, mudah dijangkau dan telah dilengkapi dengan MSDS, sarana tanggap darurat serta secondary containment untuk menghindari terjadinya tumpahan yang langsung ke lingkungan pada saat proses penyampuran bahan.</p> <p>b. Lihat penjelasan pada point A</p> <p>c. Setiap bekas kemasan pestisida yang sudah tidak digunakan lagi, dikumpulkan dan ditempatkan di Tempat Penyimpanan Sementara Limbah B3 untuk kemudian diangkut dan dikumpulkan kepada pihak ketiga yang telah memiliki izin dari pemerintah. Berdasarkan observasi lapangan diketahui bahwa tidak terdapat upaya pemanfaatan kembali bekas kemasan untuk kegiatan yang tidak berkaitan dengan bahan tersebut. Pemanfaatan kembali bekas kemasan bahan kimia dilakukan hanya sebagai wadah untuk melakukan pencampuran bahan kimia yang sejenis.</p> <p>d. Berdasarkan observasi lapangan di perumahan Divisi VIII diketahui tidak terdapat bekas kemasan pestisida dibuang pada tempat sampah dan digunakan sebagai wadah lain dan atau pot bunga.</p>	C
	<p><b>4.6.7</b> Application of pesticides shall be by proven methods that minimise risk and impacts.</p>		

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	<ul style="list-style-type: none"> <li>a. Is there work instruction for pesticide application?</li> <li>b. Is there training provided on work instruction including risk and impacts of pesticide applications?</li> </ul>	<ul style="list-style-type: none"> <li>a. Perusahaan telah memiliki prosedur tentang Penanganan Bahan Kimia Berbahaya (No. Dokumen: SOP.Dir.TAN-25 rev. 00 tanggal 1 April 2014). Didalam prosedur tersebut telah dijelaskan mengenai kaidah tentang kualifikasi personil, Alat pelindung diri, teknik penyemprotan dan kalibrasi alat dll.</li> <li>b. Perusahaan dapat menunjukan rekaman pelatihan penanganan pestisida yang dilakukan pada 17 Maret 2017 dan 24 Juni 2017 terkait dengan penanganan tumpahan B3. Pelatihan tersebut merupakan refreshment. Selain pelatihan yang dilakukan secara internal, perusahaan juga telah memberikan pelatihan khusus penggunaan pestisida paraquat kepada tim semprot. Pelatihan tersebut bekerjasama dengan pihak instansi terkait (Komisi Pestisida Propinsi Sumatera Utara). Pelatihan tersebut dilakukan pada 22 April 2017.</li> </ul>	C
<p><b>4.6.8 (M)</b> Pesticides shall be applied aerially only where there is documented justification. Communities shall be informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application.</p>			
	<ul style="list-style-type: none"> <li>a. Has aerial spray been applied? If yes, is there documented justification?</li> <li>b. Is the impact and risk associated with aerial application documented and made available?</li> <li>c. Are the identified affected communities informed of impending aerial pesticide applications with all relevant information within reasonable time prior to application?</li> </ul>	Not Applicable	NA
<p><b>4.6.9</b> Maintenance of employee and associated smallholder knowledge and skills on pesticide handling shall be demonstrated, including provision of appropriate information materials (see Criterion 4.8).</p>			

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	<p>a. Has the company provided information materials on pesticide handling to all employees and associated smallholders (if any) (see Criterion 4.8)?</p> <p>b. Is there evidence of periodic training (in appropriate language) of employees and associated smallholders on pesticide handling?</p> <p><b>Note for auditor :</b> Interview with workers and smallholders on their knowledge and skills in pesticides handling.</p>	<p>a. Perusahaan dapat menunjukan rekaman pelatihan penanganan pestisida yang dilakukan pada 17 Maret 2017 (refreshment) dan 24 Juni 2017 (refreshment) terkait dengan penanganan tumpahan B3. Pelatihan tersebut merupakan refreshment. Selain pelatihan yang dilakukan secara internal, perusahaan juga telah memberikan pelatihan khusus penggunaan pestisida paraquat kepada tim semprot. Pelatihan tersebut bekerjasama dengan pihak instansi terkait (Komisi Pestisida Propinsi Sumatera Utara). Pelatihan tersebut dilakukan pada 22 April 2017.</p> <p>b. Lihat penjelasan pada point A.</p>	C
<p><b>4.6.10</b> Proper disposal of waste material, according to procedures that are fully understood by workers and managers shall be demonstrated (see Criterion 5.3).</p>			
	<p>a. Is there an SOP for proper disposal of waste material?</p> <p>b. Is there training provided to workers and managers on proper waste disposal?</p> <p>c. Is there evidence of implementation of proper ways for waste disposal by the company?</p>	<p>a. Perusahaan telah memiliki prosedur tentang Hazardous Waste Handling (SOP.Dir.PKS-37; Rev.01, 12-12-2011).</p> <p>b. Perusahaan dapat menunjukan rekaman pelatihan penanganan pestisida yang dilakukan pada 17 Maret 2017 (refreshment) dan 24 Juni 2017 (refreshment) terkait dengan penanganan tumpahan B3. Pelatihan tersebut merupakan refreshment. Selain pelatihan yang dilakukan secara internal, perusahaan juga telah memberikan pelatihan khusus penggunaan pestisida paraquat kepada tim semprot. Pelatihan tersebut bekerjasama dengan pihak instansi terkait (Komisi Pestisida Propinsi Sumatera Utara). Pelatihan tersebut dilakukan pada 22 April 2017.</p> <p>c. Berdasarkan observasi di lapangan baik gudang penyimpanan bahan kimia maupun Tempat Penyimpanan Sementara Limbah B3 diketahui bahwa perusahaan telah melakukan upaya pengelolaan dan penanganan bekas kemas bahan kimia dengan baik. Setiap bekas kemasan bahan kimia yang telah habis terpakai, diserahkan dan disimpan di TPS limbah B3 untuk kemudian diangkat dan dikumpulkan oleh pihak ketiga yang telah memiliki izin dari pemerintah.</p>	C
<p><b>4.6.11 (M)</b> Specific annual medical surveillance for pesticide operators, and documented action to treat related health conditions, shall be</p>			

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	demonstrated.		
	<ul style="list-style-type: none"> <li>a. Is there an updated list of pesticide operators?</li> <li>b. Is there records of annual medical surveillance of pesticide operators?</li> <li>c. Is there medical and treatment records of all pesticide operators?</li> </ul>	<ul style="list-style-type: none"> <li>a. Perusahaan dapat menunjukan daftar pekerja / operator pestisida / bahan kimia lainnya (pupuk) di Kebun Sikarakara. Berdasarkan dokumen tersebut diketahui bahwa terdapat 59 pekerja dengan rincian Divisi I (4 pekerja), Divisi II (11 pekerja), Divisi III (4 pekerja), Divisi IV (7 pekerja), Divisi V (12 pekerja), Divisi VI (5 pekerja), Divisi VII (4 pekerja), Divisi VIII (6 pekerja), Divisi Plasma (6 pekerja). Berdasarkan jenis kelamin: Pria (3 pekerja) dan Wanita (56 pekerja).</li> <li>b. Terakhir kali pemeriksaan kesehatan dilakukan pada 12 September 2017. Pemeriksaan yang dilakukan meliputi pengecekan kesehatan secara umum dan khusus (pemeriksaan kimia darah). Sampai dengan audit dilakukan, hasil pemeriksaan kesehatan karyawan belum diterbitkan oleh Laboratorium pemeriksa.</li> <li>c. Berdasarkan hasil pemeriksaan kesehatan tahun 2016 diketahui seluruh karyawan spraying (yang berhubungan dengan bahan kimia) dinyatakan normal kadar cholinesterase.</li> </ul>	C
	<b>4.6.12 (M) No work with pesticides shall be undertaken by pregnant or breast-feeding women.</b>		
	<ul style="list-style-type: none"> <li>a. Is there a policy statement preventing pregnant and breast-feeding women from handling pesticides?</li> <li>b. Is there a lists of female workers handling pesticides available?</li> <li>c. Does the company have a system to identify pregnant and breast-feeding women?</li> <li>d. Is there evidence showing that pregnant and breast-feeding women are not allowed to handle pesticides?</li> </ul>	<ul style="list-style-type: none"> <li>a. Kebijakan tentang pelarangan wanita hamil dan menyusui melakukan aktifitas yang berhubungan dengan bahan kimia tercantum di dalam Surat Edara Direksi No. 04 / SE-SM / RMM / V / 2015.</li> <li>b. Perusahaan dapat menunjukan daftar pekerja / operator pestisida / bahan kimia lainnya (pupuk) di Kebun Sikarakara. Berdasarkan dokumen tersebut diketahui bahwa terdapat 59 pekerja dengan rincian Divisi I (4 pekerja), Divisi II (11 pekerja), Divisi III (4 pekerja), Divisi IV (7 pekerja), Divisi V (12 pekerja), Divisi VI (5 pekerja), Divisi VII (4 pekerja), Divisi VIII (6 pekerja), Divisi Plasma (6 pekerja). Berdasarkan jenis kelamin: Pria (3 pekerja) dan Wanita (56 pekerja).</li> <li>c. Dari data tersebut, sebagian besar karyawan / pekerja kimia adalah perempuan, dan perusahaan memiliki mekanisme untuk mengidentifikasi dan memastikan ibu hamil dan menyusui, yaitu dengan pengakuan sendiri dari para pekerja wanita, konsultasi &amp; pengecekan secara berkala oleh paramedis.</li> <li>d. Berdasarkan wawancara dengan pekerja spraying (pekerja wanita) diketahui bahwa tidak diperkenankan wanita hamil dan atau me-</li> </ul>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		nyusui bekerja di lapangan sebagai operator spraying.	
4.7	An occupational health and safety plan is documented, effectively communicated and implemented.		
	<p><b>4.7.1 (M)</b> A health and safety policy shall be in place. A health and safety plan covering all activities shall be documented and implemented, and its effectiveness monitored.</p> <p><b>Guidance:</b>  <i>Growers and millers should ensure that the workplace, machinery, equipment, transport and processes under their control are safe and without undue risk to health. Growers and millers should ensure that the chemical, physical and biological substances and agents under their control are without undue risk to health when appropriate measures are taken. All indicators apply to all workers regardless of status. The health and safety plan should also reflect guidance in ILO Convention 184 (see Annex 1).</i></p>		
	<p>a. Is there a health and safety policy in place?</p> <ul style="list-style-type: none"> <li>• Is it written in an appropriate language?</li> <li>• Has the policy been approved by an authorized personnel and dated?</li> <li>• Does the policy cover mitigation of risks to workers health and safety at all workplace activities?</li> <li>• Are the workers aware of and understand the policy?</li> </ul>	<p>a. The company has OSH policy sign by Director (Hasjim Oemar) on June 2017. The policy stated in Indonesia language. The OSH policy covering risk of work accident and preventif. The company has conduct socialization of OSH on 6 September 2017. Evidence of socialization such as attendant list and photo documentation.</p> <p>b. The company has annual program related OSH year 2016 and 2017. The program covering OSH aspect and equipped with the target. The program such as safety talk, introducing the OSH management system, introducing the function of OSH committee, identification of risk dangerous, OSH inspection, meeting of OSH committee and monitoring of fire.</p> <p>c. The company has realize the OSH program year 2016 and 2017 such as:</p> <ul style="list-style-type: none"> <li>• Simulation of fire control on 20 February 2016</li> <li>• Socialization of OSH on 11 March 2017</li> <li>• Medical checkup (cholinesterase) and audiometry on 15 - 16 March 2016 for 96 people</li> </ul>	C

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	<p>b. Is there a health and safety plan in place?</p> <ul style="list-style-type: none"> <li>• Does the plan include targets for improving occupational health and safety?</li> <li>• Does the plan reflect guidance provided in the ILO Convention 184 (see Annex 1)?</li> </ul> <p>c. Is there evidence of implementation of the plan?</p> <p>d. Is the effectiveness of the health and safety plan monitored?</p> <p>e. Is the health and safety plan made publicly available?</p> <p>f. Is there an action plan if targets are not achieved?</p>	<ul style="list-style-type: none"> <li>• Training of first aid on 11 March 2016</li> <li>• Socialization of OSH for chemist and fertilizing on 11 March 2016</li> <li>• Safety talk conduct every month</li> <li>• Socialization about fire land on 12 April 2016</li> <li>• Fire simulation on 10 September 2016</li> <li>• OSH patrol for PPE used on 6 August 2016</li> <li>• Internal audit related OSH on 29 November 2016</li> <li>• Training of risk management on 17 March 2017</li> <li>• Training of handling and management of hazardous chemical and pesticide on 17 March 2017</li> <li>• Fire simulation on 10 June 2017</li> <li>• Simulation of earthquake respond on 17 June 2017</li> <li>• Simulation of emergency after fire on 10 June 2017</li> <li>• Simulation of emergency for spill the hazardous and toxic material Simulasi tanggap darurat tumpahan B3 on 24 June 2017</li> </ul> <p>d. The company conduct monitoring for implementation the program by OSH inspection each month.</p> <p>e. The OSH program has distributed to each unit.</p> <p>f. The company has due date to implemented the OSH program and if any program does not implemented will evaluated and adding into the next year program.</p>	
<p><b>4.7.2 (M)</b> All operations where health and safety is an issue shall be risk assessed, and procedures and actions shall be documented and implemented to address the identified issues. All precautions attached to products shall be properly observed and applied to the workers.</p>			

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>a. Have risk assessments been conducted for all operations where health and safety is an issue?</li> <li>b. Does the risk assessment cover all the organization's processes and activities?</li> <li>c. If any accidents had occurred, were these included in the risk assessments with action plans to prevent further recurrence?</li> <li>d. Have the procedures and action plans been documented and implemented to address the identified issues?</li> <li>e. Have all precautions attached to products been properly observed and applied to the workers?</li> </ul>	<ul style="list-style-type: none"> <li>a. The company has conduct identification of risk dangerous, assessment and risk management for each activity in the mill and estate that stated in Form/TGD-03 revision 01..</li> <li>b. The identification of aspect and dangerous has covering entire activity.</li> <li>c. The company has record of work accident. The company has form of work accident and investigation form. The form described if any work accident occur, there is corrective action and due date of corrective action to preventif the accident reoccure.</li> <li>d. The company has procedure of aspect and dangerous and risk assessment (SOP.Dir.SMK3-12 revision 00 effective date 17 June 2014). The company has conduct identification aspect and impact in accordance with procedure that stated in Form/TGD-03 revisi 01.</li> <li>e. Based on interviews with the fertilizer employees of Division 2 Block B-2 it is known that the clothes that have been contaminated of hazardous and toxic waste brought to home and washed at home. This condition raised as Non-conformity (RSPO 01507)</li> </ul>	<p>NC</p>
	<p><b>4.7.3 (M)</b> 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.</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Are all workers involved in the operation appropriately trained in safe working practices (see Criterion 4.8)?</p> <p>b. Are OSH training programs and training records available and conducted by qualified persons?</p> <p>c. Is adequate and appropriate protective equipment 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?</p> <p>d. Is PPE provided to workers and replaced when damaged?</p> <ul style="list-style-type: none"> <li>• Does the organization maintain a list of PPE distribution?</li> </ul> <p>e. Are workers observed wearing appropriate PPE?</p>	<p>a. The company has conduct training of safe working for entire worker at mill and estate on 11 March 2016 (application of chemical material and fertilizing) and 17 March 2017 (handling and management of hazardous chemical and pesticide).</p> <p>b. The company has training plan relted OSH year 2016 such as handling of hazardous and toxic chemical, socialization of OSH committee, first aid training, simulation of fire, training of earthquake simulation, simulation of spill the hazardous and toxic material, fire simulation and training of equipment maintenance at the mill. The realization related training program year 2016 such as:</p> <ul style="list-style-type: none"> <li>• Dated 11 March 2016 related application of chemical material and fertilizing</li> <li>• Dated 20 February 2016 and 10 September 2016 related fire simulation</li> <li>• Dated 20 February 2016 related simulation of earthquake</li> <li>• Dated 20 February 2016 related simulation of spill the hazardous and toxic material</li> </ul> <p>c. The company has letter from Director (No.02/SE/Dir-RMM/VII/2014 dated 25 July 2014) about PPE where the letter described that the providing PPE in accordance with type of activity. The company has record of handover PPE. For example on 3 July 2017 i.e. safety boot for mill worker</p> <p>d. The company has letter from Director (No.02/SE/Dir-RMM/VII/2014 dated 25 July 2014) about PPE where the letter described that the providing PPE in accordance with type of activity. The company has record of handover PPE. For example on 3 July 2017 i.e. safety boot for mill worker</p> <p>e. During field visit to mill and estate found the worker wearing appropriate PPE.</p>	<p>C</p>



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	<p><b>4.7.4 (M)</b> The responsible person/persons shall be identified. There shall be records of regular meetings between the responsible person/s and workers. Concerns of all parties about health, safety and welfare shall be discussed at these meetings, and any issues raised shall be recorded.</p>		
	<p>a. Has the company identified the responsible person/persons to implement OSH?</p> <p>b. Are meetings between the responsible persons and workers conducted on a regular basis, or as required by law, if any?</p> <p>c. Are minutes of meeting recording attendees and issues discussed available?</p> <p>d. Are concerns of all parties about health, safety and welfare discussed at these meetings?</p> <p><b>Note to Auditor</b> : Interviews with workers reflect compliance to a-d above.</p>	<p>a. The company has responsible person to implemented the OSH stated in OSH committee approval by Head of Labor agency Mandailing Natal District with No. 560/216/Disnaker/2017 dated 5 April 2017. The company has expert of OSH on behalf Julius Fernando Sihotang (No. Reg.20438/PK3/AJ/12/2015/PO).</p> <p>b. Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company. This condition raised as Non-conformity (NCR RSPO 01508). The company has sent report of OSH to related agency. Report of Triwulan I reported on 11 April 2016, report of Triwulan II reported on 18 July 2016, report of Triwulan III reported on 17 October 2016, report of Triwulan IV reported on 10 January 2017, report of Triwulan I reported on 18 April 2017 and report of Triwulan II reported on 14 July 2017</p> <p>c. The company has record of OSH committee meeting. For example: 30 March 2017, 2 April 2016, 6 August 2016, 28-29 November 2016 , 31 March 2017 dan 27-28 April 2017</p> <p>d. Committee of occupational health and safety has not yet discussed the aspects of work accidents that occurred in the company. This condition raised as Non-conformity (NCR RSPO 01508).</p>	<p>NC</p>
	<p><b>4.7.5</b> 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.</p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Are there SOPs for accidents and emergencies?</p> <ul style="list-style-type: none"> <li>• Do these cover all major potential emergencies, such as, but not limited to fire, chemical spillage, and potential natural disasters specific for the region, e.g. earthquakes, volcanoes, etc.?</li> <li>• Are accidents investigated and action taken to prevent recurrence</li> <li>• Are accident records provided to the local authority in accordance with local legal requirements, if any</li> <li>• Available in the appropriate language of the workforce?</li> </ul> <p>b. Are the instructions on emergency procedures clearly understood by</p>	<p>a. The company has emergency procedure (SOP.Dir.SMK3-03 revision 01 effective date 2 September 2013) covering pollution of hazardous and toxic material, fire, sabotage, earthquake. Record of work accident has reported to related agency through report of OSH committee every 3 month.</p> <p>b. The procedure has socialize to worker.</p> <p>c. The company has first aid officer on behalf Eri Ansony Butar-butur (No. Reg.28823/P3K/KK/12/2017)</p> <p>d. Training of first aid conduct on 6 June 2014, 11 March 2016 and 17 March 2017. There is evidence such as attendant list and photo documentation.</p> <p>e. During field visit to spraying activity Block H-20 at Aek Kulim estate, harvesting Block J-28 and mill found the first aid box available in accordance with Permenaker No.15 year 2008</p> <p>f. The company has conduct periodic monitoring each month for first aid content.</p> <p>g. The company has record of work accident. The company has form of work accident and investigation form. The form described if any work accident occur, there is corrective action and due date of corrective action to preventif the accident reoccurr.</p>	<p>C</p>

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	<p>all workers?</p> <p>c. Are assigned operators trained in First Aid present in both field and other operations?</p> <p>d. Is there records of training of the first aiders?</p> <p>e. Is first aid equipment available at worksites? Is the equipment available during conduct of field manual work?</p> <p>f. Are first aid kits adequately stocked and regularly checked in accordance with local legal requirements?</p> <p>g. Are records of all accidents kept and periodically reviewed for continuous improvement?</p>		
<p><b>4.7.6</b> All workers shall be provided with medical care, and covered by accident insurance.</p>			

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	<p>a. Is there evidence that all workers are provided with medical care (refer to Criterion 6.5.3), and covered by accident insurance by the company? For contract workers, the contract between the company and the contractor shall be in compliance.</p> <p>b. For accidents that have occurred, is there evidence that the affected workers received appropriate medical treatment, and was able to claim and receive compensation under the insurance policy (if relevant)?</p> <p>c. Is there evidence that the insurance policies are valid?</p>	<p>a. Mill: The company provided medical care for employee i.e. clinic. The company register the employee to health insurance and labor insurance. Based on payment of labor insurance (BPJS Ketenagakerjaan) of August 2017, the company has paid labor insurance as much IDR. 38.155.049 through Bank Artha Graha on 14 September 2017 with total employee as much as 137 people. For helath insurance (BPJS Kesehatan) of August 2017, the company has paid health insurance (BPJS Kesehatan) as much IDR. 17.307.810 with total employee as much as 137 people.</p> <p>Estate: The company provided medical care for employee i.e. clinic. The company register the employee to health insurance and labor insurance. Based on payment of labor insurance (BPJS Ketenagakerjaan) of August 2017, the company has paid labor insurance as much IDR. 220.188.347 through Bank Artha Graha on 14 September 2017 with total employee as much as 980 people. For helath insurance (BPJS Kesehatan) of August 2017, the company has paid health insurance (BPJS Kesehatan) as much IDR. 110.004.959 with total employee as much as 980 people</p> <p>b. The company has record of work accident from January until December 2016. There is work accident as much as 154 cases. The company covers all medical expenses incurred in which the employee is treated at the company clinic.</p> <p>c. The company has certificate of participant of labor insurance and health insurance.</p>	C
	<p><b>4.7.7</b> Occupational injuries shall be recorded using Lost Time Accident (LTA) metrics.  <i><b>Specific Guidance for 4.7.7:</b> The National Interpretation will define the metrics for LTA. For countries where there are no national interpretations, the growers will determine their own metrics.</i></p>		
	<p>Are occupational injuries recorded using Lost Time Accident (LTA) metrics?</p>	<p>The company has record of work accident. Based on record of work accident year 2016, there is total lost time as much as 154 days and year 2017 ((until June 2017), there is total lost time as much as 52 days. The company has conduct investigation and evaluation for each accident to prevent the accident re-occur.</p>	C
4.8	<p>All staff, workers, smallholders and contract workers are appropriately trained.</p>		

