

IBD

CERTIFICAÇÕES

CREDIBILITY & TRUST



RSPO Principles & Criteria (P&C) Public Summary Report

Latin America Agrialim S.A. Mill
Parrita, Costa Rica

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07/06/2017

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1. SCOPE OF THE CERTIFICATION AUDIT						
1.1 Normative references						
The Palm Oil Mill and the supply base was audited against the following documents:						
<input checked="" type="checkbox"/>	RSPO International Principles and Criteria (April, 2013 version)					
<input type="checkbox"/>	National Interpretation (approved version XX/20XX)					
<input checked="" type="checkbox"/>	RSPO Supply Chain Certification (November, 2014 version)					
<input checked="" type="checkbox"/>	New Planting Procedures (November, 2015 version)					
<input checked="" type="checkbox"/>	RSPO Rules on Market Communications and Claims (June, 2015 version)					
1.2 Company and Contact Details						
Company name	Latin America Agrialim S.A.					
Business address	Parrita, Puntarenas, Costa Rica					
Scope	Production and Sale of Crude Palm Oil and Crude Palm Kernel Oil					
Products	Crude Palm Oil and Crude Palm Kernel Oil					
Contact person	Alfredo Villavicencio / Otto Norori					
Telephone	+506 2284-1320					
E-mail	avillavicencio@numar.net / onorori@numar.onmicrosoft.com					
Web site	www.gruponumar.com					
Other certifications held	None					
1.3 RSPO Membership Details						
RSPO membership number	1-0112-12-000-00					
Parent company as applicable	Compañía Industrial Aceitera Coto Cincuenta y Cuatro S.A. Membership number: 1-0112-12-000-00 since January, 12 2012.					
1.4 Audit type						
Date of previous audit	May 13-14 2016 and August 16-19 2016					
Date of this audit	June 5-7, 2017					
Main or ASA (1 to 4)	ASA 2					
Date of next surveillance audit	Within 10 to 12 months after ASA 2 audit					
1.5 Location of the Palm Oil Mill						
Palm Oil Mill (POM)		Location Address		Mill Capacity	GPS Reference	
Name				MT/Hour	Longitude	Latitude
Latin America Agrialim S.A.		Parrita, Parrita, Puntarenas, Costa Rica		32.1	-84.283310	9.533883
1.6 Palm Oil Mill Output and Approximate Tonnages Certified						
The 12 month output is the average over any 12 month period and the actual production for the 12 months from the date of certification will be included in the annual summary. These figures exclude any output product from non-certified suppliers.						
For the 12 month period ending June 2017 the mill received 151,867.48 mt of FFB.						
<ul style="list-style-type: none"> The estimate for the last 12 months is applicable to Annual Surveillance Audits and is the Projection for the next 12 months from the previous audit. The actual production for the last 12 months is the audited quantity since the last audit. The projection for the next 12 months is given by the company. 						
FFB received and processed by the mill for the 12 months prior to this audit:				Mt RSPO Certified FFB:	151,867.48	
				Mt Conventional FFB:	22,628.17	
Estimate for last 12 Months (MT) [State of IP or MB] (ASA audits).		Actual Production for last 12 months (MT) [MB]		Projection for next 12 Months (MT) [MB]		
CPO		PK		CPO		PK
40,407.701		7,559.098		31,114.943		2,859.497
				35,598.44		8,724.73
Notes:						
1.7 General Description of Supply Base						
Palma Tica S.A is the principal palm oil producer in Costa Rica and considered being the original motor of palm oil cultivation in Central America. Palma Tica is operating in the Central Pacific (Quepos and Parrita) and South Pacific (Coto, Golfito, Corredores) region. The company has always been known for its innovative character and benefits from that until today as not only modern techniques and best practices are used but also production rates are recognized all over the world.						
The company's name exists since 1990 when the "Compañía Bananera de Costa Rica" (CBCR, subsidiary of the United Fruit Company in Costa Rica) decided to change names due to the total abandon of banana cultivation in the country in 1984. The first oil palms however were planted already in 1944 in Quepos division.						
The experiments and results turned out to be promising, palm oil cultivation took off and went hand in hand with the continuous abandon of banana cultivation. In 1996 Palma Tica, owned by Chiquita Brands Int., decided to sell its oil palm branch to the present owners of the company. Therefore, the company has been working with a strong focus on						

sustainability and its certification in order to strengthen and reinforce positive impacts that the company stands for, now and in the past.

A supply base of 77 associated growers also provides certified FFB to the mill. Although the company helps them with technical and management support, these growers have autonomy to plant whatever crops they desire within their lands, however, concerning palm oil, they need to commit themselves with Palma Tica's and RSPO's requirements. Palma Tica S.A. (agricultural division of the group) has 8 farms delivering fruit to the mill. These farms are referred as company owned farms.

It is important to note that the number of smallholders decreased since the last audit for the those smallholders opted to leave the supply base voluntarily. The company has 11 non certified smallholders providing FFB to it, with a total of 755,9ha of production and 22,628.17mt of FFB provided.

1.7.1 Location of the Supply Base

Oil Palm Plantation (OPP)		Location Address	GPS Reference	
Name			Longitude	Latitude
Cerritos		Quepos, Puntarenas, Costa Rica	-84.1916	9.49515
Cerros		Quepos, Puntarenas, Costa Rica	-84.1916	9.49515
Nicoya		Parrita, Puntarenas, Costa Rica	-84.30254	9.55067
Palo Seco		Parrita, Puntarenas, Costa Rica	-84.30374	9.53038
Pirris		Parrita, Puntarenas, Costa Rica	-84.23883	9.53495
Pocares		Parrita, Puntarenas, Costa Rica	-84.23883	9.53495
Quebrada		Quepos, Puntarenas, Costa Rica	-84.20837	9.49761
Atlantico		Guapiles, Guapiles, Costa Rica	-83.782924	10.202581
Agricola Savegre S.A.		Paquita en quepos de puntarenas	9.512183333	-84.17475
Alex Jimenez Delgado		Puntarenas, aguirre, damitas	9.515416667	-84.207
Alexis Alfaro Perez		Puntarenas, aguirre, savegre	9.518183333	-84.20486667
Aradura de Orotina S.A.		Herradura en garabito de puntarenas	9.674183333	-84.63675
Asepatique		Cerritos en quepos de puntarenas	9.5041	-84.14471667
Carlos Chacon Arredondo		La gallega en cerritos de puntarenas	9.504166667	-84.1365
Celimo Torres Leon		Puntarenas, aguirre, rio seco	9.580433333	-84.22095
Cia Ganadera Guacimal		Chomes de puntarenas	10.016674	-84.757662
Consorcio Providencia Carmuño S.A.		Tulin de puntarenas	9.569566667	-84.53846667
Cooperativa Gamalotillo		Gamalotillo en puriscal de san jose	9.607083333	-84.44021667
Corporacion Camaronera La Parrita S.A.		Parrita de puntarenas	9.50175	-84.32441667
Desarrollos Turisticos Isla Damas S.A.		Puntarenas, aguirre, paquita	9.466883333	-84.1924
Elvira Portuguez Calderon		Cerritos en quepos de puntarenas	9.49745	-84.14443333
Flor Maria Montero Delgado		San jose, puriscal, la gloria	9.605005	-84.445412
Frutas de La Colina S.A.		Rio seco de parrita puntarenas	9.570383333	-84.2192
Geovanni Piedra Quesada		Rio seco de parrita puntarenas	9.55745	-84.2396
Guillermo Picado Monge		Cerritos en quepos de puntarenas	9.501583333	-84.14885
Hugo Cascante Madrigal		Las vueltas en parrita de puntarenas	9.539116667	-84.2822
Inversiones Berlam del Pacifico Central		Puntarenas, aguirre, cerros	9.501016667	-84.13618333
Inversiones Industriales Barbal S.A.		Rio seco de parrita puntarenas	9.585116667	-84.29116667
Javier Jenkins Artavia		San jose, puriscal, la gloria	9.65505	-84.42831667
Jesus Garita Montero		Bijagual de acosta en parrita de puntarenas	9.59685	-84.24893333
Jorge Calderon Quiros		Gamalotillo en puriscal de san jose	9.60165	-84.45688333
Josue Piedra Quesada		Rio seco de parrita puntarenas	9.5738	-84.21453333
Juan Camacho Picado		Puntarenas, aguirre, san miguel	9.535516667	-84.22003333
La Estrella de Paquita S.A.		Puntarenas, aguirre, paquita	9.469466667	-84.18278333
Los Diamantes de La Costa S.A.		Puntarenas, aguirre, rio seco	9.582416667	-84.22155
Manuel Maximo Fernandez Gonzalez		Cerritos en quepos de puntarenas	9.500943	-84.151059
Maria de los Angeles Flores Araya		Gamalotillo en puriscal de san jose	9.6039	-84.4458
Mario Calderon Jimenez		Gamalotillo en puriscal de san jose	9.603766667	-84.45856667
Mario Porras Campos		El rey de puriscal en parrita de puntarenas	9.649501	-84.321751
Mauricio Gómez Gómez		Cerros en quepos de puntarenas	9.505433333	-84.17885
Miguel Angel Padilla Ceciliano		Las vegas en parrita de puntarenas	9.5719	-84.27085
Miguel Cerdas Umaña		Cerritos en quepos de puntarenas	9.49825	-84.14996667
Navarro Hidalgo S.A.		El rey de puriscal en parrita de puntarenas	9.736983333	-84.42633333
Perbra Palma Damas S.A.		Damas de quepos en aguirre de puntarenas	9.4913	-84.21803333
Rafael Angel Jenkins Salazar		San jose, puriscal, la gloria	9.65505	-84.428317

MQ III IBD Revisão 26.09.2016

GED/DOCUMENTOS/MODELOS E REFERENCIAS/2-SETOR DE INSPEÇÕES/2_2-RELATÓRIOS DE INSPEÇÃO/2_2_30_1_3_En - RSPO P&C Public Summary Report