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	<p><b>4.8.1 (M)</b> A formal training programme shall be in place that covers all aspects of the RSPO Principles and Criteria, and that includes regular assessments of training needs and documentation of the programme.</p> <p><b>Guidance:</b>  <i>Workers should be adequately trained on: the health and environmental risks of pesticide exposure; recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women); ways to minimise exposure to workers and their families; and international and national instruments or regulations that protect workers' health.</i>  <i>The training programme should include productivity and best management practice, and be appropriate to the scale of the organisation. Training should be given to all staff and workers by growers and millers to enable them to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of these Principles, Criteria, Indicators and Guidance.</i>  <i>Contract workers should be selected for their ability to fulfil their jobs and responsibilities in accordance with documented procedures, and in compliance with the requirements of the RSPO Principles, Criteria, Indicators and Guidance.</i>  <i>Growers and millers should demonstrate training activities for schemes smallholders who provide Fresh Fruit Bunches (FFB) on a contracted basis.</i>  <i>Workers on smallholder plots also need adequate training and skills, and this can be achieved through extension activities of growers or millers that purchase fruit from them, by smallholders' organisations, or through collaboration with other institutions and organisations (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009)</i>  <i>For individual smallholder operations, training records should not be required for their workers, but anyone working on the farm should be adequately trained for the job they are doing (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009).</i></p>		
	<p>a. Does the company maintain a list of staff, workers, smallholders and contract workers whom training must be provided to?</p> <p>b. Is there a formal training programme in place that covers all aspects of the RSPO Principles and Criteria? Does the formal training program include:</p> <ul style="list-style-type: none"> <li>• Regular assessment of training needs of all staff, workers, smallholders and contract workers;</li> <li>• Training for workers on smallholder</li> </ul>	<p>Company has the matrix identification of personnel competence 2017 for both estates and mill (including plasma).</p> <p>The training is intended for the whole staff, workers from employee status monthly, daily employees, freelance and contract employees. The training programme has covered all aspects of the RSPO principles and criteria, OHS awareness, FPIC concept in the process of compensation and conflict resolution, environment, good agricultural and manufacturing practices, etc. Furthermore, from the matrix structured training program and plan time to be implemented</p> <p>PT Rimba Mujur Mahkota shown training programme for 2017 based on training needs identification and training evaluation for each employee. This programme consists of 22 training for all related workers and third party contractors such as : environment aspects, social management, and BMP/OHS. Field visit during interview shown that there is annual socialization (lingkaran pagi) a training programme for employee which correlates with their main job responsibility.</p>	<p>C</p>

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	<p>plots;</p> <ul style="list-style-type: none"> <li>• Documentation of all the training assessment needs, formal training conducted and the list of participants attending these formal training;</li> <li>• Does the training for workers cover, at minimum, to the following: <ul style="list-style-type: none"> <li>○ The health and environmental risks of pesticide exposure;</li> <li>○ recognition of acute and long-term exposure symptoms including the most vulnerable groups (e.g. young workers, pregnant women);</li> <li>○ ways to minimise exposure to workers and their families;</li> <li>○ International and national instruments or regulations that protect workers' health; and</li> <li>○ Productivity and best management practice.</li> </ul> </li> </ul> <p><b>Note to auditor</b> : To interview staff, workers, smallholders and contract workers to verify that the training has been conducted effectively.</p>	<p>Contoh hasil evaluasi  Evaluasi terhadap hasil trainig yagtelah dilaksanakan dan tercantum di dalam dokumen FORM/PUM-07 tanggal 5 maret 2013. Misalkan hasil evaluasi untuk trainig yang telah dilaksanakan antara lain :</p> <ul style="list-style-type: none"> <li>• An erwinsyahputra (maskep) untuk training BMP tanggal 13 mei 2016, menghasilkan evaluasi berupa menjalankan sop kerja dan komunikasi dengan atasan maupun s bawahan</li> <li>• An jariana situmorang (asisten sortasi), untuk training BMP tanggal 13 mei 2016, menghasilkan evaluasi berupa prosedur kerja harus menjadi pedoman kerja</li> <li>• An jona siburian (maintenance) untuk training perawatan mesin PKS tanggal 24 november 2016, menghasilkan evaluasi berupa yang bersangkutan telah memahami prosedur terkait maintenance pks.</li> </ul>	

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	4.8.2 Records of training for each employee shall be maintained.		
	a. Are training records maintained for each employee?	<p>Certificate holder has a worker training records for each unit stored in personal files. Based on interviews with workers in estates and mill, it is known that workers have been trained and understand in accordance with the work being performed.</p> <p>Training records for each unit stored in personal files and based on interview, for examples with fertilizer applicator shown that workers have been trained and understand accordance with the work being performed</p> <p>Realisasi training terkait kesehatan dan keselamatan kerja telah direalisasikan yaitu sebagai berikut :</p> <ul style="list-style-type: none"> <li>• Tahun 2016, terkait peltaihan pertolongan pertama pada kerja dan pembinaan keselamatan kerja yang dilakukan pada tanggal 11 maret 2016 oleh Julius Sihhtotang yang diahdiri olhe kontraktor angkut TBS yaitu masing-masing an yusuf, yanto, siwa, dan andi</li> <li>• Tahun 2017, terkait dengan manajemen resiko kecelkaan kerja yang dilakukan pada tanggal 17 maret 2017 yang dihadiri oleh kontraktor penimbunan jalan yang dihadiri oleh asadina dan nurusami.</li> </ul> <p>Program training untuk kontraktor pengangkut TBS telah diprogramkan PT RMM dan tercantum di dalam dokumen program pealtihan karyawan kontraktor 2017, adapun materi pelatihan yang direncanagn untuk kontraktor adalah sebagai berikut :</p> <ul style="list-style-type: none"> <li>• Peltaihan P3K kerja</li> <li>• Manajemen resiko K3</li> <li>• Simulasi kebakaran</li> <li>• Simulasu paska kebakaran</li> <li>• Simulasi gempa bumi</li> <li>• Simulasi penanganan tumpahan B3</li> </ul> <p>Program pelatihan karyawan tahun 2017:</p> <ul style="list-style-type: none"> <li>- Managemen limbah B3, dilaksanakan Maret 2017.</li> <li>- Sensus dan pengendalian HPT, dilaksanakan April 2017.</li> <li>- Auditor ISPO angkatan IX, akan dilaksanakan April 2017.</li> <li>- Penyegaran pemahaman P&amp;C ISCC, akan dilaksanakan April 2017.</li> </ul>	C

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		<ul style="list-style-type: none"> <li>- Penggunaan herbisida terbatas, akan dilaksanakan April 2017.</li> <li>- Sosialisasi P&amp;C ISPO Permentan No. 11 tahun 2015, akan dilaksanakan Mei 2017.</li> <li>- Penyegaran P&amp;C RSPO INA 2016, akan dilaksanakan Mei 2017.</li> <li>- Remote Sensing dan penetapan HCV, akan dilaksanakan Mei 2017.</li> <li>- Smart patrol, akan dilaksanakan Mei 2017.</li> <li>- ISO 9001:2015, ISPO 14001:2015, akan dilaksanakan Juni 2017.</li> <li>- Pengelolaan lahan gambut, akan dilaksanakan November 2017.</li> <li>- Maintenance mesin PKS, akan dilaksanakan November 2017.</li> <li>- P3K, akan dilaksanakan Maret 2017.</li> <li>- Manajemen resiko K3, akan dilaksanakan Maret 2017.</li> <li>- Simulasi kebakaran, akan dilaksanakan Juni 2017.</li> <li>- Simulasi gempa bumi, akan dilaksanakan Juni 2017.</li> <li>- Simulasi penanganan kebocoran tangki CPO, akan dilaksanakan Juni 2017.</li> <li>- Simulasi penanganan tumpahan B3, akan dilaksanakan Juni 2017.</li> <li>- Kompetensi juru las, akan dilaksanakan September 2017.</li> <li>- Operator pesawat angkat angkut, akan dilaksanakan Oktober 2017.</li> <li>- Operator pesawat uap, akan dilaksanakan Maret 2017.</li> </ul> <p>Realisasi Pelaksanaan pelatihan tahun 2017</p> <ul style="list-style-type: none"> <li>- Sosialisasi SOP komunikasi, PKB dan KKWT tanggal 20 Januari 2017.</li> <li>- Sosialisasi bahaya tumor dan kanker tanggal 6 Mei 2017.</li> <li>- Sosialisasi pemahaman P&amp;C RSPO dan ISPO tanggal 11-12 April 2017.</li> <li>- Sosialisasi BPJS, pemisahan sampah dan larangan bakar sampah tanggal 5-20 Mei 2017.</li> <li>- Sosialisasi CP, pengelolaan sosial dan lingkungan serta CSR project tanggal 12 Juli 2017.</li> <li>- Sosialisasi kebijakan manajemen tanggal 9 Agustus 2017.</li> <li>- Penyuluhan best management practice tanggal 6 September 2017.</li> <li>- Manajemen limbah B3 dilaksanakan 21 Maret 2017.</li> <li>- Sensus dan pengendalian HPT dilaksanakan April 2017.</li> <li>- Auditor ISPO angkatan IX dilaksanakan April 2017.</li> <li>- Penyegaran pemahaman P&amp;C ISCC dilaksanakan April 2017.</li> <li>- Penggunaan herbisida terbatas dilaksanakan April 2017.</li> <li>- Sosialisasi P&amp;C ISPO Permentan No. 11 tahun 2015 dilaksanakan</li> </ul>	



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		Mei 2017. - Penyegaran P&C RSPO INA 2016 dilaksanakan Mei 2017. - Remote Sensing dan penetapan HCV dilaksanakan Mei 2017. - Smart patrol dilaksanakan Mei 2017. - ISO 9001:2015, ISPO 14001:2015 dilaksanakan Juni 2017. - Pelatihan P3K dilaksanakan Maret 2017. - Pelatihan manajemen resiko K3 dilaksanakan Maret 2017. - Pelatihan simulasi kebakaran dilaksanakan Juni 2017. - Pelatihan simulasi gempa bumi dilaksanakan Juni 2017. - Pelatihan simulasi penanganan kebocoran tangki CPO dilaksanakan Juni 2017. - Pelatihan simulasi penanganan tumpahan B3 dilaksanakan Juni 2017.	
<b>Principle 5: Environmental Responsibility and Conservation of Natural Resources and Biodiversity</b>			
5.1	Aspects of plantation and mill management, including replanting, that have environmental impacts are identified, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continual improvement.		
	<p><b>5.1.1 (M)</b> An environmental impact assessment (EIA) shall be documented.</p> <p><b>Guidance</b>  <i>The EIA should cover the following activities, where they are undertaken:</i></p> <ul style="list-style-type: none"> <li>• <i>Building new roads, processing mills or other infrastructure;</i></li> <li>• <i>Putting in drainage or irrigation systems;</i></li> <li>• <i>Replanting and/or expansion of planting areas;</i></li> <li>• <i>Management of mill effluents (Criterion 4.4);</i></li> <li>• <i>Clearing of remaining natural vegetation;</i></li> <li>• <i>Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7).</i></li> </ul> <p><i>Impact assessment can be a non-restrictive format e.g. ISO 14001 EMS and/or EIA report incorporating elements spelt out in this Criterion and raised through stakeholder consultation.</i></p>		

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	<p><i>Environmental impacts should be identified on soil and water resources (Criteria 4.3 and 4.4), air quality, greenhouse gases (Criterion 5.6), biodiversity and ecosystems, and people's amenity (Criterion 6.1), both on and off-site. Stakeholder consultation has a key role in identifying environmental impacts. The inclusion of consultation should result in improved processes to identify impacts and to develop any required mitigation measures. For smallholder schemes, the scheme management has the responsibility to undertake impact assessment and to plan and operate in accordance with the results (refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009).</i></p>		
	<p>a. Has an EIA been conducted according to the scope of operation covering at minimum the following:</p> <ul style="list-style-type: none"> <li>• Building new roads, processing mills or other infrastructure;</li> <li>• Putting in drainage or irrigation systems;</li> <li>• Replanting and/or expansion of planting areas;</li> <li>• Management of mill effluents (Criterion 4.4);</li> <li>• Clearing of remaining natural vegetation;</li> <li>• Management of pests and diseased palms by controlled burning (Criteria 5.5 and 7.7).</li> </ul> <p>b. Has the EIA been conducted and documented according to local requirements?</p>	<p>Until now there is no scope changes related to mill capacity, new plantings, or replanting on PT RMM areas. All company operation activities are covered on these old document.</p> <p>The company has a document of Environmental Impact Assessment (EIA) covering for Sikaraka esates 4956 ha and Sikara POM for capacity 45 tonne/FFB hour, approved by Mandailing Natal Regent based on letter no 660/1949/BPDL-MN/2008 .</p> <p>These documents explained the impact that probably caused by the company's operations such as land acquisition, construction of roads, infrastructure development, processing mills development, land preparation, crop management, oil palm planting, development of conservation areas, etc. EIA documents also discribes environmental management and monitoring plan that should be done by the company.</p> <p>Based on environmental monitoring/management document, the parameters that should be monitored by company are:</p> <ul style="list-style-type: none"> <li>• Ambient Air quality di perkebunan, perumahan karyawan, loading ramp, boiler, steam turbine, belakang PKS, kolam IPAL setahun 2 kali</li> <li>• Noise di plantations, perumahan karyawan, loading ramp, boiler, steam turbine, belakang PKS, kolam IPAL setahun 2 kali</li> <li>• Waste water on Buburan and bintuas river setahun 2 kali</li> <li>• Solid waste stahun 2 kali</li> <li>• Soil erossion</li> <li>• Vegetation and water water biota 2 kali setahun selama oeprasional</li> <li>• Local economy and employment opportunitie'</li> <li>• Community health and perception</li> </ul>	<p>C</p>

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	<p>c. Does the assessment include consultation with relevant stakeholders to identify impacts and to develop any mitigation measures?</p>	<p>Plasma (KUD sumber usaha)                      KUD Sumber usaha established surat pernyataan kesanggupan pengelolaan dan pemantauan lingkungan (SPPL), approved by head of environmental agency mandailing natal regent on 26 september 2017, coverage areas 600 ha (300kk).</p> <p>Keterangan tambahan                      Di dalam dokumen SPPL ini dijelaskan bahwa plasma KUD Sumber usaha akan bertanggung jawab terhadap kerusakan dan pencemaran lingkungan yang diakibatkan oleh usaha atau kegiatan tersebut dan plasma akan menjaga kelestarian suberdaya alam dan lingkungan hidup di lokasi dan disekitar tempat usaha, sedangkan untuk parameter kelola dan antau lingkungan disamakan dgn matriks RKL/RPL</p>	
	<p><b>5.1.2</b> Where the identification of impacts requires changes in current practices, in order to mitigate negative effects, a timetable for change shall be developed and implemented within a comprehensive management plan. The management plan shall identify the responsible person/persons.</p>		
	<p>a. Is there an environmental management plan in place?</p> <p>b. Is the environmental management plan documented to include the following:</p> <ul style="list-style-type: none"> <li>• Identification of responsible person(s);</li> <li>• Potential impacts from current practices;</li> <li>• Measures to mitigate negative impacts;</li> <li>• Timetable for change (where changes in current practices are required).</li> </ul>	<p>Until now there is no scope changes related to mill capacity, new plantings, or replanting on PT RMM areas. All company operation activities are covered on these old document.</p> <p>Based on environmental monitoring/management document, the parameters that should be monitored and managed by company are i.e:</p> <ul style="list-style-type: none"> <li>• Ambient Air quality di perkebunan, perumahan karyawan, loading ramp, boiler, steam turbine, belakang PKS, kolam IPAL setahun 2 kali</li> <li>• Noise di plantations, perumahan karyawan, loading ramp, boiler, steam turbine, belakang PKS, kolam IPAL setahun 2 kali</li> <li>• Waste water on Buburan and bintuas river setahun 2 kali</li> <li>• Solid waste stahun 2 kali</li> <li>• Soil erossion</li> <li>• Vegetation and water water biota 2 kali setahun selama oeprasional</li> <li>• Local economy and employment opportunitie'</li> <li>• Community health and perception</li> </ul> <p>Records of Implementation of environment management are describe in RKL/RPL implementation report. And has been report to environment agency. Based on this report shows that all of environmental management plan has been conducted by management unit</p>	<p>C</p>

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	<p>c. Has the environmental management plan been implemented?</p>		
	<p><b>5.1.3</b> This plan shall incorporate a monitoring protocol, adaptive to operational changes, which shall be implemented to monitor the effectiveness of the mitigation measures. The plan shall be reviewed as a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts.</p>		
	<p>a. Does the plan incorporate a monitoring protocol?</p> <p>b. Is the monitoring protocol adaptive to operational changes?</p> <p>c. Is the monitoring protocol implemented to monitor the effectiveness of the mitigation measures?</p> <p>d. Is the plan reviewed at a minimum every two years to reflect the results of monitoring and where there are operational changes that may have positive and negative environmental impacts?</p>	<p>Management review for environment management plan has been conducted on 27 April 2017 by director representative and attended by staff and PT RMM management</p> <p>Based on document verification its known that there all of negative impact caused by company are handled in proper ways based on regulations, for examples mill effluent quality testing that conducted periodically has been accordance with the standards qualities set by governemtn.</p> <p>Keterangan tambahan :                      terkait dengan pengujian laboratoirium untuk parameter biota perairan, PT RMM melalui senior manager telah mengajukan dan mengeluarkan surat nomor 249/SM-RMM/IX/2017 tanggal 27 september 2017 yang ditujukan kepada direktur utama dan manager representative dan menjelaskan bahwa PT RMM mengajukan permohonan pengujian biota perairan.</p> <p>PT RMM telah mengajukan pengujian untuk parameter biota perairan melalui surat keterangan no 134/KET/SR-MDN/IX/2017 yang direncanakan akan dilaksanakan pada tanggal 9 oktober 2017.</p> <p>Tersedia rekaman terkait pelaksanaan penerapan hasil izin lingkungan (AMDAL) berupa Laporan periodik per semester terkait Realisasi Pengelolaan dan Pemantauan Lingkungan berupa Dokumen Laporan Pelaksanaan RKL dan UPL PT Rimba Mujur Mahkota periode Januari-</p>	<p>C</p>

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		<p>juni 2017, yang dilaporkan kepada Bupati Kabupaten Mandailing Natal cq Badan Lingkungan Hidup, Kebersihan dan Pertamanan kabupaten Mandailing Natal pada tanggal 14 Juli 2017 untuk kegiatan yang dilaksanakan pada semester 1 tahun 2017.</p> <p>Tersedia rekaman terkait pelaksanaan penerapan hasil SPPL berupa Laporan periodik per semester terkait Realisasi Pengelolaan dan Peman-tauan Lingkungan berupa Dokumen Laporan Pelaksanaan SPPL KUD Sumber usaha periode Januari-juni 2017, yang dilaporkan kepada Bupati Kabupaten Mandailing Natal cq Badan Lingkungan Hidup, pada tanggal 29 September 2017 untuk kegiatan yang dilaksanakan pada semester 1 tahun 2017.</p>	
5.2	<p>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.</p>		
	<p><b>5.2.1 (M)</b> Information shall be collated in a High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors).</p> <p><b>Specific Guidance:</b>  <i>This information will cover:</i></p> <ul style="list-style-type: none"> <li>• <i>Presence of protected areas that could be significantly affected by the grower or miller;</i></li> <li>• <i>Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller;</i></li> <li>• <i>Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;</i></li> </ul> <p><b>Guidance:</b>  <i>This information gathering should include checking available biological records and consultation with relevant government departments, research institutes and interested NGOs if appropriate. Depending on the biodiversity values that are present, and the level of available information, some additional field survey work may be required.</i>  <i>Wherever HCV benefits can be realised outside of the management unit, collaboration and cooperation between other growers, govern-ments and organisations should be considered.</i></p>		
	<p>a. Has a High Conservation Value (HCV) assessment been conducted and cover the following:</p> <ul style="list-style-type: none"> <li>• Presence of protected areas that could be significantly af-</li> </ul>	<p>a. The company has identification and analysis of high conservation value on PT Rimba Mujur Mahkota conduct by Yayasan Kelapa Sawit Berkelanjutan Indonesia year 2013. The result of identifica-tion has covering information such as conservation status, affected of protected area by plantation and mill and identification of HCV.</p> <p>b. The HCV assessment conduct by team that has competency lead-ing by Purwo Susanto.</p> <p>c. The HCV assessment conduct public consultation on 13 April 2013</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>ected by the grower or miller;</p> <ul style="list-style-type: none"> <li>• Conservation status (e.g. IUCN status), legal protection, population status and habitat requirements of rare, threatened, or endangered (RTE) species that could be significantly affected by the grower or miller.</li> <li>• Identification of HCV habitats, such as rare and threatened ecosystems, that could be significantly affected by the grower or miller;</li> </ul> <p>b. Was the HCV assessment performed by a qualified HCV assessor?</p> <p>c. Was the HCV assessment performed in consultation with relevant stakeholders?</p> <p>d. Does the HCV assessment include checking of available biological records?</p> <p>e. Does the HCV assessment in-</p>	<p>at di meeting room of SD Negeri Fillial 374, Sikara-kara III village, Natal Sub District.</p> <p>d. The HCV assessment also covering about biological.</p> <p>e. The HCV assessment conduct for entire company concession</p> <p>f. The HCV assessment conduct using Indonesian Toolkit year 2008.</p> <p>g. The company has HCV map</p>	