Rafael Antonio Barboza Morales	Las vueltas en parrita de puntarenas	9.548533333	-84.28061667
Rafael Hernandez Monge	Puntarenas, aguirre, las vueltas	9.5566	-84.2752
Ramon Gerardo Jimenez Morales	San jose, perez zeledon, tierras morenas	9.385583333	-83.8534
Sandias de Parrita S.A.	Las vegas en parrita de puntarenas	9.5673	-84.27533333
Sergio Gonzalez Brenes	Puntarenas, aguirre, rio seco	9.58965	-84.25811667
Valverde Cordero S.A.	El rey de puriscal en parrita de puntarenas	9.655633333	-84.32095
Vera Barboza Salazar	Aguirre, parrita las vueltas	9.5481	-84.27698333
Victor Obando Corea	Aguirre, parrita, sardinal	9.578533333	-84.3287
William Gonzales Gomez	Cerros en quepos de puntarenas	9.5048	-84.17931667
Agricola Gaszu, S.A.	Puntarenas, parrita, el pueblo	9.507616667	-84.32753333
Agroindustrial Los Vikingos, S.A.	Puntarenas, parrita, las vueltas	9.543683333	-84.28175
Agropecuaria Maguama Sardinal	Sardinal en parrita de puntarenas	9.572416667	-84.32423333
Agropecuaria Maguama Sierpe	Sardinal en parrita de puntarenas	9.572416667	-84.32423333
Agropecuaria Valversan S.A.	Rio seco de parrita puntarenas	9.541683333	-84.24101667
Ana Bermudez Perez	La valeria en quepos de puntarenas	9.5265	-84.21773333
Cia Agricola San Luis de Parrita, S.A.	Sardinal en parrita de puntarenas	9.559316667	-84.31593333
Cocobolo San Antonio SRL	Sardinal en parrita de puntarenas	9.577472	-84.320807
Dapasa, S.A.	Puntarenas, parrita, la julieta	9.519283333	-84.33328333
Diamantes de la Costa S.A.	Puntarenas, aguirre, rio seco	9.582416667	-84.22155
Ganaderia Jeyser LTDA.	Puntarenas, parrita, las vueltas	9.52505	-84.28583333
Inv.Inmobiliaria Tunas Altas del Oeste	Inv.inmobiliaria tunas altas del oeste	9.513366667	-84.23858333
Inversiones Agropecuarias Fudiful S.A.	Puntarenas, parrita, las vueltas	9.549	-84.27621667
Carlos Rojas Carranza	Villa franca, rio jimenez, guacimo de limon	10.32939102	-83.58728601
E.R.E.S. Alvarado S.A.	Palmitas, cariari, pocosi de limon	10.45886401	-83.68654702
Edgardo Antonio Valverde Mendez	Santa rosa, rio jimenez, guacimo de limon	10.25824802	-83.532952
Fernando Gustavo Chacon Vargas	La lucha, rio jimenez, guacimo de limon	10.229676	-83.545588
Francisco Perez Guazman	Vegas del imperio, siquirres, siquirres	10.229676	-83.545588
Ganaderia Badi SA	La aurora de rio jimenen en guacimo de limon	10.229676	-83.545588
Inversiones la Meta S A	Rio jimenen, rio jimenen guacimo de limon	10.25028303	-83.47449803
Jesus Tomas Villalobos Jimenez	El ceibo, cariari, pocosi de limon	10.45941	-83.62749
Jorge Luis Umaña Mendez	La lucha, rio jimenez, guacimo de limon	10.23274482	-83.53613209
Luis Antonio Castillo Chinchilla	Escocia, rio jimenez, guacimo de limon	10.25273189	-83.57309201
Marvin Guillen Fernandez	El ceibo, cariari, pocosi de limon	10.47548499	-83.61919801
Rafael Angel Delgado Cordero	La aurora de rio jimenen en guacimo de limon	10.34569331	-83.51815425
Ramon Villegas Quesada	San isidro, la herediana, siquirre limon	10.10532187	-83.58584574
Ronald Gerardo Vindas Cordero	La aurora de rio jimenen en guacimo de limon	10.10532187	-83.58584574
Roy Mesen Diaz	La aurora de rio jimenen en guacimo de limon	10.60799399	-83.91033897
Isaías Mesen Mesen	San jose, puriscal, gamalotillo	9.609783333	-84.46381667
Angel Martin Murillo Fernandez	Rio seco de parrita puntarenas	9.563333333	-84.23778333
Manuel Mora Godinez	San jose, puriscal, la gloria	9.653611	-84.432568

1.7.2 Statistics of the Supply Base and Estimated Tonnes of FFB produced per year

Name	Area of Oil Palm (Ha)		Estimated Tonnes FFB/Yr	Planting Years	Cycle (Years)
	Total	Production			
Cerritos	621.28	621.28	13,290.95	1996	30
Cerros	551.41	551.41	12,451.89	1993	30
Nicoya	787.85	787.85	20,137.77	2001	30
Palo Seco	890.43	890.43	23,260.12	1988	30
Pirris	487.11	487.11	12,152.87	1995	30
Pocares	389.47	389.47	8,675.81	1998	30
Quebrada	993.38	993.38	27,291.59	1999	30
Atlantico	1986	1918	20,915.41	2014	30
SUBTOTAL	6,706.93	6,638.93	138,176.41	-	-
Agricola Savegre S.A.	180.78	80	1388.4	2005	30
Alex Jimenez Delgado	3	3	39.3	2013	30
Alexis Alfaro Perez	3	3	46.8	1999	30
Aradura de Orotina S.A.	36	36	208	2012	30
Asepatique	30	30	329.3	2010	30
Carlos Chacon Arredondo	20	10	21	2013	30
Celimo Torres Leon	5	5	24	2013	30
Cia Ganadera Guacimal	120	120	597.5	2013	30