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	<p>clude both the planted area itself and relevant wider landscape-level considerations (such as wild-life corridors)?</p> <p>f. Was the HCV assessment performed in accordance to the latest methodology available at global and national level?</p> <p>g. Are identified HCVs mapped?</p>		
	<p><b>5.2.2 (M)</b> Where rare, threatened or endangered (RTE) species, or HCVs, are present or are affected by plantation or mill operations, appropriate measures that are expected to maintain and/or enhance them shall be implemented through a management plan.</p> <p><b>Specific Guidance:</b>  <i>These measures will include:</i></p> <ul style="list-style-type: none"> <li>• Ensuring that any legal requirements relating to the protection of the species or habitat are met;</li> <li>• Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;</li> <li>• Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).</li> </ul>		
	<p>a. Are HCVs and/or RTEs present?</p> <p>b. If HCVs and/or RTEs are present, has a management plan containing appropriate measures that are expected to maintain and/or enhance them been prepared? The measures should include the following:</p>	<p>a. There is RTE species and protected i.e. 2 type of protected vegetation (PP No. 7 year 1999) i.e Meranti Bunga (<i>Shorea teysmanniana Dyer</i>) and Sialang/Kempas (<i>Koompassia malaccensis Maing</i>), IUCN as much as 3 types i.e Pulai (<i>Alstonia scholaris</i> (L) R.Br) with status is Low Risk/Least Concern, Meranti Bunga (<i>Shorea teysmanniana Dyer</i>) with status is Endangered and Sialang/Kempas (<i>Koompassia malaccensis Maing</i>) with status is Endangered. The status of protected wildlife that identification registered at redlist IUCN i.e. mamalia 1 type is Critically Endangered, 1 type Endangered, 3 types Vulnerable, 1 types Near Threatned and 4 types Least Concern. For group of birds, there is 6 types Near Threatned, 40 types Least Concern and 1 types Not Recognised. For group of reptil, there is 6 type Least Concern. Based on list of species including at CITES i.e. group of mamalia 1 types Apendiks I, 3 types Apendiks II and 1 type</p>	<p>NC</p>

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	<ul style="list-style-type: none"> <li>• Ensuring that any legal requirements relating to the protection of the species or habitat are met;</li> <li>• Avoiding damage to and deterioration of HCV habitats such as by ensuring that HCV areas are connected, corridors are conserved, and buffer zones around HCV areas are created;</li> <li>• Controlling any illegal or inappropriate hunting, fishing or collecting activities, and developing responsible measures to resolve human-wildlife conflicts (e.g. incursions by elephants).</li> </ul> <p>c. Are the measures contained in the management plan actively implemented to maintain and/or enhance HCV values?</p> <p>d. Are the HCV values and the presence of RTEs periodically monitored?</p> <p>e. Are the field inspections conducted regularly to ensure implemen-</p>	<p>Apendiks III. For froup of birds, there is 1 type Apendiks I, 2 types Apendiks II. For group of mamalia, there is no species including at CITES. Based on PP No. 7 year 1999, there is 1 type of protected mamalia, 9 types of birds and 1 types of reptil.</p> <p>b. The company has procedur of Protected, Management and Monitoring of HCV (SOP-Dir.NKT-01 revision 01 dated 9 February 2017). The company has program to management and monitoring of HCV area. During visit to Division V Block E-4 found spray marks in the Kunkun river riparian. This condition raised as Non-conformity (NCR RSPO 01509)</p> <p>c. The company has conduct monitoring each month to ensure the management of HCV area such as monitoring of river riparian and monitoring of flora and fauna.</p> <p>d. The company has conduct monitoring of HCV area and RTE species every month stated on form of monitoring HCV area (Form/NKT-01 revision 00 issued date 2 September 2013)</p> <p>e. The company conduct periodic inspection to ensure the implementation of management and monitoring plan that has establish.</p>	



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	tation of mitigation plan (especially along areas bordering natural area)?		
	<b>5.2.3</b> There shall be a programme to regularly educate the workforce about the status of these RTE species, and appropriate disciplinary measures shall be instigated in accordance with company rules and national law if any individual working for the company is found to capture, harm, collect or kill these species.		
	<p>a. Does the company have policies or rules to protect RTE species?</p> <p>b. Is there a programme to regularly educate the workforce about the status of the RTE species?</p> <p>c. Is there evidence or action taken to implement the rules and programs? E.g. Inspections conducted to check no traps/snares put up within or nearby areas.</p> <p>d. Have appropriate disciplinary measures been imposed in accordance with company rules and national law, should any individual working for the company is found to have captured, harmed, collected or killed any RTE species?</p>	<p>a. The company has policy to protect the RTE species.</p> <p>b. The company conduct socialization periodically to deliver information related the status of RTE species. Some example of socialization about HCV such as:</p> <ul style="list-style-type: none"> <li>• Dated 13 May 2016 to Sikarakara III village, Rukun Jaya village, Sikarakara II village</li> <li>• Dated 10 May 2016 to employee of Afdeling I to Afdeling VIII and Plasma</li> </ul> <p>c. The company conduct inspection of protected species presence in the company concession. The inspection conduct to knowing the total of wildlife, presence, location founded, the condition of sign warning and interference of hunting (trap condition)</p> <p>d. The company has installing the warning sign for prohibited to captured, hunting, collected or killing and has explained the sanction in accordance with regulation in the Indonesi.</p>	C
	<b>5.2.4</b> Where a management plan has been created there shall be ongoing monitoring:		

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	<ul style="list-style-type: none"> <li>The status of HCV and RTE species that are affected by plantation or mill operations shall be documented and reported;</li> <li>Outcomes of monitoring shall be fed back into the management plan.</li> </ul>		
	<ul style="list-style-type: none"> <li>a. Does the management plan contain ongoing monitoring of status of HCV and RTE species that are affected by plantation or mill operations?</li> <li>b. Is the status documented and reported?</li> <li>c. Are the outcomes of monitoring fed back into the management plan?</li> </ul>	<ul style="list-style-type: none"> <li>a. The company has management and monitoring plan of HCV status and RTE species for company concession.</li> <li>b. The company has record of monitoring that has been conduct and reporting to related agency.</li> <li>c. The company has conduct evaluation of monitoring result periodically.</li> </ul>	C
	<p><b>5.2.5</b> Where HCV set-asides with existing rights of local communities have been identified, there shall be evidence of a negotiated agreement that optimally safeguards both the HCVs and these rights.</p> <p><b>Specific Guidance:</b>  <b>For 5.2.5:</b> <i>If a negotiated agreement cannot be reached, there should be evidence of sustained efforts to achieve such an agreement. These could include third party arbitration (see Criteria 2.3, 6.3 and 6.4).</i></p> <p><b>Note:</b>  <i>Operators need to consider a variety of land management and tenure options to secure HCV management areas in ways that also secure local peoples' rights and livelihoods. Some areas are best allocated to community management and secured through customary or legal tenures, in other cases co-management options can be considered. Where communities are asked to relinquish rights so that HCVs can be maintained or enhanced by the companies or State agencies, then great care needs to be taken to ensure that communities retain access to adequate land and resources to secure their basic needs; all such relinquishment of rights must be subjected to their free, prior, and informed consent (see Criteria 2.2 and 2.3).</i></p>		
	<ul style="list-style-type: none"> <li>a. Is there HCV set-asides with existing rights of local communities?</li> <li>b. Who are the affected communities?</li> <li>c. Is the identified HCV areas mapped?</li> </ul>	The company has not HCV set-asides with existing rights of local communities.	C

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	<p>d. Is there evidence of stakeholder consultation and negotiated agreement, in accordance to FPIC principles, with local community to optimally safeguard both the HCVs and rights of local communities?</p> <p>e. If a negotiated agreement cannot be reached, is there evidence of sustained efforts to achieve an agreement? Refer to specific guidance for 5.2.5.</p>		
<b>5.3</b>	Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
	<b>5.3.1 (M)</b> All waste products and sources of pollution shall be identified and documented.		
	<p>a. Is there a registry/list of waste products produced?</p> <p>b. Is there a registry/list of pollution sources?</p>	<p>The entire of products waste/pollutions and its sources have been identified and documented in the waste identification list document 2017. For examples waste products, emission smokes comes from FFB trucks / CPO, litter sourced from used sacks, emissions comes from generators, spilled oil/diesel fuel from machine/generator, used lamp sourced from materials warehouse, chemical containers/packaging derived from chemical warehouse, effluent that comes from FFB processing and others</p> <p>Perusahaan memiliki identifikasi sumber limbah dan polusi yang tercantum di dalam dokumen identifikasi sumber limbah tahun 2017 dan dokumen identifikasi aspek dampak lingkungan, berdasarkan dokumen ini jenis limbah yang teridentifikasi antara lain :</p> <ul style="list-style-type: none"> <li>• Sampah dapur dari perumahan, sumber aktivitas perumahan dan kantor, pengelolaan dengan dipilah dan buang ke TPSA</li> <li>• Janjang kosong, sumber limbah yaitu tumpukan jankos, pengelolaan dengan aplikasi ke lahan perkebunan</li> <li>• Kemasan pestisida, sumber limbah dari aktivitas penyemprotan, pengelolaan dengan cara pencucian kemasan bilas, dan disimpan di gudang kemasan yang telah dicuci</li> <li>• Karung pupuk , sumber limbah dari aktivitas pemupukan, pengelolaan dengan cara;disimpa ditemapt penyimpadan karung</li> </ul>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)
		pupuk  Sumber Polusi di PKS: <ul style="list-style-type: none"> <li>• Emisi dari alat berat</li> <li>• Emisi boiler</li> <li>• Emisi genset</li> </ul> Sumber Polusi di Kebun sikarakara antara lain : <ul style="list-style-type: none"> <li>• Emisi dari kendaraan</li> <li>• Emisi genset</li> </ul> Area operasional pabrik			
		No.	Waste source	Type	Potential impact
		1	Sampah dari aktifitas pengangkut TBS	Solid	Soil pollution
		2	Tetes tumpahan CPO/PKO	Liquid	Soil pollution
		3	Emisi gas buang dari alat berat (wheel bridge)	Gas	Air pollution
		4	Lampu TL bekas	Solid	Soil pollution
		5	Bekas drum oli	Solid	Soil pollution
			Limbah cair	Liquid	Water and soil pollution
		6	Accu dan filter bekas	Solid	Soil pollution
		7	Kain Majun bekas	Solid	Soil pollution
		8	Ban bekas dari bengkel	Solid	Soil pollution
		9	Sisa grease hasil pelumasan mesin	Solid	Soil pollution
		10	Tetes oli dari kendaraan dan alat-alat berat	Liquid	Soil pollution

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		1	Aki bekas diesel genset dan kendaraan	Solid	Soil pollution	
		Area operasional kebun				
			Waste source	Type	Potential impact	
			Tetes herbisida dari alat semprot	Liquid	Soil pollution	
			Plastik bekas kemasan pestisida	Solid	Soil pollution	
			Limbah cucian alat semprot	Liquid	Pencemaran tanah dan air	
			Karung bekas kemasan pupuk	Solid	Soil pollution	
			Plastik bekas kemasan pupuk	Solid	Soil pollution	
			Janjang kosong	Solid	Soil pollution	
			Tetes oli	Solid	Soil pollution	
			Tetes garlon dan solar	Liquid	Soil pollution	
			Kaleng dan botol bekas herbisida	Solid	Soil pollution	
			Sparepart logam/besi/kabel bekas	Solid	Soil pollution	
			Ban bekas dari bengkel	Solid	Soil pollution	
			Aki bekas	Solid	Soil pollution	
			Filter oli bekas	Solid	Soil pollution	

CR	CHECKLIST	RESULTS OF VERIFICATION			STATUS (C / NC / C WITH OBS.)	
		3				
		1	Kain majun bekas	Solid	Soil pollution	
		4				
		1	Drum Bekas oli	Solid	Soil pollution	
		5				
			Limpasan limbah cair aplikasi LA	Liquid	Water and Soil pollution	
			Aplikasi jankos	Solid	Air pollution	
			Limbah domestik rumah tangga	Solid and liquid	Water and soil pollution	
	<b>5.3.2 (M) All chemicals and their containers shall be disposed of responsibly.</b>					
	<p>b. Is there an inventory of chemicals and their containers that are used and kept on site?</p> <p>c. How are chemicals and their containers stored and disposed off? Is it in accordance to best practices? (as prescribed by manufacturers' labels, local requirement, national or international best practice)</p> <p>d. Are collection and disposal records of chemicals and their containers maintained?</p>	<p>All chemicals containers and toxic/hazardous waste are disposed responsibly by company based on procedure hazardous and toxic waste management SOP.Dir.PKS-37 on 15 august 2016. This procedure expalined the steps for all toxic and hazardous waste handling including waaste storage on temporary hazardous waste storage.</p> <p>Based on this procedure company impelmented waste management for examples hazardous waste were kept on temporary hazardous storage &lt;180 days, and all toxic waste are sent to licensed collector namely PT Amindy Barokah.</p> <p>PT RMM already have temporary hazardous waste storage based on decree No 658.31/717/K/2015 on 23 december 2015 by Mandaling Natal Regent, and valid until 2020. This temporary hazardous waste storage are located in N 00°40'10.8" dan E 99°05'29.5". Type of toxic waste that allowed to kept (&lt;180 days) on this storage are : ex used lubricants, ex oil filter, alcohol, fuel filter, ex chemical containers, ex grease containers, battery, ex agrochemicals containers, and etc.</p> <p>Field visit on temporary hazardous waste storage in Sikakara POM found that this place are eqipped with alarm, eyewash, sencondary containment, oil trap, fire extinguisher, dan first aid kit.</p>			C	

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		<p>All records for toxic and hazzardous waste collection and disposal are availble and checked by auditors team during audits.</p> <p>Terkait pengelolaan dan pengangkutan limbah B3 PT RMM menjalin kerjasama dengan kontraktor pengumpul resmi limbah B3 yaitu CV Amindy Barokah. Perusahaan menunjukkan perjanjian kerjasama berdasarkan SPK no 76/RMM-NFU-ABS/SPK-LB3/IV/2017 yang berlaku sampai tanggal 4 april 2019. Adapun persyaratan perizinan yang telah dimiliki oleh PT amnidy barokah selaku kontraktor pengangkut limbah B3 antara lain :</p> <ul style="list-style-type: none"> <li>• Izin pengumpulan dan pengelolaan limbah B3 dari menteri negara lingkungan hdiup nomor SK.353/MenLHK-Setjen/2015 tanggal 31 agustus 2015 yang berlaku selama 5 tahun</li> <li>• Izin pengumpulan limbah B3 dari berdasarakan surat keputusan gubernur sumatera utara nomor 188.44/452/KPTS/2014 tanggal 19 juni 2014 yang berlaku selama 5 tahun</li> <li>• Rekomendasi pengangkutan limbah B3 dari kementerian lingkyngan hidup nomor B-7674/DepIV/LH/PDAL/07/2014 tanggal 4 Juli 2014 yang berlaku selama 5 tahun untuk kendaraan pengangkut B8080MO</li> <li>• Izin penyelenggaraan angkutan barang khusus LB3 dari direktorat jenderal perhubungan darat nomor SK.3715/AJ309/DJPD/2016/360030296BB-0036 tanggal 5 september 2016 yang berlaku sd 5 september 2017 untuk kendaraan pengangkut BK8080MO</li> </ul> <p>Sesuai denganketentuan dalam izin LB3 yang dimiliki perusahaan, penyimpanan LB3 dilakukan dalam masa 180 hari. Kajian dokumen menunjukkan seluruh limbah B3 yang disimpan di TPS LB3 selama audit berlangsung tidak melebihi izin masa simpan. Perusahaan telah memiliki dokumen penyimpanan dan penanganan limbah B3 misalkan :</p> <ul style="list-style-type: none"> <li>• Neraca LB3 di TPS LB3 PKS Sikarakara menunjukkan jenis LB3 yang disimpan saat ini berupa oli bekas 1000 liter, drum bekas 6 buah, 193 buah, karung bahan kimia 112 buah, bekas kaleng cat 5 buah, kaleng bekas thiner 5 buah, sarung tangan bekas 3 buah, bola lampu bekas 9 buah, botol bekas regent 80 buah.</li> <li>• Perusahaan menunjukkan manifest pengangkutan LB3 terakhir</li> </ul>	

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		<p>yang dilakukan pada tanggal 14 juni 2017 oleh kendaraan pengangkut dengan nopol BK 8080 MO, misalkan : manifest AVT 0002159 untuk bahan kimia bekas 3.5 kg, manifest AVT 0002157 untuk maun bekas 31 kg, manifest AVT 0002156 untuk filter bekas 16.5 kg, manifest AVT 0002158 untuk kemasan bekas terkontaminasi 1437 kg, manifest AVT 0002155 untuk pelumas bekas 600 liter, manifest AVT 0002162 untuk limbah laboratorium 180 liter.</p> <p>Limbah medis Peusahaan menjalin kerjasama dengan RSUD terkait pengelolaan limbah medis. Semua limbah medis yang dihasilkan di klinik kebun sikarakara ditampung di wadah tertutup, dimonitoring secara rutin dan dikirimkan ke rumah sakit umum daerah dr Hsni Thamrin di Natal secara berkala. Terkait hal ini perusahaan dapat menunjukkan neraca limbah medis di kebun siakrakara, dan bukti pengiriman limbah medis ke RSUD misalkan melalui berita acara pengiriman limbah medis nomor 812/0542/RSUD-HT/IX/2017 tanggal 26 september 2017 dengan rincian spuit 15 buah, neddle spuit 15 buah, ampul 15 buah, dan kassa 3 kg.</p> <p>Perusahaan telah mendokumentasikan penyimpanan dan penanganan limbah B3 dan melaporkannya melalui laporan triwulan berkala kepada instansi terkait. Misalkan laporan triwulan berkala periode april-juni 2017 untuk pengelolaan LB3 di kebun dan PKS Sikarakara yang telah dilaporkan kepada dinas lingkungan hidup kabupaten mandailing natal cc bupati kabupaten Mandailing Natal pada tanggal 14 juli 2017.</p>	
	<p><b>5.3.3</b> A waste management and disposal plan to avoid or reduce pollution shall be documented and implemented. <b>Guidance:</b> <i>The waste management and disposal plan should include measures for:</i></p> <ul style="list-style-type: none"> <li>• <i>Identifying and monitoring sources of waste and pollution.</i></li> <li>• <i>Improving the efficiency of resource utilisation and recycling potential wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes).</i></li> <li>• <i>Appropriate management and disposal of hazardous chemicals and their containers. Surplus chemical containers should be reused, recycled or disposed of in an environmentally and socially responsible way using best available practices (e.g. returned to the vendor or cleaned using a triple rinse method), such that there is no risk of contamination of water sources or risk to human health. The disposal in-</i></li> </ul>		



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																							
	<p><i>structions on the manufacturers' labels should be adhered to.</i></p> <p><i>Use of open fire for waste disposal should be avoided.</i></p>																									
	<p>a. Is there a documented waste management and disposal plan to avoid or reduce pollution?</p> <p>b. Does the waste management and disposal plan, at minimum, include measures for:</p> <ul style="list-style-type: none"> <li>• Identifying and monitoring sources of waste and pollution?</li> <li>• Improving the efficiency of resource utilisation and recycling potential of wastes as nutrients or converting them into value-added products (e.g. through animal feeding programmes)?</li> <li>• Appropriate management and disposal of hazardous chemicals and their containers?</li> <li>• Reduction, re-use and recycle of waste?</li> </ul> <p>c. Is there evidence that the plan has been implemented?</p> <p>d. Is there evidence that waste has not been disposed off using open fire?</p>	<p>The entire of products waste/pollutions including toxic/hazardous waste, its sources and disposal plan have been identified and documented in the identification list document 2017.</p> <p>Record for waste managements, included in quarterly hazardous waste management report period April-june 2017, consist of : hazardous waste storehouse logbook, hazardous waste balance sheet, licended hazardous waste collector agreement letter, carrier manifest ,and etc.</p> <p>Field visit on boiler station found that fiber and shell are re use as boiler fuel to generated turbine, remaining fiber and shell are placed in safe locations to avoid potential fire and pollution.</p> <p>Shell and fiber usage on sikakara POM 2017</p> <table border="1" data-bbox="1003 954 1429 1484"> <thead> <tr> <th rowspan="2">Month (2017)</th> <th colspan="2">usage (tonne)</th> </tr> <tr> <th>shell</th> <th>Fiber</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>5 2 2</td> <td>2091</td> </tr> <tr> <td>February</td> <td>4 6 7</td> <td>1868</td> </tr> <tr> <td>March</td> <td>6 6 2</td> <td>2645</td> </tr> <tr> <td>April</td> <td>6 3 3</td> <td>2533</td> </tr> <tr> <td>May</td> <td>6 6 6</td> <td>2666</td> </tr> <tr> <td>June</td> <td>5 8</td> <td>2342</td> </tr> </tbody> </table>	Month (2017)	usage (tonne)		shell	Fiber	January	5 2 2	2091	February	4 6 7	1868	March	6 6 2	2645	April	6 3 3	2533	May	6 6 6	2666	June	5 8	2342	<p>C</p>
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		<p>dikumpulkan tersebut daingkut dan ditempatkan di tempat penampungan sampah.</p> <p>Prosedur kerja pengendalian dan pemanfaatan limbah padat PK-3.16-14 tahun 2016 yang menjelaskan identifikasi limbah padat dari kebun dan PKS, limbah padat teknik, limbah padat domestik</p>																						
<b>5.4</b>	Efficiency of fossil fuel use and the use of renewable energy is optimised.																							
	<p><b>5.4.1</b> A plan for improving efficiency of the use of fossil fuels and to optimise renewable energy shall be in place and monitored.  <b>Guidance:</b>  <i>Renewable energy use per tonne of Crude Palm Oil (CPO) or palm product in the mill should be monitored.</i>  <i>Direct fossil fuel use per tonne of CPO or Fresh Fruit Bunches (FFB) should be monitored.</i>  <i>Energy efficiency should be taken into account in the construction or upgrading of all operations.</i>  <i>Growers and millers should assess the direct energy use of their operations, including fuel and electricity, and energy efficiency of their operations. This should include estimation of fuel use by on-site contract workers, including all transport and machinery operations.</i>  <i>The feasibility of collecting and using biogas should be studied if possible.</i></p>																							
	<p>a. Is there a plan for improving efficiency of the use of fossil fuels and to optimise renewable energy?</p> <p>b. Has the plan been implemented and is it monitored?</p> <p>c. Does the monitoring system encompass the following :</p> <ul style="list-style-type: none"> <li>Renewable energy use/tCPO or palm product;</li> </ul>	<p>Company shoen management plan and its implementation to improving the efficiency use of fossils fules and optimize renewable energy usage.</p> <p>Monitoring for fossils fuel usage, shell and fiber usages, electricity/ power generated was undetaken every month by Sikakara POM.</p> <table border="1"> <thead> <tr> <th>Month (2017)</th> <th>FFB process (mt)</th> <th>CPO produced (mt)</th> <th>Shell usage (mt)</th> <th>Fiber usage (mt)</th> <th>Fuel usages (litre)</th> <th>El pr (K)</th> </tr> </thead> <tbody> <tr> <td>January</td> <td>1743</td> <td>3743</td> <td>522</td> <td>209</td> <td>1 2 8 5 3</td> <td></td> </tr> <tr> <td>Feb</td> <td>1556</td> <td>3369</td> <td>467</td> <td>186</td> <td>1 1 4</td> <td></td> </tr> </tbody> </table>	Month (2017)	FFB process (mt)	CPO produced (mt)	Shell usage (mt)	Fiber usage (mt)	Fuel usages (litre)	El pr (K)	January	1743	3743	522	209	1 2 8 5 3		Feb	1556	3369	467	186	1 1 4		C
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	<ul style="list-style-type: none"> <li>• Direct fossil fuel use/tCPO or tFFB;</li> <li>• Estimated fuel use by on-site contract workers and transport and machinery operations;</li> <li>• Electricity use in operations.</li> </ul> <p>d. Was energy efficiency taken into account during the construction or upgrading of all operations?</p> <p>e. Has studies on the feasibility of collecting and using biogas been carried out?</p>					8 1		
		March	2204 7	4886	662	264 5	7 8 1 5	548500
		April	2111 2	4747	633	253 3	1 0 5 0 1	389162
		May	2222 2	4912	666	266 6	1 2 9 4 6	482300
		June	1952 4	4174	585	234 2	1 0 2 0 0	438800
		July	3001 0	6468	900	360 1	8 5 0 5	441600
		August	2616 4	5747	784	313 9	8 4 1 2	482750
		<p>Rataan Efisiensi energi selama periode Januari – Agustus 2017 as fiber and shell usages are :</p> <ul style="list-style-type: none"> <li>• shell/tonne CPO are 0.14 tonne/tonne CPO,</li> <li>• fiber/tonne CPO are 0.55 tonne/tonne CPO</li> <li>• Fossil fuel usages efficacy are 2.44 litre/tonne CPO</li> <li>• Electricity efficacy usages for Sikakara palm oil mill are 96.76 kwh/tonne CPO</li> </ul>						

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		Company shown estimation and monitoring for fossil fuel usages by contractors, transportations and stc per month for examples on July 2017 is: <ul style="list-style-type: none"> <li>• Penggunaan solar alat berat 856 liter</li> <li>• Penggunaan solar kendaraan dan transport TBS 998 liter</li> <li>• Penggunaan solar genset 451 liter</li> <li>• Total penggunaan solar 2305 liter</li> </ul> NA. Company have no plan for biogas/methane capture plant for next following year	
5.5	Use of fire for preparing land or replanting is avoided, except in specific situations as identified in the ASEAN guidelines or other regional best practice.		
	<p><b>5.5.1 (M)</b> There shall be no land preparation by burning, other than in specific situations as identified in the ‘<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning</i>’ 2003, or comparable guidelines in other regions.</p> <p><b>Guidance:</b>  <i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and exceptional levels of caution should be required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. Extension/training programmes for associated smallholders may be necessary.</i></p>		
	a. Does the company have a zero burning policy or any statement on zero burning?  b. Does the company have SOPs for land preparation which mentions zero burning?  c. Was land prepared using the burn method? If yes, was it based on the specific situations identified in the ‘Guidelines for the Implemen-	a. Perusahaan telah memiliki kebijakan tentang Pembukaan Lahan Tanpa Bakar yang dapat ditelusur pada SOP.Dir.TAN-02 Rev-01 dated April 1, 2016 Rev-01.  b. Lihat penjelasan pada point A.  c. Pembukaan lahan terakhir dilakukan pada tahun 2005 seluas 621 ha untuk tanaman tahun 2006 DivisiIV (120 ha), Divis V (129 ha), Divisi VII (226 ha), Divisi VIII (146 ha), dilakukan tanpa pembakaran. Hal ini dibuktikan dengan beberapa foto.  d. Tidak ada pembakaran terbuka yang terlihat di tempat pembuangan sampah serta tempat pekerja dan staf selama kunjungan lapangan.  e. Perusahaan telah memberikan pelatihan terkait dengan kebakaran lahan termasuk pemahaman tentang pembukaan lahan tanpa bakar yang dilakukan pada tanggal 10 Juni 2017 (refreshment).	C

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	<p>tation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>d. Has the policy been implemented throughout the operations?</p> <p>e. Is there training programmes for associated smallholders on zero burning where appropriate?</p>		
	<p><b>5.5.2</b> Where fire has been used for preparing land for replanting, there shall be evidence of prior approval of the controlled burning as specified in '<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003</i>, or comparable guidelines in other regions.</p>		
	<p>a. Where fire has been used for preparing land for replanting, is there evidence of prior approval of the controlled burning as specified in '<i>Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003</i>, or comparable guidelines in other regions?</p> <p>b. What was the justification for using fire?</p>	<p>a. Pembukaan lahan terakhir dilakukan pada tahun 2005 seluas 621 ha untuk tanaman tahun 2006 Divisi IV (120 ha), Divisi V (129 ha), Divisi VII (226 ha), Divisi VIII (146 ha), dilakukan tanpa pembakaran. Hal ini dibuktikan dengan beberapa foto.</p> <p>b. Lihat penjelasan pada point A</p>	<p>C</p>
<p><b>5.6</b></p>	<p>Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.</p> <p><b>Preamble:</b></p>		

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	<p><i>Growers and millers commit to reporting on operational greenhouse gas emissions. However, it is recognised that these significant emissions cannot be monitored completely or measured accurately with current knowledge and methodology. It is also recognised that it is not always feasible or practical to reduce or minimise these emissions.</i></p> <p><i>Growers and millers commit to an implementation period until the end of December 2016 for promoting best practices in reporting to the RSPO, and thereafter to public reporting. Growers and millers make this commitment with the support of all other stakeholder groups of the RSPO.</i></p>		
	<p><b>5.6.1 (M)</b> An assessment of all polluting activities shall be conducted, including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4).</p> <p><b>Guidance:</b>  <i>Where practically feasible, operations should follow best management practices to measure and reduce emissions. Advice on this is available from the RSPO.</i></p>		
	<p>a. Has an assessment of all polluting activities been conducted including gaseous emissions, particulate/soot emissions and effluent (see Criterion 4.4)?</p> <p>b. Is there a documented list of all identified polluting activities?</p>	<p>a. The company has identification of activity that produced pollution including greenhouses gasses.</p> <p>b. The company has list of all identified polluting activities such as used of fossil fuel, fertilizing, pesticide, emission from vehicle</p>	<b>C</b>
		<p><b>5.6.2 (M)</b> Significant pollutants and greenhouse gas (GHG) emissions shall be identified, and plans to reduce or minimise them implemented.</p> <p><b>Specific Guidance:</b>  <b>For 5.6.2:</b> <i>Plans will include objectives, targets and timelines. These should be responsive to context and any changes should be justified.</i>  <b>For 5.6.2 and 5.6.3:</b> <i>The treatment methodology for POME will be recorded.</i></p>	

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	<ul style="list-style-type: none"> <li>a. Is there a documented list of all identified significant pollutants and GHG emissions?</li> <li>b. Are there plans to reduce or minimise the identified pollutants and GHG emissions?</li> <li>c. Do the plans include objectives, targets and timelines for reduction that are responsive to context?</li> <li>d. Are the plans being implemented? Was there any changes? Is it justified?</li> <li>e. Is the treatment methodology for POME recorded? (refer to C 4.4.3)</li> </ul>	<ul style="list-style-type: none"> <li>a. The company has documented list of all identified significant pollutants and GHG emissions</li> <li>b. The company has mitigation plan to reduce pollution and greenhouse gasses such as planting of conservation plat at river riparian and emplacement, optimize used of organic fertilizer, EFB and POME, used of fiber and shell to substituted fossil fuel</li> <li>c. The mitigation plan equipped with aims, target and due date to reduce GHG emission.</li> <li>d. Some of activity that has implemented such as minimize of chemical fertilizer, planting the vegetation to absorb carbon dan periodic maintenance for vehicle to minimize emission.</li> <li>e. The company has conduct waste liquid testing where the result of testing still below of threshold limit in accordance with regulation (Decree of Head of Mandailing Natal District No. 658-31/204/K/2014). The testing conduct by Sucofindo Laboratory.</li> </ul>	<p><b>C</b></p>
	<p><b>5.6.3</b> A monitoring system shall be in place, with regular reporting on progress for these significant pollutants and emissions from estate and mill operations, using appropriate tools.</p> <p><b>Specific Guidance:</b></p> <p><b>For 5.6.3 (GHG):</b> For the implementation period until December 31<sup>st</sup> 2016, an RSPO-endorsed modified version of PalmGHG which only includes emissions from operations (including land use practices) can be used as a monitoring tool.</p> <p><b>For 5.6.3:</b> In addition, during the implementation period, growers will start to assess, monitor and report emissions arising from changes in carbon stocks within their operations, using the land use in November 2005 as the baseline. The implementation period for Indicator 5.6.3 is the same implementation period for Criterion 7.8.</p> <p>During the implementation period, reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance for the process. Public reporting is desirable, but remains voluntary until the end of the implementation period.</p> <p>During the implementation period the RSPO working group will seek to continually improve PalmGHG, recognising the challenges associated with measuring GHG and carbon stock.</p> <p>PalmGHG or RSPO-endorsed equivalent will be used to assess, monitor and report GHG emissions. Parties seeking to use an alternative to PalmGHG will have to demonstrate its equivalence to the RSPO for endorsement.</p>		



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	<p>a. Is there a system in place to monitor emission of pollutants including greenhouse gases from estate (plantation) and mill operations?</p> <p>b. Is there regular reporting of the monitoring outcomes? How often and to whom is reporting done?</p> <p>c. Is the monitoring and reporting conducted using appropriate tools? What tool is being used to assess, monitor and report on GHG emissions?</p> <p><i>Please refer to specific guidance for GHG requirements.</i></p>	<p>a. The company has system to monitoring the GHG emission and pollution that produced by estate and mill</p> <p>b. The company has conduct monitoring for GHG emission calculation.</p> <p>c. The company used Palm GHG Calculator version 3.0.1</p>	<p><b>C</b></p>
<b>Principle 6: Responsible Consideration of Employees and of Individuals and Communities Affected by Growers and Millers</b>			
6.1	Aspects of plantation and mill management that have social impacts, including replanting, 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 continual improvement.		
	<p><b>6.1.1 (M)</b> A social impact assessment (SIA) including records of meetings shall be documented.</p> <p><b>Guidance:</b>  <i>Identification of social impacts should be carried out by the grower with the participation of affected parties, including women and migrant workers as appropriate to the situation. The involvement of independent experts should be sought where this is considered necessary to ensure that all impacts (both positive and negative) are identified.</i>  <i>Participation in this context means that affected parties are able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, reviewing findings and plans for mitigation, and monitoring the success of implemented plans.</i>  <i>Potential social impacts may result from activities such as: building new roads, processing mills or other infrastructure; replanting with different crops or expansion of planting area; disposal of mill effluents; clearing of remaining natural vegetation; changes in employee numbers or employment terms; smallholder schemes.</i>  <i>Plantation and mill management may have social impacts (positive or negative) on factors such as:</i></p>		

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	<ul style="list-style-type: none"> <li>• Access and use rights;</li> <li>• Economic livelihoods (e.g. paid employment) and working conditions;</li> <li>• Subsistence activities;</li> <li>• Cultural and religious values;</li> <li>• Health and education facilities;</li> <li>• Other community values, resulting from changes such as improved transport /communication or arrival of substantial migrant labour force.</li> </ul> <p><i>The review can be done (once every two years) internally or externally.</i></p>		
	<p>a. Has an SIA been conducted? When was the last SIA conducted?</p> <p>b. Is the process in conducting the SIA and the findings documented?</p> <p>c. Does the SIA cover all of the potential impact factors, including:</p> <ul style="list-style-type: none"> <li>• Access and use rights;</li> <li>• Economic livelihoods (e.g. paid employment) and working conditions;</li> <li>• Subsistence activities;</li> <li>• Cultural and religious values;</li> <li>• Health and education facilities;</li> <li>• Other community values, re-</li> </ul>	<p>Social Impact Assessment for PT RMM (estate and POM) was carried out on April 4-16 2013. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. There was community participatory evidence i.e. list attendance of SIA process in surrounding villages. Focus group discussion held in Sikara-kara, Buburan, Taluk and Sikara-kara III on April 9, 2013 and in Bintuas, Sundutan Tigo, Simpang Bambu, Bronjong, Sikara-kara II, Sikara-kara IV, Sukamaju, Rukun Jaya village and KUD Sumber Jaya on April 13, 2013. Results from focus group discussions and questionnaires were sent to 110 respondents included in the assessment report and used in preparing the social management recommendations.</p> <p>Assessment was conducted on surroundings villages such as Sikarakara, Sikarakara II, Sikarakara III, Sikarakara IV, Sundutan Tigo, Bintuas, Taluk, Rukun Jaya, Suka Maju, Tunas Karya villages at Natal Districts, Mandailing Natal Regency. The identified impact were as follow :</p> <ul style="list-style-type: none"> <li>• Economic Sector: positive impact, i.e. there were increasing of income for farmers, traders, raising of shop and store, food store and traditional market. The negative impact was: decreasing of land ownership at coastal area.</li> <li>• Social cultural sector: positive: impact was occurring of assimilation in coastal villages and transmigration villages. It was changes from primary setor into secondary sector and tertiary. Occupation of time was more productive. Negative impact: people become more consumptive. High dependent on external production food.</li> <li>• Environmental. Positive impact: not yet experienced by people. Negative: river pollution, aridity, fire and fly dispersion.</li> </ul>	C

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	sulting from changes such as improved transport /communication or arrival of substantial migrant labour force.		
	<b>6.1.2 (M)</b> There shall be evidence that the assessment has been done with the participation of affected parties.		
	a. Does the assessment involve consultation with the affected parties? Who are the affected parties?  b. Is there record of how the participatory assessment has been conducted? Were the affected parties able to express their views through their own representative institutions, or freely chosen spokespersons, during the identification of impacts, review of findings and planning for mitigation?	The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. There was community participatory evidence i.e. list attendance of SIA process in surrounding villages. Focus group discussion held in Sikara-kara, Buburan, Taluk and Sikara-kara III on April 9, 2013 and in Bintuas, Sundutan Tigo, Simpang Bambu, Bronjong, Sikara-kara II, Sikara-kara IV, Sukamaju, Rukun Jaya village and KUD Sumber Jaya on April 13, 2013. Results from focus group discussions and questionnaires were sent to 110 respondents included in the assessment report and used in preparing the social management recommendations.	C
	<b>6.1.3 (M)</b> Plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts identified, shall be developed in consultation with the affected parties, documented and timetabled, including responsibilities for implementation.		

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	<p>a. Is there any documented record to outline the plan on mitigation, implementation and monitoring according to the SIA report?</p> <p>b. Have plans for avoidance or mitigation of negative impacts and promotion of the positive ones, and monitoring of impacts been developed?</p> <p>c. Have these plans been documented, with clear timetables? Is the timeline reasonable?</p> <p>d. Have the persons responsible for implementation of the plans been identified?</p>	<p>Raising issues need to be address by management :</p> <ul style="list-style-type: none"> <li>• Communication and information system was not effective.</li> <li>• There was no clear information regarding to plasma development.</li> <li>• Pollution on the river by mill waste.</li> <li>• Fly dispersion related to mill waste.</li> <li>• Low of manpower from surrounding villages accepted by the company and working accident</li> <li>• Low of educational level</li> <li>• Minimum medical resources and health care infrastructure in the villages.</li> </ul> <p>Review social management plan was conducted on July 12, 2017 in PT Rimba Mujur Mahkota Office including review of realization social management program year 2016, the review was attended by 14 participant including from community surrounding company's area, following several social management plans are reviewed, including: the boundaries of the concession, artnership scholarship, provision of educational facilities for the children of employees and the community, job, etc.</p> <p>The results of the review of social management plan that includes community participation, it was determined that the company will continue the program of social management plans from the previous year.</p>	<p>C</p>
	<p><b>6.1.4</b> The plans shall be reviewed as a minimum once every two years and updated as necessary, in those cases where the review has concluded that changes should be made to current practices. There shall be evidence that the review includes the participation of affected parties.</p>		

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	<ul style="list-style-type: none"> <li>a. Is the plan reviewed every two years?</li> <li>b. Has the plan been updated as necessary (i.e. in cases where the review has concluded that changes should be made to current practices)?</li> <li>c. Have the changes to the plan been implemented?</li> <li>d. Is there evidence that the review has been done with the participation of the affected parties?</li> <li>e. Has the process been recorded/documentated?</li> </ul>	<p>Review social management plan was conducted on July 12, 2017 in PT Rimba Mujur Mahkota Office including review of realization social management program year 2016, the review was attended by 14 participant including from community surrounding company's area, following several social management plans are reviewed, including: the boundaries of the concession, artnership scholarship, provision of educational facilities for the children of employees and the community, job, etc.</p> <p>The results of the review of social management plan that includes community participation, it was determined that the company will continue the program of social management plans from the previous year.</p>	C
<b>6.1.5 Particular attention shall be paid to the impacts of smallholder schemes (where the plantation includes such a scheme).</b>			
	<ul style="list-style-type: none"> <li>a. Are there schemed smallholders involved?</li> <li>b. Have they been considered and involved in the whole process of the SIA?</li> <li>c. What are the main impacts affecting these smallholders?</li> </ul>	<p>SIA report consist of identified social impact of scheme smallholder which is the surrounding villages ask the company to prepare smallholder area for them as already done for Sikarakara III village community. The Company manages smallholder area of 600 ha (300 families) who are members of cooperatives Sumber Usaha and SIA preparation involves KUD Sumber Usaha, located in the village of Sikara-kara IV.</p>	C

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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.		
	<p><b>6.2.1 (M) Consultation and communication procedures shall be documented.</b></p> <p><b>Guidance:</b>  <i>Decisions that the growers or mills are planning to make should be made clear, so that local communities and other interested parties understand the purpose of the communication and/or consultation. Communication and consultation mechanisms should be designed in collaboration with local communities and other affected or interested parties. These should consider the use of appropriate existing local mechanisms and languages. Consideration should be given to the existence/formation of a multi-stakeholder forum. Communications should take into account differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups. Consideration should be given to involving third parties, such as disinterested community groups, NGOs, or government (or a combination of these), to facilitate smallholder schemes and communities, and others as appropriate, in these communications.</i></p>		
	<p>a. Does the company maintain a list of local communities and other affected or interested parties?</p> <p>b. Is there SOP being developed by the company for communication and consultation between the company and the local communities and other affected or interested parties?</p> <p>c. Is the FPIC approach incorporated in the SOP for communication and consultation with the local communities and other affected or interested parties?</p> <p>d. Has the SOP been developed together with the local communities and other affected or interested parties using appropriate existing local mechanisms and in lan-</p>	<p>The company has the SOP of Implementation of Communication and Community Consultations and a list of local communities and other affected or interested parties in document number RMM/ADM/MR/20 rev 1 dated Agust 25, 2015. The parties affected are local communities, suppliers, contractors, labour union. The company have SOP Internal and External Communication No. SOP.Dir.MR-06 Rev 04 dated 20-01-2017.</p> <p>This procedure has been communicated and consulted with the community around the estate on January 20, 2017 with the aim that the procedures are understood by the community. This SOP also states that community relation officer as a person in charge to make communication and consultation with the community.</p> <p>Employees and the community who submit suggestions / complaints will be protected by the company's management and can remain anonymous in order to avoid the reporting intimidated, suppression or layoffs.</p> <p>The company is appointed Irfan Susandra to be responsible for communication and consultation with the affected parties according to letter No.01/SM-RMM/II/2017 Januari 20, 2017. The position has been made official with clear and proper job description, and the affected parties been made aware and have access to the person in charge by letter or drop in suggestion box.</p>	C

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	<p>guages understood by these parties?</p> <p>e. Has the SOP been socialized with the local communities and other affected or interested parties taking into account the differential access to information by women as compared to men, village leaders as compared to day labourers, new versus established community groups, and different ethnic groups?</p> <p>f. Have interviews with affected parties been carried out to verify that the SOPs are effective?</p>		
	<p><b>6.2.2</b> A management official responsible for these issues shall be nominated.</p>		
	<p>a. Who in the company is appointed to be responsible for communication and consultation with the affected parties?</p> <p>b. Has the position been made official with clear and proper job description?</p> <p>c. Have the affected parties been made aware and have access to the person in charge?</p>	<p>The company is appointed Irfan Susandra to be responsible for communication and consultation with the affected parties according to letter No.01/SM-RMM/II/2017 Januari 20, 2017. The position has been made official with clear and proper job description, and the affected parties been made aware and have access to the person in charge by letter or drop in suggestion box.</p>	
	<p><b>6.2.3</b> A list of stakeholders, records of all communication, including confirmation of receipt and that efforts are made to ensure understanding by affected parties, and records of actions taken in response to input from stakeholders, shall be maintained.</p>		

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	<p>a. Is the following maintained?</p> <ul style="list-style-type: none"> <li>• List of stakeholders (local communities and other affected or interested parties etc.);</li> <li>• Records of all communication, including confirmation of receipt or endorsement;</li> <li>• Evidence that efforts have been made to ensure understanding by affected parties;</li> <li>• Record of actions taken in response to input from stakeholders.</li> </ul>	<p>The Company has compiled a list of stakeholders on January, 2017 (suppliers, contractors, NGO and government agencies). Information of stakeholder contain name, institution, address and phone number. Person in Charge for drafting the list of stakeholders is a HRD and a list of stakeholders is updated. Every six (6) months. Records of all communications are run by Human Resources Department in the log book of incoming mail and outgoing mail. Records of all communication, including confirmation of receipt or endorsement, recording in log book.</p>	<p>C</p>
<p><b>6.3</b></p>	<p>There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all affected parties.</p>		
	<p><b>6.3.1 (M)</b> 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.</p> <p><b>Specific Guidance:</b>  <b>For 6.3.1:</b> <i>The system should aim to reduce the risks of reprisal.</i>  <b>Guidance:</b>  <i>See also to Criterion 1.2.</i>  <i>Dispute resolution mechanisms should be established through open and consensual agreements with relevant affected parties.</i>  <i>Complaints should be dealt with by mechanisms such as Joint Consultative Committees (JCC), with gender representation as necessary.</i>  <i>Grievances may be internal (employees) or external.</i>  <i>For scheme and independent smallholders, refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009.</i>  <i>Where a resolution is not found mutually, complaints can be brought to the attention of the RSPO Complaints System.</i>  <i>Refer to helpful texts for guidance, such as the Human Rights Commission (HRC) endorsed 'Guiding Principles on Business and Human Rights: Implementing the UN "Protect, Respect and Remedy" Framework', 2011.</i></p>		