Consortio Providencia Carmuño S.A.	6.7	6.7	28	2014	30
CoopeGamalotillo	73	73	853.5	2013	30
Corporacion Camaronera La Parrita S.A.	16	16	91	2014	30
Desarrollos Turisticos Isla Damas S.A.	74	74	665	2014	30
Elvira Portuguez Calderon	5	5	80.6	2014	30
Flor Maria Montero Delgado	5	5	29	2014	30
Frutas de La Colina S.A.	18	18	118	2013	30
Geovanni Piedra Quesada	6	6	42	2014	30
Guillermo Picado Monge	16	16	198.8	2013	30
Hugo Cascante Madrigal	10	10	179.1	2013	30
Inversiones Berlam del Pacifico Central	8	8	17	2014	30
Inversiones Industriales Barbal S.A.	95	95	1871.5	2014	30
Javier Jenkins Artavia	10	10	19	2011	30
Jesus Garita Montero	10	10	58	2013	30
Jorge Calderon Quiros	1	10	183.5	2014	30
Josue Piedra Quesada	5	5	18.5	2013	30
Juan Camacho Picado	6	6	56.2	2014	30
La Estrella de Paquita S.A.	99	88	933	2014	30
Los Diamantes de La Costa S.A.	10	10	17	2005	30
Manuel Maximo Fernandez Gonzalez	10	10	49	1994	30
Maria de los Angeles Flores Araya	6.7	6.7	130.5	1996	30
Mario Calderon Jimenez	13	13	276.1	2014	30
Mario Porras Campos	4	4	47	2014	30
Mauricio Gómez Gómez	7	7	75.6	2014	30
Miguel Angel Padilla Ceciliano	28	28	112	2012	30
Miguel Cerdas Umaña	11	11	1272	2014	30
Navarro Hidalgo S.A.	130	130	145	2014	30
Perbra Palma Damas S.A.	20	20	217.1	2003	30
Rafael Angel Jenkins Salazar	10	10	55.4	2014	30
Rafael Antonio Barboza Morales	10	10	148.5	2003	30
Rafael Hernandez Monge	24	24	191.4	2014	30
Ramon Gerardo Jimenez Morales	6	6	18	2003	30
Sandias de Parrita S.A.	300	300	3064.9	2014	30
Sergio Gonzalez Brenes	30	30	101	2012	30
Valverde Cordero S.A.	45	45	268.9	2000	30
Vera Barboza Salazar	16	16	264.2	1999	30
Victor Obando Corea	10	10	108.8	2002	30
William Gonzales Gomez	9.5	9.5	67.3	1995	30
Agricola Gaszu, S.A.	95	95	2019.3	2014	30
Agroindustrial Los Vikingos, S.A.	19	19	342.6	2000	30
Agropecuaria Maguama Sardinal	142	142	1408.6	2013	30
Agropecuaria Maguama Sierpe	65	65	629	2014	30
Agropecuaria Valversan S.A.	131	131	1325	2014	30
Ana Bermudez Perez	16	16	183.9	2014	30
Cia Agricola San Luis de Parrita, S.A.	127	127	2227.3	2014	30
Cocobolo San Antonio SRL	35	20	65	2014	30
Dapasa, S.A.	428	313	4817.7	2014	30
Diamantes de la Costa S.A.	10	10	17	2014	30
Ganaderia Jeyser LTDA.	45	45	792.1	2014	30
Inv.Inmobiliaria Tunas Altas del Oeste	113	111	675	2013	30
Inversiones Agropecuarias Fudiful S.A.	13	13	168.4	1997	30
Carlos Rojas Carranza	15.8	15.8	183.05	2010	30
E.R.E.S. Alvarado S.A.	10	10	125.16	2011	30
Edgardo Antonio Valverde Mendez	55	55	1079.65	2012	30
Fernando Gustavo Chacon Vargas	4	4	53.24	2011	30
Francisco Perez Guazman	3.5	3.5	42.34	2003	30
Ganaderia Badi SA	22	22	316.51	2010	30
Inversiones la Meta S A	50	50	521.49	2010	30
Jesus Tomas Villalobos Jimenez	7.7	7.7	182.47	2009	30
Jorge Luis Umaña Mendez	12	12	219.16	2011	30
Luis Antonio Castillo Chinchilla	15	15	262.35	2011	30
Marvin Guillen Fernandez	20	20	195.98	2012	30
Rafael Angel Delgado Cordero	15	15	95.13	2013	30
Ramon Villegas Quesada	0.7	0.7	74.33	2010	30
Ronald Gerardo Vindas Cordero	120	120	1770.45	2012	30
Roy Mesen Diaz	10	10	12.85	2003	30
Isaias Mesen Mesen	9	9	22.7	2012	30
Angel Martin Murillo Fernandez	3.5	3.5	31.9	2004	30
Manuel Mora Godinez	15	15	39.5	2011	30
SUBTOTAL SMALLHOLDERS	3,188.88	2,944.1	34,624.86		
TOTAL	9,895.81	9,583.03	172,801.27	-	-
1.7.3 Biodiversity (Total Conservation & HCV Area for the respective Supply Bases)					
Oil Palm Plantation		Biodiversity.(Total Conservation & HCV Area) Hectares.			
Name	Conservation	HCV	Comments		
Cerritos	0	0			

Cerros	0	0	
Nicoya	0	0	
Palo Seco	0	0	
Pirris	0	0	
Pocares	0	0	
Quebrada	0	0	
Atlantico	1047.68	202.67	
Agricola Savegre S.A.	0	0	
Alex Jimenez Delgado	0	0	
Alexis Alfaro Perez	0	0	
Aradura de Orotina S.A.	0	0	
Asepatique	0	0	
Carlos Chacon Arredondo	0	0	
Celimo Torres Leon	0	0	
Cia Ganadera Guacimal	0	0	
Consortio Providencia Carmuño S.A.	0	0	
CoopeGamalotillo	0	0	
Corporacion Camaronera La Parrita S.A.	0	0	
Desarrollos Turisticos Isla Damas S.A.	0	0	
Elvira Portuguez Calderon	0	0	
Flor Maria Montero Delgado	0	0	
Frutas de La Colina S.A.	0	0	
Geovanni Piedra Quesada	0	0	
Guillermo Picado Monge	0	0	
Hugo Cascante Madrigal	0	0	
Inversiones Berlam del Pacifico Central	0	0	
Inversiones Industriales Barbal S.A.	0	0	
Javier Jenkins Artavia	0	0	
Jesus Garita Montero	0	0	
Jorge Calderon Quiros	0	0	
Josue Piedra Quesada	0	0	
Juan Camacho Picado	0	0	
La Estrella de Paquita S.A.	0	0	
Los Diamantes de La Costa S.A.	0	0	
Manuel Maximo Fernandez Gonzalez	0	0	
Maria de los Angeles Flores Araya	0	0	
Mario Calderon Jimenez	0	0	
Mario Porras Campos	0	0	
Mauricio Gómez Gómez	0	0	
Miguel Angel Padilla Ceciliano	0	0	
Miguel Cerdas Umaña	0	0	
Navarro Hidalgo S.A.	0	0	
Perbra Palma Damas S.A.	0	0	
Rafael Angel Jenkins Salazar	0	0	
Rafael Antonio Barboza Morales	0	0	
Rafael Hernandez Monge	0	0	

Ramon Gerardo Jimenez Morales	0	0	
Sandias de Parrita S.A.	0	0	
Sergio Gonzalez Brenes	0	0	
Valverde Cordero S.A.	0	0	
Vera Barboza Salazar	0	0	
Victor Obando Corea	0	0	
William Gonzales Gomez	0	0	
Agricola Gaszu, S.A.	0	0	
Agroindustrial Los Vikingos, S.A.	0	0	
Agropecuaria Maguama Sardinal	0	0	
Agropecuaria Maguama Sierpe	0	0	
Agropecuaria Valversan S.A.	0	0	
Ana Bermudez Perez	0	0	
Cia Agricola San Luis de Parrita, S.A.	0	0	
Cocobolo San Antonio SRL	0	0	
Dapasa, S.A.	0	0	
Diamantes de la Costa S.A.	0	0	
Ganaderia Jeyser LTDA.	0	0	
Inv.Inmobiliaria Tunas Altas del Oeste	0	0	
Inversiones Agropecuarias Fudiful S.A.	0	0	
Carlos Rojas Carranza	0	0	
E.R.E.S. Alvarado S.A.	0	0	
Edgardo Antonio Valverde Mendez	0	0	
Fernando Gustavo Chacon Vargas	0	0	
Francisco Perez Guazman	0	0	
Ganaderia Badi SA	0	0	
Inversiones la Meta S A	0	0	
Jesus Tomas Villalobos Jimenez	0	0	
Jorge Luis Umaña Mendez	0	0	
Luis Antonio Castillo Chinchilla	0	0	
Marvin Guillen Fernandez	0	0	
Rafael Angel Delgado Cordero	0	0	
Ramon Villegas Quesada	0	0	
Ronald Gerardo Vindas Cordero	0	0	
Roy Mesen Diaz	0	0	
Isaías Mesen Mesen	0	0	
Angel Martin Murillo Fernandez	0	0	
Manuel Mora Godinez	0	0	
TOTAL	1,047.68	202.67	-
1.7.4 Total Certified Area (Total Certified Area corresponds to the sum of total Area of Oil Palm and the total Conservation Area)			10,943.49 Ha
1.7.5 Calculation of the Number of Production Units (N) to Sample for the Mill N = 0.8√Y, where "Y" is the number of units, with the result always to be rounded "up" to the next whole integer. Where only a sample of the supply base is assessed, units not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.			
For the Mill, how many units make up the production base?			
Owned estates (Y)	N = 0.8√Y	Smallholders (Z)	N = 0.8√Z
8	0.8√8 = 2.62 eq= 3	77	0.8√77 = 7

Explanation as to the selection of estates sampled						
Farms to be visited were selected based on size, location and gender of the farm owner. Three farms owned by the company and 7 farms of associated growers were visited during the present audit.						
The table below shows the oil palm plantations that were included in this audit, with the operations reviewed in the field, the number of sample sites within the plantation and the number of worker interviews. Comments are added as applicable.						
Oil palm plantation.	Operation			No of sample sites	No of Interviews	Comments.
Cerritos (own farm)	Fresh Production	Fruit	Bunches	2	10	Harvesters, loose fruit pickers, Staff, buffalo collectors
Palo Seco (own farm)	Fresh Production	Fruit	Bunches	2	13	Harvesters, loose fruit pickers, Staff, buffalo collectors
Pirris (own farm)	Fresh Production	Fruit	Bunches	2	10	Harvesters, loose fruit pickers, Staff, buffalo collectors
Asepatique	Fresh Production	Fruit	Bunches	1	6	Harvesters, loose fruit pickers, Staff, buffalo collectors
La Estrella de Paquita	Fresh Production	Fruit	Bunches	1	3	Harvesters, loose fruit pickers, Staff, buffalo collectors
Desarrollo Turisticos Isla Damas	Fresh Production	Fruit	Bunches	1	5	Harvesters, loose fruit pickers, Staff, buffalo collectors
Agroindustria Vikingos	Fresh Production	Fruit	Bunches	1	7	Harvesters, loose fruit pickers, Staff, buffalo collectors
Sandias de Parrita	Fresh Production	Fruit	Bunches	1	4	Harvesters, loose fruit pickers, Staff, buffalo collectors
Agricolas Gaszu	Fresh Production	Fruit	Bunches	1	3	Harvesters, loose fruit pickers, Staff, buffalo collectors
Ganaderia Jersey	Fresh Production	Fruit	Bunches	1	5	Harvesters, loose fruit pickers, Staff, buffalo collectors
1.7.6 Calculation of the Number of Sub Contractors to be sampled.						
N = 0.8√Y, where "Y" is the number of contractors, with the result always to be rounded "up" to the next whole integer. Where only a sample of the sub-contractors not previously assessed, or assessed earlier in the certification program, are to be preferred over those more recently assessed.						
The table below shows the number of approved sub-contractors who may be contracted to be directly employed in the work of the certification unit. The number of sub-contractors actually contracted at the time of the audit is used to calculate the sample.						
Number of sub-contractors.						
Mill and workshops			Farms			
Approved:	5		Approved:	4		
On site during audit: Y	3		On site during audit: Y	4		
Number to audit: = 0.8√Y	0.8√5= 1.78 Eq=2		Number to audit: = 0.8√Y	0.8√4=1.6 Eq=2		
Names	Activity	Audited	Names	Activity	Audited	
Gucard S.A.	Construction	Yes	Inversiones Agricolas Vahur	Harvesting Services	Yes	
Leonardo Steller	Backhoe	No	Moravi de Quepos S.A.	Harvesting Services	Yes	
Construmeta S.A.	Welding	Yes	Geovany Segura	Harvesting Services	No	
Cajina y Esquivel	Construction	No	Martir Marin Vega	Harvesting Services	Yes	
ESOLCA	Welding	Yes				