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	<p>a. Is there an system in place to deal with complaints and grievances for all affected parties?</p> <p>b. Who in the company is responsible to receive complaints and grievances?</p> <p>c. Is the existence of the system been made known and communicated to all parties?</p> <p>d. Is there evidence that the system is understood by all parties?</p> <p>e. Is training provided to the workers on the procedures/systems?</p> <p>f. Is the system effective to ensure that complaints or grievances are addressed or resolved in an effective, timely and appropriate manner?</p> <p>g. Does the mechanism or procedure provide a way for workers to report a grievance against a supervisor to someone other than the supervisor?</p> <p>h. How is a complaint or grievance investigated, addressed and resolved? Are complaints dealt with by mechanisms such as JCC?</p> <p>i. Is there a non-retaliation or non-</p>	<p>There was system for grievance handling in internal and external communication No. SOP.Dir.MR-06 Rev. 04 dated 20-01-2017. By this SOP it is stated that letter or memorandum is a media for communication with internal and external parties. This SOP is covers electronic letter also. Beside this direct letter, communication also could be made by letter sent to suggestion box. Subject to this communication are as follow :</p> <ul style="list-style-type: none"> <li>• Information regarding to quality management and company environment.</li> <li>• Grievance, objection, complaints and improvement suggestion on companys policy.</li> <li>• Request for company's publicly available data.</li> </ul> <p>Flow step for this SOP communication is described bellow :</p> <ul style="list-style-type: none"> <li>• Once in a week the suggestion box will be open by HR Department or General Department.</li> <li>• Suggestion, complaint or grievance letters, if any, will distribute to estate or mill manager for action taken needed.</li> <li>• Evaluation and consideration on the incoming letter will be follow and responded by manager by approval from manager or director.</li> <li>• All of incoming letters should be recorded by HR of General Department in the logbook.</li> </ul> <p>There was record of employee's complaint regarding to housing and infrastructure condition and was responded by management. Base on the record of corrective action that company has repaired for some damaged roof or switched into new roof.</p> <p>Regarding to land compensation and other, including identification process for parties entitled for compensation there was SOP.Dir.LEG-03, used to identification and calculate teh fair compensation for loose of legal and customary right on the land by involving of community representative and related institution, and publicly available. This SOP is valid since 1 April 2014.</p> <p>Public relation section is responsible to receive complaints and grievances. They receive, identification of requests or complaints from external parties and communicate to the relevant manager. Also carry out communication and consultation with the relevant sections with external parties. The Com-</p>	<p>C</p>

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	<p>reprisal policy that protects complainants or whistle-blowers?</p> <p>j. Is the privacy of parties protected?</p> <p>k. Where a resolution is not found mutually, is there a process for complaints to be brought to the RSPO Complaints System?</p>	<p>pany has documented every worker's complaints and responses on the form of complaint receipt. The worker's complaints have to be resolved, maximum in one week. The department in charge for documenting employee complaints is public relatona dn HRD Department. For example: On January 19, 2017 of on behalf employes Divisi III delivered a complaint about leaking in his house , and then on January 25, 2017 the worker's complaints had been resolved by replacing a leaky roof.</p> <p>Management representatives is responsible for ensuring the information transmitted in accordance with the environmental rules and followed up. Socialization to the workers throuh morning meeting.</p> <p>The company provides a suggestion box as the means of receipt of complaints, disputes of employees and external parties. Suggestion boxes placed at the department office, estet offices and mill office. Assistant department / personnel of general affair open suggestion box weekly to be forwarded to the estate manager / mill manager. Then followed by the Manager with the approval of the General Manager or the Board of Directors. All suggestions are recorded in the logbook. The company also provide mechanism or procedure for workers to report a grievance against a supervisor. In SOP Internal and External Communications SOP.DIR.MR-06 Rev 04 dated January 20, 2017 stated that if there is a suggestion, complaint or dispute against direct supervisor, the complainant may submit the report directly through the directors with a copy to the MR.</p>	
<p><b>6.3.2 (M) Documentation of both the process by which a dispute was resolved and the outcome shall be available.</b></p>			
	<p>a. Is the complaints or grievance resolution process documented?</p> <p>b. Are outcomes or decisions reported to the parties?</p> <p>c. Who has access to the documentation of the process and/or outcomes?</p>	<p>Complaints related to infrastructure/housing were reported verbally by the occupants, and requested improvements recorded by an assistant department and followed up by the engineering section. Approval of repair by the approval of the technical assistant manager of the garden. So far no cases of disputes. Complaints of registered external PR department (for gardens and PKS), while for central office personnel and accepted by the public), the information will be forwarded to the relevant sections, effluent management. Related section will conduct an investigation and mitigation-related information and, if necessary inspection and monitoring involves a 3rd party. If requested by an external party, then the PR submit a written response, and recorded in the minutes of external communications.</p>	<p>C</p>

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		Complaint also can be addressed through direct SMS to leader in estate and POM to number: 0852 629 60070 (Joni Koto); 0852 6284 7830 (Subuh Harahap); 0853 9142 3653 (Johannes Pasaribu); 0822 7434259 (Juliamer Sihombing); 0812 641 8446 (Anwar Hasibuan); 0813 52400478 (Maratua FH Siahaan); 0822 764 73992 (Koko H); 0857 61068864 (Sekretariat Direksi). SMS: 0813 7504 5589.	
6.4	Any negotiations concerning compensation for loss of legal, customary or user rights are dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their views through their own representative institutions.		
	<b>6.4.1 (M)</b> A procedure for identifying legal, customary or user rights, and a procedure for identifying people entitled to compensation, shall be in place. <b>Guidance:</b> <i>This criterion should be considered in conjunction with Criteria 2.2 and 2.3, and the associated Guidance.</i>		
	a. Are procedures for identifying legal, customary or user rights in place?  b. Are procedures for identifying people entitled to compensation in place?  c. Are those procedures jointly developed, agreed and accepted by local communities?	It was available Land Acquisition Procedures SOP.Dir.LEG-03 rev 00, regarding to land compensation and other, including identification process for parties entitled for compensation, used to identification and calculate fair compensation for loose of legal and customary right on the land by involving of community representative and related institution, and publicly available. This SOP is valid since 1 April 2014. Compensation granted if there is a community of cultivated land in the location permit. Company socializing with the people who live around the prospective area and held meetings with owners / tenants. Acquisition of land produces output base map of land by the owner of the land of origin was measured using GPS, verification and administrative requirements for land acquisition was followed by the approval of the payment. Payments are made jointly to the owners of land in one block / area and made the Minutes of Payment of Compensation.	C
	<b>6.4.2</b> A procedure for calculating and distributing fair compensation (monetary or otherwise) shall be established and implemented, monitored and evaluated in a participatory way, and corrective actions taken as a result of this evaluation. This procedure shall take into account: gender differences in the power to claim rights, ownership and access to land; differences of transmigrants and long-established communities; and differences in ethnic groups' proof of legal versus communal ownership of land. <b>Specific Guidance:</b> <i>For 6.4.2: Companies should make best efforts to ensure that equal opportunities have been provided to both female and male heads of households to hold land titles in smallholder schemes.</i>		

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	<p>a. Has a procedure for calculating and distributing fair compensation (monetary or otherwise) been established and implemented?</p> <p>b. Are the procedures jointly developed, agreed, accepted and clearly understood by affected parties?</p> <p>c. Is the procedure monitored and evaluated in a participatory way? Have corrective actions been taken as a result of this evaluation?</p> <p>d. Does this procedure take into account the following:</p> <ul style="list-style-type: none"> <li>• Gender differences in the power to claim rights;</li> <li>• Ownership and access to land;</li> <li>• Differences of transmigrants and long-established communities;</li> <li>• Differences in ethnic groups' proof of legal versus commu-</li> </ul>	<p>It was available Land Acquisition Procedures SOP.Dir.LEG-03 rev 00, regarding to land compensation and other, including identification process for parties entitled for compensation, used to identification and calculate fair compensation for loose of legal and customary right on the land by involving of community representative and related institution, and publicly available. This SOP is valid since 1 April 2014.</p> <p>Compensation granted if there is a community of cultivated land in the location permit. Company socializing with the people who live around the prospective area and held meetings with owners / tenants. Acquisition of land produces output base map of land by the owner of the land of origin was measured using GPS, verification and administrative requirements for land acquisition was followed by the approval of the payment. Payments are made jointly to the owners of land in one block / area and made the Minutes of Payment of Compensation.</p>	<p>C</p>

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	<p>nal ownership of land.</p> <p>e. Where there are schemed small-holders, is there effort to ensure equal opportunity has been provided to .</p>		
	<p><b>6.4.3 (M)</b> The process and outcome of any negotiated agreements and compensation claims shall be documented, with evidence of the participation of affected parties, and made publicly available.</p>		
	<p>a. Is the process and outcome of negotiated agreements and compensation claims documented?</p> <p>b. Does this documentation include evidence of the participation of affected parties? Is there any approval/signed by effected parties?</p> <p>c. Was consent obtained from all parties to make the documents publicly available?</p>	<p>There is no record for land compensation from the previous company's management since there were no land acquired from surrounding company. The company management said that all of this HGU area was forest concession company, previously. Based on interview to surrounding community there is no land acquisition anymore from them by the company.</p>	<p>C</p>
<p><b>6.5</b></p>	<p>Pay and conditions for employees and for contract workers always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
	<p><b>6.5.1 (M)</b> Documentation of pay and conditions shall be available.</p>		

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	<p>a. What types of employment arrangements are there in the company? (E.g. contractual, outsourced, apprenticeships, direct hires, piecemeal basis, etc.)</p> <p>b. Is there documentation of pay and conditions for each employee?</p> <p>c. Is there a definition for living wage in the country? If not, how was the decision on wage for employees and contract workers made</p>	<p>Pay and conditions for employers are documented. Pay slips are provided to workers as confirmed from worker interviews. Pay slips for field workers show breakdown for all work done allowances received, deductions, number of days worked and overtime hours performed.</p> <p>Company has a copy of the Decision of the Governor of North Sumatera No.188.44/101/KPTS/2017 on sectoral minimum wages Mandailing Natal district in 2017 amounted to Rp. 2.215.800/month.            Also company has decision letter :</p> <ul style="list-style-type: none"> <li>• Directors' Decree No.03/SK/DIR-RMM/III/2017 on Wage Increases Permanent (KHT) into IDR. 2.215.800 or IDR. 73.860/day. Issued on March 21, 2017.</li> <li>• Directors' Decree No.02/SK/DIR-RMM/III/2017 on Wage Increase Daily Paid Worker (KHL) IDR. 88.632/day. Issued on March 21, 2017.</li> </ul>	C
	<p><b>6.5.2 (M)</b> 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.</p>		
	<p>a. Is the pay and conditions of employment clearly detailed in the employment or service contracts? (E.g. working hours, deductions, overtime, sickness, holiday entitlement, maternity leave, reasons for dismissal, period of notice, etc.)</p> <p>b. Is the contract prepared in languages understood by the workers, explained carefully to workers by management officials, and signed by both the authorised signatory of the company and employee?</p> <p>c. Does the pay and conditions pro-</p>	<p>The Company has a document listing the employee wages for the month of September 2017, and the wages of employees are paid above the average of the provisions of the provincial government of North Sumatra. Example for payment on July 2017 NIK. 010110073 (Karyawan Bulanan Tetap/KBT) payment IDR 2.798.085; NIK 160320967 (Karyawan Harian Tetap/KHT) IDR. 2.963.817; NIK 20678 (Karyawan Harian Lepas/KHL) IDR. 2.038.536/ working 23 day.</p> <p>There is a document “PKB” (collective labor agreement) between PT RMM and Worker Union organisation of PT RMM 2016-2018. This agreement already registered and got approve on June 17, 2016 by Labour and Transmigration local Officer Sumatera Utara province by Decision Letter no. 170-6/DTK-TR/2016, and valid for June 14, 2016 - June 13, 2018. The pay received by the employee consistent with the terms of the contract and the law. PKB socialization conducted by distributing PKB pocket book (interview with Union secretary). The “PKB” has communicated and distributed to all levels of the workforce and operations. Among others: January 20, 2017 attended by 632 people (estate and POM).</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)				
	<p>vided in labour laws, union agreements or direct contracts of employment comply with:</p> <ul style="list-style-type: none"> <li>• The decent living wage as provided in the National Interpretation for the country; or</li> <li>• The local legal requirements in meeting the minimum wage; or</li> <li>• The industry minimum standard for a similar position or work responsibilities</li> </ul> <p>d. Is the pay received by the employee consistent with the terms of the contract and the law (relates to P2)?</p> <p>e. Have there been any cases recorded of breach by the company, or complaint made by employees against the company on unjust pay and conditions?</p>						
	<p><b>6.5.3</b> 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</p>						
	<p>a. Have growers and millers provided adequate housing and other basic necessities such as that listed below to national standards or above, where no such public facilities are available or accessible?</p>	<p>PT RMM (Estate, smallholder and mill) provided adequate housing, electricity, water supplies, medical services and education (from junior high school until senior high school). There are housing and supporting facilities in every estate of PT RMM. For example was Sikarakara Estate equipped with worship house and mosque, clinic, elementary school, and clean water pool.</p> <table border="1" data-bbox="869 1441 1451 1484"> <thead> <tr> <th data-bbox="869 1441 1227 1481">Facility</th> <th data-bbox="1227 1441 1451 1481">Unit</th> </tr> </thead> <tbody> <tr> <td data-bbox="869 1481 1227 1484"></td> <td data-bbox="1227 1481 1451 1484"></td> </tr> </tbody> </table>	Facility	Unit			
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	<ul style="list-style-type: none"> <li>adequate housing;</li> <li>adequate electricity;</li> <li>clean water supplies (availability of clear water all year round);</li> <li>medical services (distance to health care facility i.e. clinic, hospital);</li> <li>children education (distance to school and schooling attendance (%) of children under 12)</li> <li>welfare amenities.</li> </ul>	<table border="1"> <tr><td>G2 Housing</td><td>564</td></tr> <tr><td>Long house</td><td>241</td></tr> <tr><td>Staff Housing</td><td>23</td></tr> <tr><td>Child Care</td><td>8</td></tr> <tr><td>Church</td><td>1</td></tr> <tr><td>Mosque</td><td>2</td></tr> <tr><td>Kindergarten</td><td>1</td></tr> <tr><td>Elemnetary Scholl</td><td>1</td></tr> <tr><td>Junior High Scholl</td><td>1</td></tr> <tr><td>Health Facility</td><td>1</td></tr> <tr><td>School Bus</td><td>3</td></tr> <tr><td>Ambulace</td><td>1</td></tr> </table>	G2 Housing	564	Long house	241	Staff Housing	23	Child Care	8	Church	1	Mosque	2	Kindergarten	1	Elemnetary Scholl	1	Junior High Scholl	1	Health Facility	1	School Bus	3	Ambulace	1	
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	<b>6.5.4</b> Growers and millers shall make demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food																										
	Have growers and millers made demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food?	<p>PT RMM estate location is close to local economic center (Natal Market). Small grocery avaialable in each houseing complex, supplying workers daily need such as rice, herbs, side dished material, fuel, etc. Some pitcman for vegetable come everyday to husing complex. Food is adequately, sufficiently and affordably supplied by these local shops, there is no restriction from the company for worker to build a shop in housing facilities areas. To improve worker access to adequate food supplier, company has built Workers Cooperation that could accessed by all workers, member or non-member. The shop owned by the Cooperation is available in every Estate office.</p> <p>PT RMM has demonstrable efforts to monitor and improve workers' access to adequate, sufficient and affordable food. There are local economic center shops available in the worker's housing area for purchase of food and other necessities. In addition, there is a bus company that provides daily transport for all workers nad staff to the nearest town daily, where they can go for their shopping needs if they wish, as well as school buses for their children going to school. The shops sell basic necessities</p>	C																								



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		such as milk, rice, sugar, flour, vegetables, chicken, fish, etc. Prices at the shops are listed every month and given to the company management or worker union for approval and monitoring. These prices are exhibited outside the shops. The shop displays the prices for both cash and credit purchases, whereas prices of items are the same for both credits and cash purchases. Interviews with the workers reveal that the prices at the sundry shops are reasonable, taking into account the distance between the shops and the nearest town.	
6.6	The employer respects the rights of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel.		
	<p><b>6.6.1 (M)</b> A published statement in local languages recognising freedom of association shall be available.</p> <p><b>Guidance:</b>  <i>The right of employees, including migrant and transmigrant workers and contract workers, to form associations and bargain collectively with their employer should be respected, in accordance with Conventions 87 and 98 of the International Labour Organisation (ILO). Labour laws and union agreements, or in their absence direct contracts of employment detailing payments and other conditions, should be available in the languages understood by the workers or explained carefully to them by a management official.</i></p>		
	<p>a. Has the company published a statement in local languages recognising the rights of employees to freedom of association?</p> <p>b. Are the employees, including migrant and transmigrant workers and contract workers, allowed to form associations and bargain collectively with their employer?</p> <p>c. Was the outcome, if any, from the collective bargaining process between the company and the association respected, implemented and adopted in full or partially by the company?</p> <p>d. Are there Labour laws and union agreements, or in their absence</p>	<p>Company has policy of equity towards labor right and freedom of association, published on June 2017. Equity guarantee of labor rights, no discrimination:</p> <ul style="list-style-type: none"> <li>• Workers will be placed and assigned by company in accordance with skill, experience, working ability and company needs in corporate environment, without any discrimination compliance with regulation.</li> <li>• Guarantee of equity in labor right without discrimination in race, caste, nationality, religion, gender, sexual orientation, political affiliation.</li> <li>• Ensure freedom of association to all workers.</li> <li>• Give protection in payment, health, and safety as well as workers welfare and conflict resolution without discrimination compliance to existing regulation.</li> </ul> <p>The Company's policy regarding to worker union is available in employee Work Agreement between PT RMM and worker union of PT RMM on chapter 5 This agreement recognizes the state that company officials SPKP PT RMM in the company as union of workers and as a partner in the relationship also worker freedom to establish association.</p>	C

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	direct contracts of employment detailing payments and other conditions, made available in the languages understood by the workers or explained carefully to them by a management official?	SPKP PT RMM after registration in Social and Workers Agency of Medan City Number. 614/SP-OP/DSTKM/2009 on December 30, 2009. Committee Structure of SPKP PT RMM 2016-2018, General Head: M. Jafar Sidiq; Secretary: Henri Alma; Treasurer: Untung. In each division there is representative of workers as committee.	
	<b>6.6.2</b> Minutes of meetings with main trade unions or workers representatives shall be documented.		
	<p>a. Are there documented minutes of meetings between the company and main trade unions or workers representatives?</p> <p>b. Are the minutes made readily available to employees upon request?</p>	<p>To implement the policy, PT RMM has worker union roomates namely "Worker Union of PT RMM". There is regarding to regular meetings between this worker union and management of PT RMM with the meeting agenda, welfare workers. Meeting were attended by representatives of workers, workers union and management.</p> <p>SPKP internal meetings with the company management dated March 18, 2017 in the conference room to discuss the Delivering a Member Finance Report, PKB in order to be distributed to all division and created SPKP member card.</p>	C
6.7	Children are not employed or exploited.		
	<p><b>6.7.1 (M)</b> There shall be documentary evidence that minimum age requirements are met.</p> <p><b>Guidance:</b>  <i>Growers and millers should clearly define the minimum working age, together with working hours. Only workers above the minimum school leaving age in the country or who are at least 15 years old may be employed. The minimum age of workers will not be less than stated under national regulations. Any hazardous work should not be done by those under 18, as per International Labour Organisation (ILO) Convention 138.</i>  <i>Please refer to 'Guidance for Independent Smallholders under Group Certification', June 2010, and 'Guidance on Scheme Smallholders', July 2009 for additional guidance on family farms</i></p>		

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	<p>a. Is the minimum working age for workers together with working hours clearly defined in the company's recruitment policy?</p> <p>b. Are workers employed above the minimum school leaving age of the country or who are at least 15 years of age?</p> <p>c. Is there evidence that the nature of work for workers under 18 is in accordance with International Labour Organisation (ILO) Convention 138?</p> <p>d. Does ground verification show evidence of employment of workers below the minimum working age?</p>	<p>Company has policy in protection of child worker, published on June 2017. Company don't give tolerance in employing child workers, child exploitation in all operational area and its facility. This policy apply to corporate partner such as contractor, supplier, etc.</p> <p>There are no workers under 18 years old in Mill and Esate especially permanent workers, all of them mostly are adult person and had been working for 5 to 15 years (field Observation). Example And implementation in job vacancy information one of requirement is candidate must be minimum age 18 years old. The minimum working age for workers together with working hours clearly defined in the company's regulation and in the recruitment procedure, document No. SOP.Dir.PUM-02 rev. 01 on May 01, 2012. General requirement on recruitment is minimum working age is 18 years old.</p> <p>List of employees which updated on August 2017 showed that no employee under the age of 18 years. During field observations demonstrated that there was no underage worker and no children were invited to work by their parents.</p>	C
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.		
	<p><b>6.8.1 (M)</b> A publicly available equal opportunities policy including identification of relevant/affected groups in the local environment shall be documented.</p> <p><b>Guidance:</b>  <i>Examples of compliance can be appropriate documentation (e.g. job advertisements, job descriptions, appraisals, etc.), and/or information obtained via interviews with relevant stakeholders such as affected groups which may include women, local communities, foreign workers, and migrant workers, etc.</i>  <i>Notwithstanding national legislation and regulation, medical conditions should not be used in a discriminatory way.</i>  <i>The grievance procedures detailed in Criterion 6.3 apply. Positive discrimination to provide employment and benefits to specific communities is acceptable as part of negotiated agreements</i></p>		
	<p>a. Is there a company policy on non-discrimination and equal opportunities? Does it at least cover the items mentioned in the criteria</p>	<p>Company has policy of equity towards labor right and freedom of association, published on June 2017. Equity guarantee of labor rights, no discrimination:</p> <ul style="list-style-type: none"> <li>Workers will be placed and assigned by company in accordance with skill, experience, working ability and company needs in cor-</li> </ul>	C

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	<p>(6.8)?</p> <p>b. Is the policy made publicly available for the relevant stakeholders?</p> <p>c. Is there evidence that the policy has been implemented?</p>	<p>porate environment, without any discrimination compliance with regulation.</p> <ul style="list-style-type: none"> <li>• Guarantee of equity in labor right without discrimination in race, caste, nationality, religion, gender, sexual orientation, political affiliation.</li> <li>• Ensure freedom of association to all workers.</li> <li>• Give protection in payment, health, and safety as well as workers welfare and conflict resolution without discrimination compliance to existing regulation.</li> </ul> <p>Related to prevention of any form of discrimination there was the company's regulation on equal opportunities for all community members to take advantage for working in the company. This policy was contained in a circular No.01 / SE / DIR-RMM / V / 2014 dated May 7, 2014. In point 9 it was stated that the company applies equal opportunity for all community members to take advantage to become the company's worker without any discrimination on nation, race, gender, and religion.</p>	
	<p><b>6.8.2 (M) Evidence shall be provided that employees and groups including local communities, women, and migrant workers have not been discriminated against.</b></p>		
	<p>a. Is there evidence that employees and groups including local communities, women, and migrant workers have not been discriminated against?</p> <p>b. Are the employees and groups including local communities, women, and migrant workers happy with the way the company is treating them?</p> <p>c. Are there complaints against the company on issues relating to discrimination?</p> <p>d. What is the nature of complaints</p>	<p>Evidence of equal treatment in working opportunities for workers could be seen on worker lists which shows that all workers come from different race, nation, gender and religion. Based on interviews and field observation it was found that there was no discrimination to the worker regarding to this opportunity. Interviews with employees of evidence that the policy has been implemented.</p> <p>The company explicitly states the indiscriminatory policy during the recruitment, selection, hiring and promotion process. The basic policy that company respect the equal rights of applicants and does not justify the existence of considerations based on aspects that are not related to work (nepotism, gender, religion, race etc).</p>	<p>C</p>

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	employees and groups including local communities, women, and migrant workers have lodged against the company, if any?		
	<b>6.8.3</b> It shall be demonstrated that recruitment selection, hiring and promotion are based on skills, capabilities, qualities, and medical fitness necessary for the jobs available.		
	<p>a. Does the company keep and maintain a record of their employees' work credentials and medical history?</p> <p>b. Does the company explicitly state the indiscriminatory policy during the recruitment selection, hiring and promotion process?</p> <p>c. Is the company's indiscriminatory policy reviewed regularly?</p> <p>d. Are the company's employees recruited and promoted based on skills, capabilities, qualities, and medical fitness necessary for the job? How is this evidenced?</p>	<p>The company's employees recruited and promoted based on skills, capabilities, qualities, and necessary medical fitness for the job. Promotion based on work assessment process (discipline, morale, teamwork, poles, reliability, control), consist of self-assessment and assessment by supervisor. Examples of work assessment:</p> <ul style="list-style-type: none"> <li>• Decree Letter of Senior Manager PT RMM No. 06/SK-SM/RMM/VII/2017 decided on behalf of Rizki Efendi Ritonga become monthly employee, start from July 1, 2017.</li> <li>• Decree Letter of Senior Manager PT RMM No. 01/MM-RMM/IX/2017 decided on behalf of Misno as Daily Employee, start from September 27, 2017.</li> </ul>	C
<b>6.9</b>	There is no harassment or abuse in the work place, and reproductive rights are protected.		
	<p><b>6.9.1 (M)</b> A policy to prevent sexual and all other forms of harassment and violence shall be implemented and communicated to all levels of the workforce.</p> <p><b>Specific Guidance:</b></p>		

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	<p><b>For 6.9.1 and 6.9.2:</b> <i>These policies should include education for women and awareness of the workforce. There should be programmes provided for particular issues faced by women, such as violence and sexual harassment in the workplace. A gender committee specifically to address areas of concern to women will be used to comply with this Criterion. This committee, which should include representatives from all areas of work, will consider matters such as: training on women’s rights; counselling for women affected by violence; child care facilities to be provided by the growers and millers; women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and women to be given specific break times to enable effective breastfeeding.</i></p> <p><b>Guidance:</b>  <i>There should be a clear policy developed in consultation with employees, contract workers and other relevant stakeholders, and the policy should be publicly available. Progress in implementing the policy should be regularly monitored, and the results of monitoring activities should be recorded.</i></p> <p><i>Notwithstanding national legislation and regulation, reproductive rights are respected.</i></p>		

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	<p>a. Does the company have the policy to prohibit any form of sexual and all other forms of harassment and violence?</p> <p>b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</p> <p>c. Is there a clear protocol for the company to deal/handle such issues/complaints received from the workforce?</p> <p>d. Is there a list of awareness programs or training provided to the workforce in relation to these issues?</p> <p>e. Has the company formed a Gender Committee to address areas of concern to women? Is there a list of the members sitting in the committee? What are the Terms of Reference of the committee? Does it include the handling of issues such as:</p> <ul style="list-style-type: none"> <li>• training on women's rights;</li> <li>• counselling for women affected by violence;</li> <li>• child care facilities to be provided by the growers and millers;</li> </ul>	<p>Company has policy to prevent sexual harassment and protection of reproduction right, published on June 2017. Corporate try to provide conducive work environment, indicated by equity and respect each other in giving protection to workers from sexual harassment and any violence, such as degrading human dignity, and giving protection to woman reproduction right.</p> <p>The company has the policy to prohibit any form of sexual and all other forms of harassment and violence. Contained in the Management Policy Quality and Environment in Producing Sustainable Palm Oil Sustainable, point 10: Protect the reproductive rights of all workers by preventing any form of harassment and violence that can occur especially against women workers, and do not allow minors to do the work in corporate environment.</p> <p>There was the company's policy regarding sexual harassment to prevention and violence against women. This policy was contained in circular no. 002 / GM-RMM / IV / 2014 pertaining to worker protection and prohibition as follow:</p> <ol style="list-style-type: none"> <li>1. Workers are prohibited to conduct sexual harassment and any form of violence against women and her family.</li> <li>2. Workers are mandatory to use suitable and not sexy cloth</li> <li>3. Workers are not allowed to stand close together apart from other workers during working time in order to Prevent any action sexual harassment.</li> </ol> <p>Regarding reproductive right to protection, in this circular letter or breastfeeding states that pregnant women are not allowed to do any job related to chemist and manuring or hazardous materials.</p> <p>Menstrual leave and maternity leave provided for in article 21, paragraph 1 of female workers in a given period of rest 2 days to get full pay, with the provisions of the examination the doctor or health worker and notified to the employer. Paragraph 2 women birth period female workers given leave it 1.5 months before and 1.5 months after birth..</p>	<p>C</p>

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	<ul style="list-style-type: none"> <li>• women to be allowed to breastfeed up to nine months before resuming chemical spraying or usage tasks; and</li> <li>• women to be given specific break times to enable effective breastfeeding.</li> </ul> <p>f. Is the policy regularly reviewed?</p>		
	<p><b>6.9.2 (M)</b> A policy to protect the reproductive rights of all, especially of women, shall be implemented and communicated to all levels of the workforce.</p> <p><b>Specific Guidance:</b>  <b>For 6.9.2:</b> see Indicator 4.6.12.  <b>Guidance:</b>  <i>Notwithstanding national legislation and regulation, reproductive rights are respected.</i></p>		



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	<ul style="list-style-type: none"> <li>a. Is there a policy to protect the reproductive rights of all, especially of women?</li> <li>b. Has this policy been documented, implemented and communicated clearly to all levels of the workforce?</li> <li>c. How is this policy communicated to all levels of the workforce?</li> </ul>	<p>Related to special treatment, the gender committee has established recently, Consist of head of committee, secretary, and members. Function of this committee was as an official institution for the worker to reporting any case of sexual harassment or violence against women experienced. Based on interviews and field observation, it was found there is no sexual harassment and violence faced by workers and their family. However, there is evidence that this committee found already socialized to the worker. As evidence of reproductive rights policy implementation, there were no pregnant women or breastfeeding Involved in working related to chemist, manuring or hazardous materials.            PT. RMM Women protection committee, Chairman: Meida Aurora, Vice Chairman: Nurhamida, Secretary : Surya Susanti.</p>	C
<p><b>6.9.3</b> A specific grievance mechanism which respects anonymity and protects complainants where requested shall be established, implemented, and communicated to all levels of the workforce</p>			
	<ul style="list-style-type: none"> <li>a. Does the company have a mechanism to handle employment grievances, that respects anonymity and protects complainants where requested?</li> <li>b. Does the mechanism provide a way for workers to report a grievance against a supervisor to someone other than that supervisor?</li> <li>c. Is the mechanism documented, implemented and communicated clearly to all levels of the workforce?</li> <li>d. Has the company identified personnel who will be responsible to receive and manage complaints received from the workforce?</li> </ul>	<p>. Women Protection committee agenda:            5. Socialization of cancer and tumors, May 2017.            6. Socialization of Women Protection Committee, August 2017.            7. Medical Check for female worker (chemist), February 2017.            8. Meeting of the committee, April 2017.</p>	C

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	<p>e. Has the company received any reports or complaints of harassment or abuse? How was it addressed or resolved?</p> <p>f. Is the policy reviewed regularly?</p>		
<p><b>6.1</b> <b>0</b></p>	<p>Growers and millers deal fairly and transparently with smallholders and other local businesses</p>		
	<p><b>6.10.1</b> Current and past prices paid for Fresh Fruit Bunches (FFB) shall be publicly available.  <b>Guidance:</b>  <i>Transactions with smallholders should consider issues such as the role of middle men, transport and storage of FFB, quality and grading. The need to recycle the nutrients in FFB (see Criterion 4.2) should also be considered; where it is not practicable to recycle wastes to smallholders, compensation for the value of the nutrients exported can be made through the FFB price. Smallholders should have access to the grievance procedure under Criterion 6.3 if they consider that they are not receiving a fair price for FFB, whether or not middle men are involved. The need for a fair and transparent pricing mechanism is particularly important for outgrowers who are contractually obliged to sell all FFB to a particular mill. If mills require smallholders to change practices to meet the RSPO Principles and Criteria, consideration should be given to the costs of such changes, and the possibility of advance payments for FFB can be considered.</i></p>		

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	<p>a. How is the price of FFB determined?</p> <p>b. Is current and past prices paid for Fresh Fruit Bunches (FFB) publicly available? How?</p> <p>c. Was there any complaints on FFB pricing?</p> <p>d. How was the complaint handled?</p> <p>e. What was the solution?</p>	<p>The FFB Purchase Procedure No. SOP-01 rev 02 Dir.MKT-01 published March 29, 2016. In it explains the pricing mechanism FFB purchase from 3rd party (individual suppliers, Collector or other companies). The company also has a copy of the FFB price for smallholder in accordance to decision of Plantation Agency North Sumatera province period August 1-15, 2017.</p>	C
<p><b>6.10.2 (M) Evidence shall be available that growers/millers have explained FFB pricing, and pricing mechanisms for FFB and inputs/services shall be documented (where these are under the control of the mill or plantation)</b></p>			
	<p>a. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</p> <p>b. Is there evidence that growers/millers have explained FFB pricing and pricing mechanisms for FFB?</p> <p>c. Are there any inputs/services rendered by the millers to smallholders/middle men? Are these inputs/services having any influence to the pricing and pricing mechanisms for FFB?</p> <p>d. Have inputs/services been documented (where these are under the control of the mill or plantation)?</p>	<p>In Agreement company explain that FFB pricing depends on Decree from Disbun North Sumatera Province is the explanation given to the Co-operative Plasma and other suppliers, However to all supplier companies will deliver pricing mechanism in accordance with the FFB purchase procedure No. SOP/Dir.MKT-01 rev 02 published March 29, 2016 at the same time of signature of the FFB purchase contract.</p> <p>Price of FFB on September 14, 2017:</p> <ul style="list-style-type: none"> <li>• Large Fruit IDR 1,800/kg</li> <li>• Medium Fruit IDR 1,770/kg</li> <li>• Small Fruit IDR 1,650/kg</li> </ul> <p>Price of FFB on September 13, 2017:</p> <ul style="list-style-type: none"> <li>• Large Fruit IDR 1,780/kg</li> <li>• Medium Fruit IDR 1,750/kg</li> <li>• Small Fruit IDR 1,630/kg</li> </ul>	C

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	<p>e. Where it is not practicable to smallholders to recycle waste (i.e. EFB), is there compensation for the value of the nutrients of EFB given to the smallholders? Is this translated into the pricing factors of FFB?</p>		
<p><b>6.10.3</b> Evidence shall be available that all parties understand the contractual agreements they enter into, and that contracts are fair, legal and transparent</p>			
	<p>a. Is there a contractual agreement between the miller and smallholders/ middle men?</p> <p>b. Do all parties understand the contractual agreements they have entered into?</p> <p>c. Are all contractual agreements fair, legal and transparent?</p> <p>d. Who keeps the contractual agreements?</p>	<p>Example of contractual agreement :</p> <ul style="list-style-type: none"> <li>• FFB Purchase Agreement No.01B/Trading-RMM/Kandir Medan/I/2017 between CV Melati with PT. RMM period January 4 to December 31, 2017.</li> <li>• Company has partnership agreement with KUD Sumber Usaha (smallholder) as FFB supplier No. 16/KUD-SU/VII/2008 – No. 005/SPK-RMM/VII/2008 10-07-2008, explained that the company is obliged to buy FFB smallholder with prices based on the Regulation of the Minister of Agriculture on guidelines for determination of plasma FFB purchase price set by the Governor of North Sumatera. Both parties understand and agree with the agreement and signature on the seal, also company conducted monthly payments according to the agreed time in the term. There is no complaint related FFB payment.</li> </ul>	<p>C</p>
<p><b>6.10.4</b> Agreed payments shall be made in a timely manner</p>			
	<p>a. How are all payments made to the smallholders/middle men?</p> <p>b. What is the mode of recording/documenting transactions between millers with middlemen and/or smallholders?</p> <p>c. Have agreed payments been made in a timely manner?</p>	<p>Both parties understand and agree with the agreement and signature on the seal, also company conducted monthly payments according to the agreed time in the term. There is no complaint related FFB payment.</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
6.1 1	Growers and millers contribute to local sustainable development where appropriate		
<p><b>6.11.1</b> Contributions to local development that are based on the results of consultation with local communities shall be demonstrated.</p> <p><b>Guidance:</b>  <i>Contributions to local development should be based on the results of consultation with local communities. See also Criterion 6.2. Such consultation should be based on the principles of transparency, openness and participation, and should encourage communities to identify their own priorities and needs, including the different needs of men and women.</i>  <i>Where candidates for employment are of equal merit, preference should always be given to members of local communities. Positive discrimination should not be recognised as conflicting with Criterion 6.8.</i>  <i>Efforts should be made to identify independent smallholders in the supply base.</i>  <i>Where sourcing of fruit is from identified independent smallholders, efforts should be made to contribute to the improvement of their farming practices.</i></p>			
<p>a. Have the local development needs and priorities been identified in consultation with local communities? (refer also to C 6.2)</p> <p>b. What are the contributions made to local development? Are they in accordance with the results of consultation?</p> <p>c. Are there efforts to improve or maximise employment opportunities at the company for local communities?</p>		<p>The company actively contributes to local community development programmes company has allocation for such activities and there are a number of documented CSR programme 2017 activities. The company has prove their contributions to local development that are based on the results of consultation with local communities during meeting on July 12, 2017.</p> <p>Example of CSR Realization on 2017 are:</p> <ul style="list-style-type: none"> <li>• Maintenance of road</li> <li>• Renovation of public facility.</li> <li>• Rehabilitation of mosque</li> <li>• Distribution of Nine Basic Needs to community around the estate and employee of PT RMM</li> <li>• Bazaar for community around the estate and employee of PT RMM</li> <li>• Distribution of Qurban Meat</li> </ul>	C
<p><b>6.11.2</b> Where there are scheme smallholders, there shall be evidence that efforts and/or resources have been allocated to improve smallholder productivity</p>			
<p>a. Is there a complete registry of independent smallholders in the supply base?</p> <p>b. Have efforts been made to improve the farming practices of in-</p>		<p>The company has/has not prove their contribution for existing scheme smallholders to improve smallholder productivity such as: On December 20, 2016 have conducted training of pest controlling in palm oil, SOP of harvesting and discipline in fruit cutting, 26 smallholder farmers, located in meeting room of PT RMM.</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	dependent smallholders?  c. Where there are schemed smallholders, have efforts and/or resources been allocated to improve smallholder productivity?		
<b>6.1</b> <b>2</b>	No forms of forced or trafficked labour are used. (Forced labour refers to situations in which persons are coerced to work through the use of violence or intimidation, or by more subtle means such as accumulated debt, retention of identity papers or threats of denunciation to immigration authorities)		
	<b>6.12.1 (M)</b> There shall be evidence that no forms of forced or trafficked labour are used. <b>Specific Guidance:</b> <b>For 6.12.1:</b> Workers should enter into employment voluntarily and freely, without the threat of a penalty, and should have the freedom to terminate employment without penalty given reasonable notice or as per agreement. <b>Guidance</b> Migrant workers should be legalised, and a separate employment agreement should be drawn up to meet immigration requirements for foreign workers and international standards. Any deductions made should not jeopardise a decent living wage. Passports should only be voluntarily surrendered. There should be evidence of due diligence in applying this to all sub-contract workers and suppliers. National guidance should be used on contract substitution.		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>a. What is the company's policy on forced or trafficked labour?</li> <li>b. How does the company define forced or trafficked labour?</li> <li>c. What is the process of recruiting foreign/ migrant workers directly and/or through licenced outsourcing agencies/ labour suppliers?</li> <li>d. Who is the person responsible for selecting/ screening labour suppliers/ outsourcing agents?</li> <li>e. Do the foreign workers have to pay a fee to the employment recruitment agency or labour suppliers in the workers' countries of origin? If yes, does it jeopardise decent living wage?</li> <li>f. Are there restrictions on workers from leaving the mill or estate or their housing facilities outside working hours?</li> <li>g. What is the process if a worker wants to terminate their employment before their contract expires? In this case, who pays for the return transportation?</li> <li>h. What are the penalties imposed if the workers were terminated or fired before their contract expires?</li> </ul>	<p>Corporate has policy in quality, environment, Occupational health and safety, human right protection, prohibition and ethic in sustainable palm oil business and production No Document: 10/Dir-RMM on April8, 2016. Prohibit/ not allowed to corruption practice, bribery, fraud, gambling, theft of company assets, drug trading/consuming, human trafficking/ human exploitation in corporate environment.</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>i. Who keeps the workers passports or identity documents?</li> <li>j. If workers do not keep their passports or identity documents, is this legally allowed?</li> <li>k. What is the process for workers' to hand over their passports or identity documents to the company?</li> <li>l. Do workers have unrestricted access to their passports or identity documents? Describe how workers are able to access their documents?</li> </ul>		
<p><b>6.12.2</b> Where applicable, it shall be demonstrated that no contract substitution has occurred</p>			



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there evidence of contract substitution occurring?</p> <p>b. Are foreign workers asked to sign a contract upon arriving in the receiving country? If yes, is that contract identical to the one signed in the country of origin?</p> <p>c. Are workers given a copy of their employment contracts? If yes, is the contract identical to the one signed at the time of recruitment?</p>	<p>There are no Company's operations related to trafficked and forced labour. All of plantation workers are Indonesian Local workers. There are no restrictions on workers from leaving the mill or estate or their housing facilities outside working hours.</p> <p>The process if a worker wants to terminate their employment before their contract expires is by sending resign letter to get approved. The company doesn't give the penalties if the workers were terminated or fired before their contract expires.</p> <p>Result of interview with Committee of Estate Labor Union PT Rimba Mujur Mahkota period 2016 -2018, known by operational unit of estate and POM, no foreign workers, and no forced labor, if there is over time, corporate will ask for approval from employee who will do overtime.</p>	C
	<p><b>6.12.3 (M) Where temporary or migrant workers are employed, a special labour policy and procedures shall be established and implemented.</b>  <b>Specific Guidance:</b>  <b>For 6.12.3: The special labour policy should include:</b></p> <ul style="list-style-type: none"> <li>• <i>Statement of the non-discriminatory practices;</i></li> <li>• <i>No contract substitution;</i></li> <li>• <i>Post-arrival orientation programme to focus especially on language, safety, labour laws, cultural practices etc.;</i></li> </ul> <p><i>Decent living conditions to be provided.</i></p>		
	<p>a. What is the company's policy and procedures for temporary or foreign/migrant workers? Does the special labour policy include:</p> <ul style="list-style-type: none"> <li>• Statement of the non-discriminatory practices?</li> <li>• No contract substitution?</li> <li>• Post-arrival orientation programme with emphasis on language, safety, labour laws, cultural practices etc.?</li> <li>• The provision of decent living conditions?</li> </ul>	<p>Result of interview with Committee of Estate Labor Union PT Rimba Mujur Mahkota period 2016 -2018, known by operational unit of estate and POM, no foreign workers, and no forced labor, if there is over time, corporate will ask for approval from employee who will do overtime.</p>	C

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	b. Have the policies and procedures been implemented?		
6.1 3	Growers and millers respect human rights.		
	<p><b>6.13.1 (M)</b> A policy to respect human rights shall be documented and communicated to all levels of the workforce and operations (see Criteria 1.2 and 2.1).</p> <p><b>Guidance:</b></p> <p><i>See also Criterion 6.3.</i></p> <p><i>All levels of operations will include contracted third parties (e.g. those involved in security).</i></p> <p><b>Note:</b></p> <p><i>From the UN Guiding Principles on Business and Human Rights:</i></p> <p><i>“The responsibility of business enterprises to respect human rights refers to internationally recognised human rights – understood, at a minimum, as those expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organization’s Declaration on Fundamental Principles and Rights at Work” (“The corporate responsibility to respect human rights” in Guiding Principles on Business and Human Rights).</i></p> <p><i>The RSPO WG on Human Rights will provide a mechanism to identify, prevent, mitigate and address human rights issues and impacts. The resulting Guidance will identify the relevant issues on human rights to all RSPO Members.</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there a company policy on human rights?</p> <p>b. How is this communicated to all employees, including outsourced workers, customers and suppliers? If by training, how often is the training conducted?</p> <p>c. Who has the task of communicating the policy internally and externally?</p> <p>d. Does the company have any outstanding cases of human rights violations?</p>	<p>Corporate has policy in human right, published on June 2017, signed by President Director. Corporate try to run business in accordance with ethic, respect human right, which is free from sexual harassment, abuse in working, good and save working environment.</p> <p>The company distributed circular letter No.01 / SE / DIR-ROM / V / 2014 dated May 7, 2014 on the Protection of Human Rights and Prohibition Policy. Stated in point 1: in carrying out the activities of the company's activities are expected to leaders / staff, employees in all regions / work units (estate and mill and directors office) to always respect human values, mutual respect, with dignity and responsible. And Socialization already conducted while distributing PKB pocket book.</p> <p>Company's commitment in Human rights has documented in Collective Labour Agreement (PKB) 2016-2018, such as:</p> <ul style="list-style-type: none"> <li>• The freedom workers to have a worker union, was state in clause 5.</li> <li>• Commitment to equal opportunity has documented in clause 14.</li> <li>• Clause 10 about the recruitment, state that the workers at least are 18 years old.</li> </ul> <p>Other subjects that communicate in the socialization process are:</p> <ul style="list-style-type: none"> <li>• Restriction for all workers in consuming alcohol and drugs inside PT RMM Operation Areas.</li> <li>• Restriction in conducting violence actions/activities inside PT RMM Operation Areas.</li> </ul> <p>The policy has communicated and distributed to all levels of the workforce and operations. Among others: September 6, 2017 attended by 812 people (estate and PKS employee and external stakeholders). The policy also displayed on public area such as meeting room, housing area, notice board etc Divisi III Sikarakara Estate.</p>	C
<b>Principle 7: Responsible Development of New Plantings</b>			
7.1	A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.		
	7.1.1 (M) An independent social and environmental impact assessment (SEIA), undertaken through a participatory methodology including the relevant affected stakeholders, shall be documented.		