Explanation as to the selection of sub-contractors sampled:

The selection of subcontractors interviewed was based on their location at the mill or farms at the time of the audit, in that way, welding and construction service providers working in the mill enlargement were interviewed as well as representatives of backhoe company as all harvesting service providers. Providers' company representatives delivering service at the mill or farms were asked to come to the mill for interview. The files of every interviewed service provider were reviewed at the mill main office and contracts, permits, insurance and proof of compliance with Costa Rica labour law and other legal requirements were found in order.

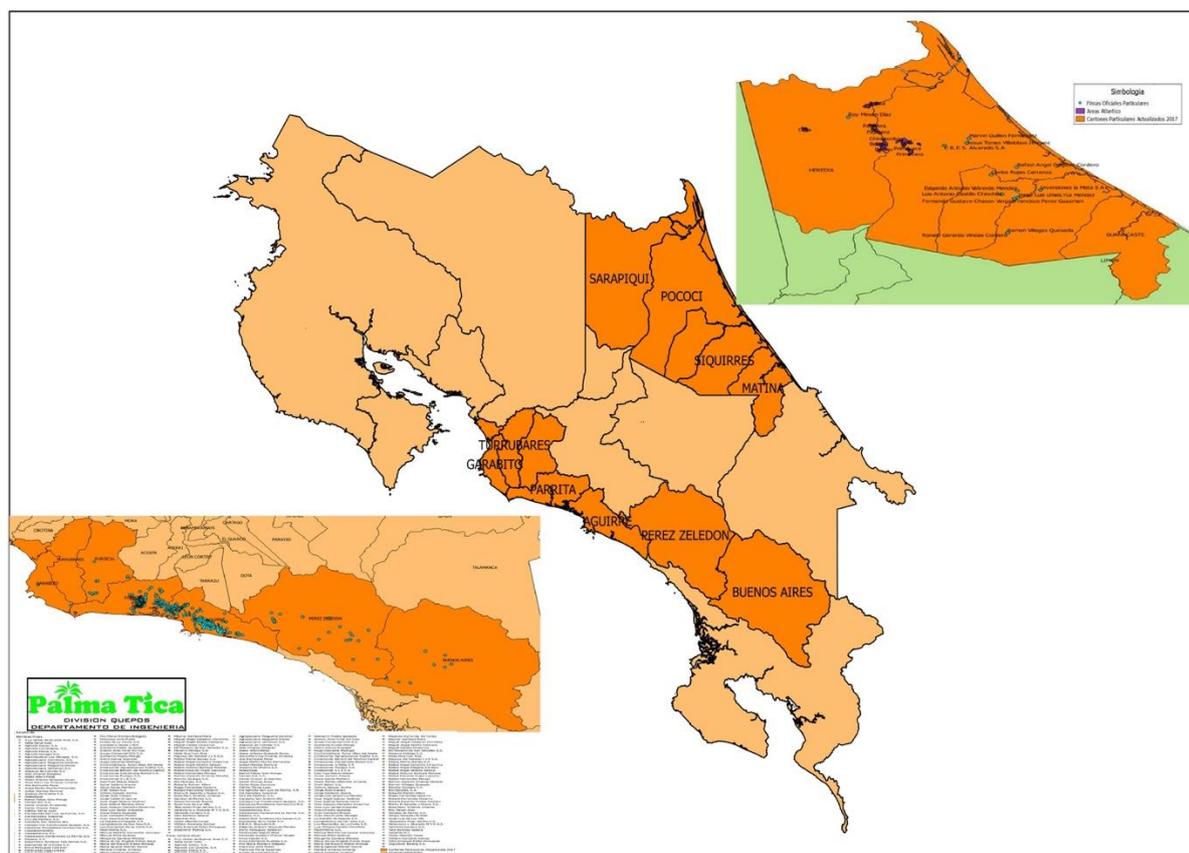
1.8 Progress of associated Smallholders or Out-growers towards Compliance with relevant Standards - should be in accordance to the 3 year implementation plan

The company has included 77 associated producers to be certified and 8 own certified farms; And each year add a percentage to reach 100% certified.

1.9 Location Map for this Certification Unit

Note: Individual maps of the group members are available from the co-operatives but it is not practical to reproduce them here. Each area of oil palm is individually managed as an integral part of a farm holding and the adjacent crops are all agricultural.

Mapa de Productores

**1.10 Summary of Net GHG Emissions**

Emissions per Product	tCO2e/tProduct	Land use	ha
CPO	-0.51	Oil Palm P planted area	6,706.93
PK	-0.51		
Production	t/yr	Oil Palm planted on peat	0
FFB processed	151,867.48	Conservation (forested)	1,047.68
CPO Produced	31,114.943	Conservation (non-forested)	0
Extraction	%	Total	7,754.61
OER	15.91		
KER	4.03		

1.11 Summary of Field Emissions and Sinks

	Own Crop	Group	3 rd Party	Total
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MQ III IBD Revisão 26.09.2016