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><b>Guidance:</b>            See also Criteria 5.1 and 6.1.  <i>The terms of reference should be defined and impact assessment should be carried out by accredited independent experts, in order to ensure an objective process. Both should not be done by the same body. A participatory methodology including external stakeholder groups is essential to the identification of impacts, particularly social impacts. Stakeholders such as local communities, government departments and NGOs should be involved through the use of interviews and meetings, and by reviewing findings and plans for mitigation. It is recognised that oil palm development can cause both positive and negative impacts. These developments can lead to some indirect/secondary impacts which are not under the control of individual growers and millers. To this end, growers and millers should seek to identify the indirect/secondary impacts within the SEIA, and where possible work with partners to explore mechanisms to mitigate the negative indirect impacts and enhance the positive impacts.</i></p> <p><i>The potential impacts of all major proposed activities should be assessed in a participatory way prior to development. The assessment should include, in no order of preference and as a minimum:</i></p> <ul style="list-style-type: none"> <li>• <i>Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure;</i></li> <li>• <i>Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be negatively affected;</i></li> <li>• <i>Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems;</i></li> <li>• <i>Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources;</i></li> <li>• <i>Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding;</i></li> <li>• <i>Analysis of type of land to be used (forest, degraded forest, cleared land);</i></li> <li>• <i>Analysis of land ownership and user rights;</i></li> <li>• <i>Analysis of current land use patterns;</i></li> <li>• <i>Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents;</i></li> <li>• <i>Identification of activities which may generate significant GHG emissions.</i></li> </ul> <p><i>Plans and field operations should be developed and implemented to incorporate the results of the assessment. One potential outcome of the assessment process is that the development may not proceed because of the magnitude of potential impacts.</i></p> <p><i>For smallholder schemes, the scheme management should address this Criterion. For individual smallholders, this Criterion does not apply.</i></p> <p><i>Where there is no National Interpretation, for land areas greater than 500ha, a full independent assessment will be required. For land areas less than 500ha, an internal assessment using selected components of SEIA and HCV assessments can be used. Where such internal assessments identify significant environmentally or socially sensitive areas or issues, an independent assessment will be undertaken.</i></p>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>a. Is there any new plantings or operations, or expanding existing ones by the company? What is the size of the new planting area?</p> <p>b. Has an independent social and environmental impact assessment (SEIA) been documented for the new plantings?</p> <p>c. Are the impact assessments prepared by accredited independent experts?</p> <p>d. Are all environmental and social impacts adequately identified?</p> <p>e. Is the SEIA undertaken based on the scope of operation?</p> <p>f. Is the SEIA undertaken in a participatory manner, including the relevant affected stakeholders?</p> <p>g. Does the SEIA assessment include and as a minimum:</p> <ul style="list-style-type: none"> <li>• Assessment of the impacts of all major planned activities, including planting, mill operations, roads and other infrastructure?</li> <li>• Assessment, including stakeholder consultation, of High Conservation Values (see Criterion 7.3) that could be nega-</li> </ul>	<p>Social Impact Assessment for PT RMM (estate and POM) was carried out on April 4-16 2013. The SIA was conducted through participatory method involving all relevant affected parties and stakeholder. There was community participatory evidence i.e. list attendance of SIA process in surrounding villages. Focus group discussion held in Sikara-kara, Buburan, Taluk and Sikara-kara III on April 9, 2013 and in Bintuas, Sundutan Tigo, Simpang Bambu, Bronjong, Sikara-kara II, Sikara-kara IV, Sukamaju, Rukun Jaya village and KUD Sumber Jaya on April 13, 2013. Results from focus group discussions and questionnaires were sent to 110 respondents included in the assessment report and used in preparing the social management recommendations.</p> <p>Assessment was conducted on surroundings villages such as Sikarakara, Sikarakara II, Sikarakara III, Sikarakara IV, Sundutan Tigo, Bintuas, Taluk, Rukun Jaya, Suka Maju, Tunas Karya villages at Natal Districts, Mandailing Natal Regency. The identified impact were as follow :</p> <ul style="list-style-type: none"> <li>• Economic Sector: positive impact, i.e. there were increasing of income for farmers, traders, raising of shop and store, food store and traditional market. The negative impact was: decreasing of land ownership at coastal area.</li> <li>• Social cultural sector: positive: impact was occuring of assimilation in coastal villages and transmigration villages. It was changes from primary setor into secondary sector and tertieri. Occupation of time was more productive. Negative impact: people become more consumptive. High dependent on external production food.</li> <li>• Environmental. Positive impact: not yet experienced by people. Negative: river pollution, aridity, fire and fly dispersion.</li> </ul> <p>Raising issues need to be address by management :</p> <ul style="list-style-type: none"> <li>• Communication and information system was not effective.</li> <li>• There was no clear information regarding to plasma development.</li> <li>• Pollution on the river by mill waste.</li> <li>• Fly dispersion related to mill waste.</li> <li>• Low of manpower from surrounding villages accepted by the company and working accident</li> <li>• Low of educational level</li> <li>• Minimum medical resources and health care infrastructure in the villages.</li> </ul>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>tively affected?</p> <ul style="list-style-type: none"> <li>• Assessment of potential effects on adjacent natural ecosystems of planned developments, including whether development or expansion will increase pressure on nearby natural ecosystems?</li> <li>• Identification of watercourses and wetlands and assessment of potential effects on hydrology and land subsidence of planned developments. Measures should be planned and implemented to maintain the quantity, quality and access to water and land resources?</li> <li>• Baseline soil surveys and topographic information, including the identification of steep slopes, marginal and fragile soils, areas prone to erosion, degradation, subsidence, and flooding?</li> <li>• Analysis of type of land to be used (forest, degraded forest, cleared land)?</li> <li>• Analysis of land ownership and user rights?</li> </ul>		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>• Analysis of current land use patterns?</li> <li>• Assessment of potential social impacts on surrounding communities of a plantation, including an analysis of potential effects on livelihoods, and differential effects on women versus men, ethnic communities, and migrant versus long-term residents?</li> <li>• Identification of activities which may generate significant GHG emissions?</li> </ul> <p>h. What were the main findings of the assessment?</p> <p>i. Were secondary impacts of oil palm development identified in the SEIA?</p>		
	<p><b>7.1.2</b> Appropriate management planning and operational procedures shall be developed and implemented to avoid or mitigate identified potential negative impacts.</p>		
	<p>a. Does the findings of the SEIA uncover any negative impacts? If yes, has a management plan and operational procedures been developed to mitigate the negative impacts?</p> <p>b. Has the management plan and operational procedures been implemented?</p>	<p>Review social management plan was conducted on July 12, 2017 in PT Rimba Mujur Mahkota Office including review of realization social management program year 2016, the review was attended by 14 participant including from community surrounding company's area, following several social management plans are reviewed, including: the boundaries of the concession, artnership scholarship, provision of educational facilities for the children of employees and the community, job, etc.</p> <p>The results of the review of social management plan that includes community participation, it was determined that the company will continue the program of social management plans from the previous year.</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p><b>7.1.3</b> Where the development includes an outgrower scheme, the impacts of the scheme and the implications of the way it is managed shall be given particular attention</p>		
	<p>a. Are any outgrowers involved in the new plantings?</p> <p>b. Has management prepared a plan for the outgrower scheme?</p> <p>c. Does the SEIA include an assessment of impacts and the implications of the way the outgrower scheme is managed?</p>	<p>SIA report consist of identified social impact of scheme smallholder which is the surrounding villages ask the company to prepare smallholder area for them as already done for Sikarakara III village community. The Company manages smallholder area of 600 ha (300 families) who are members of cooperatives Sumber Usaha and SIA preparation involves KUD Sumber Usaha, located in the village of Sikara-kara IV.</p>	<p>C</p>
<p>7.2</p>	<p>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</p>		
	<p><b>7.2.1 (M)</b> Soil suitability maps or soil surveys adequate to establish the long-term suitability of land for oil palm cultivation shall be available and taken into account in plans and operations.</p> <p><b>Guidance:</b>  <i>These activities can be linked to the Social and Environmental Impact Assessment (SEIA) (see Criterion 7.1) but need not be done by independent experts.</i>  <i>Soil suitability maps or soil surveys should be appropriate to the scale of operation and should include information on soil types, topography, hydrology, rooting depth, moisture availability, stoniness and fertility to ensure long-term sustainability of the development. Soils requiring appropriate practices should be identified (see Criteria 4.3 and 7.4). This information should be used to plan planting programmes, etc. Measures should be planned to minimise erosion through appropriate use of heavy machinery, terracing on slopes, appropriate road construction, rapid establishment of cover, protection of riverbanks, etc. Areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation will be delineated in plans and included in operations for conservation or rehabilitation as appropriate (see Criterion 7.4).</i>  <i>Assessing soil suitability is also important for smallholders, particularly where there are significant numbers operating in a particular location. Information should be collected on soil suitability by companies planning to purchase Fresh Fruit Bunches (FFB) from potential developments of independent smallholders in a particular location. Companies should assess this information and provide information to independent smallholders on soil suitability, and/or in conjunction with relevant government/public institutions and other organisations (including NGOs) provide information in order to assist independent smallholders to grow oil palm sustainably.</i></p>		
	<p>a. Are soil suitability/survey maps for the planted areas available or in place?</p> <ul style="list-style-type: none"> <li>Is the map adequate to establish the long-term suitability</li> </ul>	<p>a. Perusahaan dapat menunjukan peta jenis tanah di wilayah operasionalnya. Secara umum berdasarkan hasil analisa tanah tahun 2014 diketahui bahwa kriteria tingkat keasaman tanah (pH) didominasi kriteria agak rendah (asam), kandungan C-organik cenderung tinggi dan N total didominasi kriteria rendah. Sedangkan untuk kelas kesesuaian lahan secara actual termasuk dalam kategori kelas lahan S2 (sesuai) dan S3</p>	<p>C</p>



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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>ity of land for oil palm cultivation?</p> <ul style="list-style-type: none"> <li>• Are the soil suitability maps or soil surveys appropriate to the scale of operation?</li> <li>• Does the soil suitability maps or soil surveys include information on soil types, topography, and hydrology, rooting depth, moisture availability, stoniness and fertility?</li> <li>• Do the soil suitability maps or soil surveys identify soils requiring appropriate practices?</li> </ul> <p>b. Are there any areas located within the plantation perimeters that are considered unsuitable for long-term oil palm cultivation?</p> <ul style="list-style-type: none"> <li>• Are such areas delineated in the plans?</li> <li>• Are there areas set aside for conservation?</li> <li>• Or are there plans for rehabilitation as appropriate?</li> </ul> <p>c. Does the company plan to purchase Fresh Fruit Bunches (FFB) from potential developments of independent suppliers in a particular location?</p> <p>d. If yes, the following information</p>	<p>(agak sesuai). Berdasarkan data analisa tanah diketahui secara umum jenis tanah di PT RMM adalah Gambut dan Mineral.</p> <p>b. Lihat penjelasan pada point A.</p> <p>c. No</p> <p>d. NA</p>	

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)																																
	should be obtained: <ul style="list-style-type: none"> <li>Is information on soil suitability collected and assessed?</li> <li>Has the company provided information on soil suitability to the independent smallholders in order to assist them to grow oil palm sustainably?</li> </ul>																																		
	<b>7.2.2</b> Topographic information adequate to guide the planning of drainage and irrigation systems, roads and other infrastructure shall be available and taken into account in plans and operations																																		
	a. Does the area where plantings are done require drainage or irrigation? b. If yes, is there adequate topographic information to guide the planning of drainage and irrigation systems? c. Is the topographic information and best practices taken into consideration during the development of roads and infrastructure?	a. Berdasarkan survey tanah, diketahui bahwa jenis tanah di wilayah operasional PT RMM didominasi oleh jenis tanah mineral dan gambut. Dengan demikian, drainase dan atau irigasi sangat diperlukan dalam pengelolaan lahan gambut. b. Perusahaan dapat menunjukkan informasi tentang topografi di areal operasionalnya. Secara umum kelas kelerengan disajikan sebagai berikut: Kelas Kelerengan <table border="1" data-bbox="853 979 1637 1241"> <thead> <tr> <th>Kelas Lereng</th> <th>Bentuk Wilayah</th> <th>Luas (Ha)</th> <th>Persentase (%)</th> </tr> </thead> <tbody> <tr> <td>&lt; 2 %</td> <td>Datar</td> <td>2,546.61</td> <td>48.8</td> </tr> <tr> <td>2 - 8 %</td> <td>Sangat Landai</td> <td>1,428.98</td> <td>27.4</td> </tr> <tr> <td>9 - 15 %</td> <td>Landai</td> <td>774.86</td> <td>14.8</td> </tr> <tr> <td>16 - 25 %</td> <td>Agak Curam</td> <td>367.21</td> <td>7.0</td> </tr> <tr> <td>26 - 40 %</td> <td>Curam</td> <td>92.77</td> <td>1.7</td> </tr> <tr> <td>41 - 60 %</td> <td>Sangat Curam</td> <td>3.57</td> <td>0.0</td> </tr> <tr> <td colspan="2"><b>TOTAL</b></td> <td><b>5,214</b></td> <td><b>10</b></td> </tr> </tbody> </table> Sumber: Dokumen Analisa Tanah, 2014 c. Kelas kelerengan menjadi salah satu pertimbangan dalam pengembangan perkebunan.	Kelas Lereng	Bentuk Wilayah	Luas (Ha)	Persentase (%)	< 2 %	Datar	2,546.61	48.8	2 - 8 %	Sangat Landai	1,428.98	27.4	9 - 15 %	Landai	774.86	14.8	16 - 25 %	Agak Curam	367.21	7.0	26 - 40 %	Curam	92.77	1.7	41 - 60 %	Sangat Curam	3.57	0.0	<b>TOTAL</b>		<b>5,214</b>	<b>10</b>	<b>C</b>
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41 - 60 %	Sangat Curam	3.57	0.0																																
<b>TOTAL</b>		<b>5,214</b>	<b>10</b>																																
<b>7.3</b>	New plantings since November 2005 have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values																																		
	<b>7.3.1 (M)</b> There shall be evidence that no new plantings have replaced primary forest, or any area required to maintain or enhance one or																																		

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>more High Conservation Values (HCVs), since November 2005. New plantings shall be planned and managed to best ensure the HCVs identified are maintained and/or enhanced (see Criterion 5.2).</p> <p><b>Specific Guidance:</b>  <b>For 7.3.1:</b> Evidence should include historical remote sensing imagery which demonstrates that there has been no conversion of primary forest or any area required to maintain or enhance one or more HCV. Satellite or aerial photographs, land use maps and vegetation maps should be used to inform the HCV assessment.  Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, it will be excluded from the RSPO certification programme until an adequate HCV compensation plan has been developed and accepted by the RSPO.</p> <p><b>Guidance:</b>  This Criterion applies to forests and other vegetation types. This applies irrespective of any changes in land ownership or farm management that have taken place since November 2005. HCVs may be identified in restricted areas of a landholding, and in such cases new plantings can be planned to allow the HCVs to be maintained or enhanced.  The HCV assessment process requires appropriate training and expertise, and will include consultation with local communities, particularly for identifying social HCVs. HCV assessments should be conducted according to the National Interpretation of the HCV criteria or according to the Global HCV Toolkit if a National Interpretation is not available (see Definitions).  Developments should actively seek to utilise previously cleared and/or degraded land on mineral soil. Plantation development should not put indirect pressure on forests through the use of all available agricultural land in an area.  Where landscape level HCV maps have been developed, these should be taken into account in project planning, whether or not such maps form part of government land use plans.  In case of small areas located either in hydrologically sensitive landscapes or in HCV areas where conversion can jeopardise large areas or species, an independent assessment will be required. HCV areas can be very small.  Once established, new developments should comply with Criterion 5.2.</p>		
	<p>a. Since November 2005, have any new plantings replaced primary forest, or any area required to maintain or enhance one or more High Conservation Values (HCVs)? If yes, was an adequate HCV assessment carried out prior to the clearing of the land?</p> <p>b. Where HCVs have been identified on the land that is intended for new plantings, have new plantings been planned and managed to best ensure the HCVs identified</p>	<p>a. The company has planting year 2005 and 2006. The company has conducted High Conservation Value (HCV) assessment that includes both the planted area itself and relevant wider landscape-level considerations (such as wildlife corridors). This was done by Yayasan Kelapa Sawit Berkelanjutan on 2013 as documented on Identification and analysis the high conservation value on PT Rimba Mujur Mahkota.</p> <p>b. The company has management plan to measures and maintain as well as enhance all identified HCV area as well as identified rare, threatened or endangered (RTE) species, or that present or are affected by plantation or mill operations, as seen on HCV management plan document Form/NKT-01 revision 00 issued date 2 September 2013. The monitoring of implementation HCV management plan has been documented to known the status of HCV and RTE species that are affected by plantation or mill operations</p> <p>c. The company has HCV map with total HCV area as much as 432.91 ha.</p>	<p><b>C</b></p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>are maintained and/or enhanced (see Criterion 5.2)?</p> <p>c. Are there finalised HCV maps and areas endorsed/signed off by management showing type of HCV and area coverage (ha)?</p> <p>d. Has the company comply with NPP procedures? i.e. NPP documents was submitted and put for public notification.</p> <p>e. Is CB verification of NPP documents include field verification? If not, field verification of HCV is required during certification audit.</p> <p>f. Where land has been cleared since November 2005, and without a prior and adequate HCV assessment, is there evidence that an adequate HCV compensation plan for the affected area has been developed and accepted by the RSPO?</p>	<p>d. The company does not comply with NPP because the planting year 2005 and 2006 still inside the company concession</p> <p>e. NA</p> <p>f. NA</p>	
	<p><b>7.3.2 (M)</b> A comprehensive HCV assessment, including stakeholder consultation, shall be conducted prior to any conversion or new planting. This shall include a land use change analysis to determine changes to the vegetation since November 2005. This analysis shall be used, with proxies, to indicate changes to HCV status.</p>		
	<p>a. Is the prepared HCV assessment comprehensive? Was the assessment prepared in consultation with the affected stakeholders prior to any conversion or new plant-</p>	<p>a. The company has identification and analysis of high conservation value on PT Rimba Mujur Mahkota conduct by Yayasan Kelapa Sawit Berkelanjutan Indonesia year 2013. The result of identification has covering information such as conservation status, affected of protected area by plantation and mill and identification of HCV. The HCV assessment conduct by team that has competency lead-</p>	<p>C</p>

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<p>ing?</p> <p>b. Do the HCV assessments include land use change analysis to determine changes to the vegetation since November 2005? (This analysis shall be used, with proxies, to indicate changes to HCV status)</p>	<p>ing by Purwo Susanto. The HCV assessment conduct public consultation on 13 April 2013 at di meeting room of SD Negeri FILLIAL 374, Sikara-kara III village, Natal Sub District.</p> <p>b. Based on EIA study, previous land cover that opened in 2005 and 2006 is secondary forest and old shrubs, it also shown in Landsat imagery as described in HCV assessment.</p>	
<b>7.3.3</b> Dates of land preparation and commencement shall be recorded			
	<p>Are the dates of land preparation and commencement recorded?</p>	<p>The company has record land preparation. The company conduct land preparation before November 2005</p>	<p>C</p>
<b>7.3.4 (M)</b> An action plan shall be developed that describes operational actions consequent to the findings of the HCV assessment, and that references the grower's relevant operational procedures (see Criterion 5.2)			
	<p>a. Has the company developed an action plan that describes operational actions consequent to the findings of the HCV assessment?</p> <p>b. Does the action plan reference the grower's relevant operational procedures (see Criterion 5.2)?</p>	<p>a. The company has management plan to measures and maintain as well as enhance all indetified HCV area as well as identified rare, threatened or endangered (RTE) species, or that present or are affected by plantation or mill operations, as seen on HCV management plan document Form/NKT-01 revision 00 issued date 2 September 2013. The monitoring of implementation HCV management plan has been documented to known the status of HCV and RTE species that are affected by plantation or mill operations</p> <p>b. Yes, the action plan reference the grower's relevant operational procedures</p>	<p>C</p>
<p><b>7.3.5</b> Areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, shall be identified in consultation with the communities and incorporated into HCV assessments and management plans (see Criterion 5.2).</p> <p><b>Specific Guidance:</b>  <b>For 7.3.5:</b> The management plan will be adaptive to changes in HCV 5 and 6. Decisions will be made in consultation with the affected communities.</p>			

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)										
	<p>a. Have areas required by affected communities to meet their basic needs, taking into account potential positive and negative changes in livelihood resulting from proposed operations, been identified in consultation with the communities?</p> <p>b. Have these areas been incorporated into HCV assessments and management plans (see Criterion 5.2)?</p>	<p>a. The company has identification and analysis of high conservation value on PT Rimba Mujur Mahkota conduct by Yayasan Kelapa Sawit Berkelanjutan Indonesia year 2013. The result of identification has covering information such as conservation status, affected of protected area by plantation and mill and identification of HCV. The HCV assessment conduct by team that has competency leading by Purwo Susanto. The HCV assessment conduct consultation on 13 April 2013 at di meeting room of SD Negeri Fillial 374, Sikara-kara III village, Natal Sub District.</p> <p>b. The HCV area has been incorporated into HCV assessment and management plan</p>	C										
7.4	Extensive planting on steep terrain, and/or marginal and fragile soils, including peat, is avoided.												
	<p><b>7.4.1</b> Maps identifying marginal and fragile soils, including excessive gradients and peat soils, shall be available and used to identify areas to be avoided.</p> <p><b>Guidance:</b> <i>This activity should be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1. Planting on extensive areas of peat soils and other fragile soils should be avoided (see Criterion 4.3). Adverse impacts may include hydrological risks or significantly increased risks (e.g. fire risk) in areas outside the plantation (see Criterion 5.5).</i></p>												
	<p>a. Are there maps identifying marginal and fragile soils, including excessive gradients and peat soils?</p> <p>b. If peat is present, does the map show the extent, nature, and depth of peat?</p> <p>c. Are the maps used to identify areas that are inappropriate for planting?</p> <p>d. Have the maps been incorporated for use in the social and environ-</p>	<p>a. Perusahaan dapat menunjukkan peta jenis tanah di wilayah operasionalnya. Secara umum berdasarkan hasil analisa tanah tahun 2014 diketahui bahwa kriteria tingkat keasaman tanah (pH) didominasi kriteria agak rendah (asam), kandungan C-organik cenderung tinggi dan N total didominasi kriteria rendah. Sedangkan untuk kelas kesesuaian lahan secara actual termasuk dalam kategori kelas lahan S2 (sesuai) dan S3 (agak sesuai). Berdasarkan data analisa tanah diketahui secara umum jenis tanah di PT RMM adalah Gambut dan Mineral.</p> <p>b. Jenis gambut yang terdapat di areal operasional termasuk dalam kategori hemik hingga saprik dengan kedalaman ≤ 3 meter. Secara rinci sebaran jenis tanah di PT RMM adalah sebagai berikut:</p> <table border="1" data-bbox="853 1378 1637 1474"> <thead> <tr> <th rowspan="2">Divisi</th> <th colspan="2">Luas (Ha)</th> <th rowspan="2">TOTAL</th> </tr> <tr> <th>Gambut</th> <th>Mineral</th> </tr> </thead> <tbody> <tr> <td>Divisi I</td> <td>405.91</td> <td>209.09</td> <td>61</td> </tr> </tbody> </table>	Divisi	Luas (Ha)		TOTAL	Gambut	Mineral	Divisi I	405.91	209.09	61	C
Divisi	Luas (Ha)			TOTAL									
	Gambut	Mineral											
Divisi I	405.91	209.09	61										

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CR	CHECKLIST	RESULTS OF VERIFICATION				STATUS (C / NC / C WITH OBS.)																																				
	mental impact assessment (SEIA)?  e. Is there evidence that planting on extensive areas of peat soils and other fragile soils have been avoided?	<table border="1"> <tr><td>Divisi II</td><td>140.34</td><td>424.66</td><td>565</td></tr> <tr><td>Divisi III</td><td>385</td><td>154</td><td>539</td></tr> <tr><td>Divisi IV</td><td>116.65</td><td>598.35</td><td>715</td></tr> <tr><td>Divisi V</td><td>274.07</td><td>256.93</td><td>531</td></tr> <tr><td>Divisi VI</td><td>290.56</td><td>322.44</td><td>613</td></tr> <tr><td>Divisi VII</td><td>-</td><td>461</td><td>461</td></tr> <tr><td>Divisi VIII</td><td>333.66</td><td>241.34</td><td>575</td></tr> <tr><td>Divisi Plasma</td><td>487.64</td><td>112.36</td><td>600</td></tr> <tr><td><b>TOTAL</b></td><td><b>2,433.7</b></td><td><b>2,780.30</b></td><td><b>5,214</b></td></tr> </table>	Divisi II	140.34	424.66	565	Divisi III	385	154	539	Divisi IV	116.65	598.35	715	Divisi V	274.07	256.93	531	Divisi VI	290.56	322.44	613	Divisi VII	-	461	461	Divisi VIII	333.66	241.34	575	Divisi Plasma	487.64	112.36	600	<b>TOTAL</b>	<b>2,433.7</b>	<b>2,780.30</b>	<b>5,214</b>				
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<b>TOTAL</b>	<b>2,433.7</b>	<b>2,780.30</b>	<b>5,214</b>																																							
	<b>7.4.2 (M) Where limited planting on fragile and marginal soils, including peat, is proposed, plans shall be developed and implemented to protect them without incurring adverse impacts.</b>																																									
	a. Are there plans to protect planted areas on fragile and marginal soils, including peat from adverse impacts?  b. Does the plan take into consideration specific control and NI thresholds, including: <ul style="list-style-type: none"> <li>• Slope limits;</li> <li>• List of soil types that need to be avoided, especially peat soil;</li> <li>• Proportion of plantation areas that can include marginal /</li> </ul>	a. RMM telah melakukan monitoring subsidiensi gambut. Monitoring tinggi muka air tanah dan subsidiensi dilakukan setiap hari dan rekapitulasi serta di evaluasi setiap bulan. Hasil monitoring tersebut didokumentasikan pada form pengukuran tinggi air tanah dan subsidiensi. Berdasarkan hasil monitoring di Divisi Plasma (Blok P4, P5, P6, P7, P11 – P17) diketahui bahwa tinggi muka air tanah dapat dipertahankan pada level 70 cm. Sedangkan laju penurunan tanah gambut (subsidiensi gambut) diketahui tidak terjadi selama kurun waktu 1 tahun terakhir.  b. Kelas kelerengan menjadi salah satu pertimbangan dalam pengembangan perkebunan.  c. Lihat penjelasan pada point A dan B.				C																																				

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	fragile soil. c. Has the plan been implemented?		
7.5	No new plantings are established on local peoples' land where it can be demonstrated that there are legal, customary or user rights, without their free, prior and informed consent. This is dealt with through a documented system that enables these and other stakeholders to express their views through their own representative institutions.		
	<p><b>7.5.1</b> (M) Evidence shall be available that affected local peoples understand they have the right to say 'no' to operations planned on their lands before and during initial discussions, during the stage of information gathering and associated consultations, during negotiations, and up until an agreement with the grower/miller is signed and ratified by these local peoples.                      Refer also to criteria 2.2, 2.3, 6.2, 6.4 and 7.6 for Indicators and Guidance on compliance.</p> <p><b>Guidance:</b>  <i>This activity should be integrated with the Social and Environmental Impact Assessment (SEIA) required by Criterion 7.1. Where new plantings are considered to be acceptable, management plans and operations should maintain sacred sites. Agreements with indigenous peoples, local communities and other stakeholders should be made without coercion or other undue influence (see Guidance for Criterion 2.3). Relevant stakeholders include those affected by or concerned with the new plantings. Free, prior and informed consent (FPIC) is a guiding principle and should be applied to all RSPO members throughout the supply chain. Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008). Customary and user rights will be demonstrated through participatory user mapping as part of the FPIC process.</i></p>		



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	<ul style="list-style-type: none"> <li>a. Does the new planting area include 'local people's land'?</li> <li>b. If yes, has the community given their consent?</li> <li>c. Is there evidence to demonstrate that the consent/agreement has been given?</li> <li>d. Has the community been given the opportunity to say 'no' to the proposed development?</li> <li>e. Are the principles of the FPIC process followed?</li> </ul>	<p>The plantation has a the social and environmental impact assessment document which include analysis of both positive and negative environmental and social impacts, and made with the participation of affected parties, as explained under CR 7.1. The year planting 2005-2006 areas to be in the Land Use Right (HGU) so the company has not conducted socialization to community, identification and assessment of customary and legal right with the involvement of relevant government agencies and local communities.</p>	C
7.6	<p>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.</p>		
	<p><b>7.6.1 (M)</b> Documented identification and assessment of demonstrable legal, customary and user rights shall be available.  <b>Specific Guidance:</b>  <b>For 7.6.1:</b> <i>This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</i>  <b>Guidance:</b>  <i>Refer to Criteria 2.2, 2.3 and 6.4 and associated Guidance.</i>  <i>This requirement includes indigenous peoples (see Annex 1).</i>  <i>Refer to RSPO approved FPIC guidance ('FPIC and the RSPO; A Guide for Companies', October 2008)</i></p>		
	<ul style="list-style-type: none"> <li>a. Does the SEIA include the identification and assessment of legal, customary and user rights of the area?</li> <li>b. Does the company have SOPs to identify and assess any legal, customary and user rights of the local peoples?</li> <li>c. Is there any known notification from the stakeholders claiming to</li> </ul>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	NA

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	<p>have legal, customary and/or user rights on the land for the new planting area?</p> <p>d. Has the claim been identified and assess according to the protocol/SOP? Does the process follow and respect the FPIC principles?</p> <p>e. Has the process of identification and assessment been recorded/documented and made publicly available?</p>		
<b>7.6.2 (M)</b> A system for identifying people entitled to compensation shall be in place.			
	<p>a. Does the company have a system in place to identify people and/or community groups entitled to compensation?</p> <p>b. Is the system documented?</p> <p>c. Does the system follow and respect the FPIC principles?</p>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	NA
<b>7.6.3 (M)</b> A system for calculating and distributing fair compensation (monetary or otherwise) shall be in place.			
	<p>a. Does the company have a system in place to calculate and distribute fair compensation (monetary or otherwise)?</p> <p>b. Is the system documented and publicly made available?</p> <p>c. Does the system follow and respect the FPIC principles?</p>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	NA

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	<p><b>7.6.4</b> Communities that have lost access and rights to land for plantation expansion shall be given opportunities to benefit from plantation development</p>		
	<p>Does the company provide communities that have lost access and rights to land for plantation expansion opportunities to benefit from plantation development?</p>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	<p>NA</p>
	<p><b>7.6.5</b> The process and outcome of any compensation claims shall be documented and made publicly available</p>		
	<p>Is the process and outcome of any compensation claims documented and made publicly available?</p>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	<p>NA</p>
	<p><b>7.6.6.</b> Evidence shall be available that the affected communities and rights holders have access to information and advice, that is independent of the project proponent, concerning the legal, economic, environmental and social implications of the proposed operations on their lands.  <b>Specific Guidance:</b>  <b>For 7.6.6:</b> Growers and millers will confirm that the communities (or their representatives) gave consent to the initial planning phases of the operations prior to the new issuance of a concession or land title to the operator.</p>		
	<p>a. Is there record to show that the community and rights holders have freedom to access information and independent advisor(s) concerning the legal, economic, environmental and social implications of the proposed operations on their lands?</p> <p>b. Is there evidence to show that the company has sought the community and the right holders' consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?</p>	<p>According explanation in criterion 6.4 that Based on interview to surrounding community it was found that there were no land acquisition from them by the company so that year planting 2005-2006 areas no land acquisition from them by the company too</p>	<p>NA</p>

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	<p>c. Did the communities (or their representatives) give consent to the initial planning phases of the operations prior to the new issuance of a concession or land title?</p>		
<p><b>7.7</b></p>	<p>No use of fire in the preparation of new plantings other than in specific situations, as identified in the ASEAN guidelines or other regional best practice</p>		
	<p><b>7.7.1 (M)</b> There shall be no land preparation by burning, other than in specific situations, as identified in the ‘Guidelines for the Implementation of the ASEAN Policy on Zero Burning’ 2003, or comparable guidelines in other regions.  <b>Guidance:</b>  <i>Fire should be used only where an assessment has demonstrated that it is the most effective and least environmentally damaging option for minimising the risk of severe pest and disease outbreaks, and exceptional levels of caution are required for use of fire on peat. This should be subject to regulatory provisions under respective national environmental legislation. Extension/training programmes for small-holders may be necessary.</i></p>		
	<p>a. Is there evidence of land preparation by burning?                      (The auditors shall conduct site verification of the newly planted site which will include interviews with workers).</p> <p>b. Was land prepared using the burn method due to reasons or specific situations, as identified in the ‘Guidelines for the Implementation of the ASEAN Policy on Zero Burnings’ 2003, or comparable guidelines in other regions?</p> <p>c. If the burn method has been used for land preparation, has the com-</p>	<p>a. Berdasarkan observasi lapangan diketahui tidak terdapat tanda-tanda bekas bakar / kebakaran lahan yang terjadi. Pembukaan lahan terakhir dilakukan pada tahun 2005 seluas 621 ha untuk tanaman tahun 2006 Divisi IV (120 ha), Divisi V (129 ha), Divisi VII (226 ha), Divisi VIII (146 ha), dilakukan tanpa pembakaran. Hal ini dibuktikan dengan beberapa foto</p> <p>b. Lihat penjelasan pada point A.</p> <p>c. Lihat penjelasan pada point A.</p> <p>d. Lihat penjelasan pada point A.</p>	<p>C</p>

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	<p>pany complied with the requirements of 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>d. Is document showing proper justification for such activity available?</p>		
	<p><b>7.7.2</b> In exceptional cases where fire has to be used for preparing land for planting, there shall be evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions.</p> <p><b>Specific Guidance:</b> <b>For 7.7.2:</b> This activity shall be integrated with the social and environmental impact assessment (SEIA) required by Criterion 7.1.</p>		
	<p>a. In exceptional cases where fire has to be used for preparing land for planting, is there evidence of prior approval of the controlled burning as specified in 'Guidelines for the Implementation of the ASEAN Policy on Zero Burning' 2003, or comparable guidelines in other regions?</p> <p>b. Was the activity incorporated in the SEIA report?</p> <p>c. What were the mitigation measures? Was it implemented?</p>	<p>a. Berdasarkan observasi lapangan diketahui tidak terdapat tanda-tanda bekas bakar / kebakaran lahan yang terjadi. Pembukaan lahan terakhir dilakukan pada tahun 2005 seluas 621 ha untuk tanaman tahun 2006 Divisi IV (120 ha), Divisi V (129 ha), Divisi VII (226 ha), Divisi VIII (146 ha), dilakukan tanpa pembakaran. Hal ini dibuktikan dengan beberapa foto</p> <p>b. Lihat penjelasan pada point A.</p> <p>c. Lihat penjelasan pada point A.</p>	C
7.8 <sup>1</sup>	<p>New plantation developments are designed to minimise net greenhouse gas emissions. <i>Preamble :</i></p>		

<sup>1</sup> New Criteria - Preamble

CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
		<p><i>It is noted that oil palm and all other agricultural crops emit and sequester greenhouse gases (GHG). There has already been significant progress by the oil palm sector, especially in relation to reducing GHG emissions relating to operations. Acknowledging both the importance of GHGs, and the current difficulties of determining emissions, the following new Criterion is introduced to demonstrate RSPO's commitment to establishing a credible basis for the Principles and Criteria on GHGs.</i></p> <p><i>Growers and millers commit to reporting on projected GHG emissions associated with new developments. However, it is recognised that these emissions cannot be projected with accuracy with current knowledge and methodology.</i></p> <p><i>Growers and millers commit to plan development in such a way to minimise net GHG emissions towards a goal of low carbon development (noting the recommendations agreed by consensus of the RSPO GHG WG2).</i></p> <p><i>Growers and millers commit to an implementation period for promoting best practices in reporting to the RSPO, and after December 31<sup>st</sup> 2016 to public reporting. Growers and millers make these commitments with the support of all other stakeholder groups of the RSPO.</i></p>	
		<p><b>7.8.1 (M)</b> The carbon stock of the proposed development area and major potential sources of emissions that may result directly from the development shall be identified and estimated.</p> <p><b>Specific Guidance:</b>  <b>For 7.8.1:</b> GHG identification and estimates can be integrated into existing processes such as HCV and soil assessments. The RSPO carbon assessment tool for new plantings will be available to identify and estimate the carbon stocks. It is acknowledged that there are other tools and methodologies currently in use; the RSPO working group will not exclude these, and will include these in the review process.</p> <p>The RSPO PalmGHG tool or an RSPO-endorsed equivalent will be used to estimate future GHG emissions from new developments using, amongst others, the data from the RSPO carbon assessment tool for new plantings.</p> <p>Parties seeking to use an alternative tool for new plantings will have to demonstrate its equivalence to the RSPO for endorsement.</p> <p><b>Guidance</b>  This Criterion covers plantations, mill operations, roads and other infrastructure. It is recognised that there may be significant changes between the planned and final development area, hence the assessment may need to be updated before the time of implementation. Public reporting is desirable, but remains voluntary until the end of the implementation period.</p> <p>During the implementation period until December 31<sup>st</sup> 2016 (as specified in Criterion 5.6), reporting on GHG will be to a relevant RSPO working group (composed of all membership categories) which will use the information reported to review and fine tune the tools, emission factors and methodologies, and provide additional guidance on the process. During the implementation period the RSPO working group will seek to further develop and continually improve the RSPO carbon assessment tool for new plantings, recognising the challenges associated with estimating carbon stocks and projecting GHG emissions from new developments.</p> <p>Thereafter growers and millers will ensure that new plantation developments are designed to minimise net GHG emissions and commit to reporting publicly on this.</p> <p>Once established, new developments should report on-going operational, land use and land use change emissions under Criterion 5.6.</p>	

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	<ul style="list-style-type: none"> <li>a. Is there an assessment conducted to identify and estimate the carbon stock in the proposed development area and major potential sources of emissions that may result directly from the development?</li> <li>b. What are the tools and methodologies used to identify and estimate the carbon stock and potential sources of emission?</li> <li>c. Has the results of the carbon stock assessment been submitted and reported to RSPO according to RSPO procedures and timeline?</li> </ul>	NA	NA
	<p><b>7.8.2</b> There shall be a plan to minimise net GHG emissions which takes into account avoidance of land areas with high carbon stocks and/or sequestration options.  <b>Specific Guidance:</b>  <i>For 7.8.2: Growers are strongly encouraged to establish new plantings on mineral soils, in low carbon stock areas, and cultivated areas, which the current users are willing to develop into oil palm. Millers are encouraged to adopt low-emission management practices (e.g. better management of palm oil mill effluent (POME), efficient boilers etc.) in new developments. Growers and millers should plan to implement RSPO best management practices for the minimisation of emissions during the development of new plantations.</i></p>		
	<ul style="list-style-type: none"> <li>a. Is there a plan to minimise net GHG emissions from new development?</li> <li>b. Does this plan take into account avoidance of land areas with high carbon stocks, sequestration options and low-emission manage-</li> </ul>	NA	NA

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CR	CHECKLIST	RESULTS OF VERIFICATION	STATUS (C / NC / C WITH OBS.)
	ment practices?		
<b>Principle 8: Commitment To Continual Improvement In Key Areas of Activity.</b>			
<b>8.1</b>	Growers and millers regularly monitor and review their activities, and develop and implement action plans that allow demonstrable continual improvement in key operations.		
	<p><b>8.1.1 (M)</b> The action plan for continual improvement shall be implemented, based on a consideration of the main social and environmental impacts and opportunities of the grower/mill, and shall include a range of Indicators covered by these Principles and Criteria.</p> <p>As a minimum, these shall include, but are not necessarily be limited to:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides(Criterion 4.6);</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2);</li> <li>• Waste reduction (Criterion 5.3);</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8);</li> <li>• Social impacts (Criterion 6.1);</li> <li>• Optimising the yield of the supply base.</li> </ul> <p><b>Guidance:</b>  <i>Growers should have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce. For smallholders, there should be systematic guidance and training for continual improvement.</i></p>		
	<p>a. Is there an action plan for continual improvement?</p> <p>b. Describe the main components of the plan.</p> <p>c. Has the action plan been implemented?</p> <p>d. Provide examples of continual improvements that have been implemented.</p>	<p>Compnay shows the results of internal audit Sustainability (RSPO/ISPO) conducted on 10 April 2017. Based on findings on internal audit, the company established reievow of management for the entire company operational on 15 april 2017. Company conducted a field inspection every month includes implementation of waste management and reduction and environmental impact monitoring. All of findings for 2017 audit are evaluated and improvement for those findings are implemented.</p> <p>Environment aspect :                      For examples ion environment aspects are : compnay established improvement plans for water quality management program by reducing the impact of fertilizers and pesticides in estate, reduce application of</p>	C



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	<p>e. Are history records available to develop the action plan?</p> <p>f. Are records of implementation of the action plan available?</p> <p>g. Does the action plan include strategies for:</p> <ul style="list-style-type: none"> <li>• Reduction in use of pesticides (Criterion 4.6)? Is IPM widely implemented?</li> <li>• Environmental impacts (Criteria 4.3, 5.1 and 5.2)?</li> <li>• Waste reduction (Criterion 5.3)?</li> <li>• Pollution and greenhouse gas (GHG) emissions (Criteria 5.6 and 7.8)?</li> <li>• Social impacts (Criterion 6.1)?</li> <li>• Optimising the yield of the supply base?</li> </ul> <p>Do growers have a system to improve practices in line with new information and techniques, and a mechanism for disseminating this information throughout the workforce?</p>	<p>fertilizers and starting fertilizer application activities before rainy season according to recommendations. The company has policy to no use paraquat in pest management control activities.</p> <p>Waste reduction :                      Company have performed the used of renewable energy and implemented waste reduction such as shell and fiber to reduce and substitute fossil fuel usage on Sikarakara palm oil mill. Monitoring for fossil fuel usage and renewable energy usage conducted every month and recorded</p>	

**Appendix 6: List of Stakeholders Interviewed and Contacted**

No.	Name of Stakeholder	Institution / Position	Remarks
<b>Stakeholders Interviewed during Public Consultation Meeting</b>			
-	-	-	-
<b>Stakeholders Interviewed On-Site</b>			
1	Zuliandi	Document Control	
2	Henri Joni Koto	Senior Assistant Regional A	
3	M. Subuh Harahap	Senior Assistant Regional B	
4	Juriadi	Field Assistant Div. IV	
5	Idris Tan	Sustainability Departement	
6	Henri Alma	Head of Administration	
7	Erwinsyahputra	Senior Assistant POM	
8	Hery Purwanto	QC Assistant	
9	M.F Gintin	Assistant Process	
10	Santi Mutia	Manuring Worker	
11	Denima	Spraying Worker Div. VII	
12	Siska	Spraying Worker Div. VII	
13	Junius	Head of Estate Administration	
14	Nurhamida	Staff of mill administration	
15	Suwarno	Clerk of Sikarakara mill	
16	Aditida Rizki	Legal Staff	
17	Zulaidi	Document control	
18	Erwin Saputra	Head Assistant of Sikarakara mill	
19	Nurhamidah Piliang	Head of Mill Administration	
20	Irvan Susandra	Personalia	
21	Gusrianto	Civil Assistant	
22	M harahap	Head Assistant Rayon B	
23	Rahani manik	Fertilizing foreman	
24	Yutibai	Fertilizer aplicator block H5 AFD VIII	
25	Hadiani	Fertilizer aplicator block H5 AFD VIII	
26	Aslinah	Fertilizer aplicator block H5 AFD VIII	
27	Santi mulia	Fertilizer aplicator block H5 AFD VIII	
28	Heru	QC assistant Sikakara POM	
29	Armadi	Water treatment plant Sikakara POM	
30	R sihite	Warehouse officer Sikaraka POM	
31	Suwarno	Human resources officer	
32	Ismail	Chemical storehouse officer AFD VII	
33	Rudi	Chemical storehouse officer AFD VIII	