GED/DOCUMENTOS/MODELOS E REFERENCIAS/2-SETOR DE INSPEÇÕES/2_2-RELATÓRIOS DE INSPEÇÃO/2_2_30_1_3_En – RSPO P&C Public Summary Report

	tCO 2e	tCO 2e/ Ha	tCO 2e/t FFB	tCO 2e	tCO 2e/ Ha	tCO 2e/t FFB	tCO 2e	tCO 2e/ Ha	tCO 2e/t FFB	tCO 2e	tCO 2e/ Ha	tCO2e/tFF B
Emissions												
Land Conversion	306 15.6 6	5.14	0.25	0	0	0	0	0	0	306 15.6 6	5.14	0.25
*CO2 Emissions from Fertilizer	152 2.49	0.26	0.01	0	0	0	0	0	0	152 2.49	0.26	0.01
**N2O Emissions	354 2.07	0.59	0.03	0	0	0	0	0	0	354 2.07	0.59	0.03
Fuel Consumption	627. 05	0.11	0.01	0	0	0	0	0	0	627. 05	0.11	0.01
Peat Oxidation	0	0	0	0	0	0	0	0	0	0	0	0
Sinks												
Crop Sequestration	- 382 15.9 8	- 6.42	- 0.31	0	0	0	0	0	0	- 382 15.9 8	- 6.42	-0.31
Sequestration in conservation area	- 774 9.5	-1.3	- 0.06	0	0	0	0	0	0	- 774 9.5	-1.3	-0.06
Total	- 965 8.2 1	- 1.62	- 0.08	0	0	0	- 136 77. 72	0	0	- 233 35. 92	- 1.62	-0.08

1.12 Summary of Mill Emissions and Credits

	tCO2e	tCo2e/tFFB
Emissions Sources		
POME	18195.5	0.09
Fuel Consumption	0	0
Grid Electricity	31.49	0
Utilisation	0	0
Credits	0	0
Export of Grid Electricity	0	0
Sales of PKS	-14918.2	-0.08
Sales of EFB	0	0
Total	3308.79	0.02

1.13 Palm Oil Mill Effluent (POME) Treatment

Divert to compost	0%	Divert to anaerobic digestion	100%
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1.14 Palm Oil Mill Effluent Diverted to Anaerobic Digestion:

Divert to anaerobic pond	100%	Divert to methane capture	0%	Divert to methane capture (electricity generation)	0%
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2. PARTIAL CERTIFICATION

The rules for partial certification allow organizations that have a majority holding in and / or management control of more than one autonomous company growing oil palm to certify individual management units and / or subsidiary companies subject to certain rules.

2.1 Management Organization

Item	Criteria	(Yes/No)	Description (if applicable)
2.1.1	Is the operation conducting a partial certification?	No	Compañía Industrial Aceitera Coto Cincuenta y Cuatro S.A. hold the RSPO membership number 1-0112-12-000-00 and the three mill are under this membership.
2.2.2	Is any company of the group, member of the RSPO? Which one?	Yes	Compañía Industrial Aceitera Coto Cincuenta y Cuatro S.A. hold the RSPO membership number 1-0112-12-000-00.
2.2.3	Is there a clear relationship between the companies, where one company has the majority ownership or the management control of others?	N/A	N/A
2.2.4	Is there a clear and achievable time-bound plan prepared and in place?	N/A	The three mill under the membership were certified at the same time.
2.2.5	Does the plan include all subsidiaries?	N/A	N/A

2.2 Time-bound plan

Description: N/A

Initial (mention sites and years proposed for the certification): N/A

Alterations: N/A

Justifications: N/A

Acquisitions: N/A

2.3 Progress made on the time-bound plan

Please report upon adherence or deviation:

2.4 Non-compliances on the partial certification rules

N/A

3. AUDIT PROCESS

3.1 IBD - The Certification Body

IBD takes pride in being the largest certifier in Latin America and the only Brazilian certifier of organic products with accreditation through IFOAM (international market), ISO Guide 65 (European market regulation CE 889/07), Demeter (international market), USDA/NOP (North-American market), COR (Canadian market) and INMETRO/MAPA (Brazilian market), making its certificate global.

Located in Botucatu-SP, Brazil, IBD has been in operation since 1992. Initially focused exclusively on the certification of organic product, after 2004, IBD began including certification services in the social-environmental area through the EcoSocial, Integra, RSPO and UEFT (*Union for Ethical BioTrade*) programs. Today, IBD certifies over 5,000 producers, covering an area of approximately 520 thousand hectares in cultivation and 3 million hectares under wild harvest management, throughout 16 countries.

For more information regarding IBD Certificações, access www.ibd.com.br. RSPO Membership N°: 8-0090-08-000-00. RSPO accredited by ASI on November 4th, 2014, worldwide (accreditation code RSPO-ACC-020).

3.2 Audit Team

Lead auditor	Pedro Cerrate (PC)
Audit team	Alvaro Garcia (AG), Francisco Naranjo (FN)

3.3 Audit Methodology

3.3.1 Audit Agenda

Date	Time	Location	Program	Auditors
05/06	8:30	Oficina Palma Tica Damas	Opening meeting	PC, AG, FN
05/06	9:00	Oficina Palma Tica Damas	Presentación por la Compañía Generalidades, Gestión Social, Agrícola, y Desarrollo Organizacional	PC, AG, FN
05/06	9:30	Oficinas Palma Tica Damas	Inspección Planta Beneficion y revisión documental SCC,	PC, AG, FN

			Revisión Documental P&C	
05/06	12:30		Almuerzo	
05/06	13:35	Oficinas Palma Tica Damas	Revisión Documental P&C	PC, AG, FN
05/06	17:00	Oficinas Palma Tica Damas	Reunion de Auditores	PC, AG, FN
06/06	8:00	Fincas	Fincas Propias, Productores Asociados, Proveedores de Servicios e infraestructura	PC, AG, FN
06/06	12:30		Almuerzo	
06/06	13:30	Fincas	Fincas Propias, Productores Asociados, Proveedores de Servicios e infraestructura	PC, AG, FN
06/06	17:00	Oficinas Palma Ticas Damas	Reunion Auditores	PC, AG, FN
07/06	08:00	Oficinas Palma Tica Damas	Reunion Stakeholders	PC, AG, FN
07/06	09:00	Oficina Palma Ticas Damas	Revisión Documental P&C	PC, AG, FN
07/06	12:30		Almuerzo	
07/06	13:35	Oficina Palma Tica Damas	Reunion Auditores, preparación reunión cierre	P
07/06	14:35	Oficina Palma Tica Damas	Closing meeting	PC, AG, FN

3.3.2 List of stakeholders consulted prior to and during the audit.

Name	Category
Fred Acuna	Manager of fina Desarrollo turisito Damas
Julio	Owner Estrella Paquita
Grieivin Jose Dias Morales	Employee Estrella Paquita
Ramiro Acabar Marin	Employee Estrella Paquita
Aldemar Hernandez	Employee Estrella Paquita
Juan Diego Sanches	Palma Tica Harvester and member of syndicate
Andres Valverde	Harvester Palma Tica
David Brenes	Harvester Palma Tica
Dixon Perez	Harvester Palma Tica
Jonathan Valverder	Harvester Palma Tica
Alvin	Manager Asepatique
Marco Calderon	Palma Tica Tractor Driver
Jeffry Badilla	Palma Tica herbicide applicator
Gerardo Guzman	Palma Tica herbicide applicator
Eddiy Castellon	Palma Tica herbicide applicator
Erwin Schmidt	Agricultural Manager Damas
Esther Picado	Occupational Health and Safety Manager Palma Tica
Delvis Chinchilla	Jersey Manager
Uriel Soto	Jersey Harvester
Francisco Campo	Vikingos Harvester
Dany Ortiz	Palo Seco Harvester
Oscar Camacho	Palo Seco Harvester
Gilberto Potoy	Palo Seco Harvester
Rigoberto Romero	Palo Seco Harvester
Roger Hernandez	Loose Fruit recolector
Mauricio Chinchilla	Sandias Parrita Manager
Napoleon Roman	Palma Tica Social Manager
Otoniel Norori	Certification Manager
Elvis Castro	Mill Worker
David Chaves	Mill worker
Fanny Sterner	Camara de Comercio Industrial y Turismo

Maritza Sanchez	Colegio Matapalo
Marcela Rodriguez	Colegio Quepos
Fredy Jimenez	Comunidad Cerritos
Sussy	Dirección Regional de Educación Aquirre
Bryan Salas	EBAIS DAMAS
Moises Barrantes	Instituto Nacional de Estadística Censo
Yadira Segura	Ministerio de Educación Pública
Sara Murillo	Municipalidad Parrita
Juan Pablo Agüero	Titi Conservation Alliance
Mario Guevara	La Nación
Rosaura Barquero	Escuela Cerros Arriba
Richard Lemire	Parque Nacional Manuel Antonio
Monia Vargas	Comité de Manejo Cuenta Rio Parrita
Eddy Vargas	Manuel Antonio
Dagoberto Elizondo	MAG La Gloria
Rodrigo Arias	SITRADIQUE

3.3.3 Outline of how stakeholders consultation was managed.

A meeting with key stakeholders was held on June 6, 2017, from 8:00 to 9:00 a.m. at Palma Tica Damas office. The key stakeholders to be called for interview were previously selected by the lead auditor and the certification Manager was asked to call the stakeholders for interview.

The selected stakeholders were representatives of the syndicate, rural aqueduct, local public schools, social and environmental NGOs.

3.3.4 Issues that arose during stakeholder consultation and company responses.

Subject raised	Company response and proposed action to be taken.	Audit team findings
Communication Procedures	The company has an open house policy	There is very good communication and relationship with stakeholders.
Good relationship between the union and the company	Positive	Compliance With labour legal requirements was found during the workers interview.
Companye recollects waste from school	Positive	Waste Management Plan and investment evidence.

4. AUDIT FINDINGS

4.1 Summary of findings.

Principle 1: Commitment to Transparency.

Criterion 1.1: Oil Palm growers and millers provide adequate information to other stakeholders on environmental, social and legal issues relevant to RSPO criteria, in appropriate languages and forms to allow for effective participation decision making.

Summary of the findings for 1.1:

Findings:	Comments:	Compliance
<p>The company has a list of stakeholders updated to date, it is updated monthly. In this list we can see, the stakeholders, type of organization, location and contact.</p> <p>In the list it was observed that there are 166 stakeholders, among which we identify: Environmental and social associations, producers; Private entities, government entities, NGOs, educational establishments,.</p> <p>The company has an "Procedimiento de Comunicación Externa", Code MP-20-01-02-01, dated 01/13/2015, Objective: Define methods of communication with neighbors, communities, and other stakeholders to meet With our Transparency Commitment.</p> <p>The persons responsible for processing applications and complying with the established response times are:</p> <ul style="list-style-type: none"> Social Manager: whose role is to coordinate activities to achieve 	<p>Applications are recorded in the format FO-20-03: Complaints, Claims, Observations and Requests:</p> <p>Evidencia:</p> <ul style="list-style-type: none"> Complaint dated 17/01/2017, made via email, was registered in the format FO-20-03. The Denunciate reports that he and his family are receiving verbal abuse by a worker from the company who lives in the Palo Seco quadrant. Response Process Complaint dated 17/01/2017, was given on 02/11/2017, with prior meetings to address the issue with the committee. The resolution was positive and a dialogue and agreement was reached between the affected parties. 	Yes

<p>external communication with the company environment. He shall record the complaints, observations and requests; Evaluate the effectiveness of external communication.</p> <ul style="list-style-type: none"> • General Manager: has as attribute, to send the information and to answer to the stakeholders • Resolution Committee: of Q.R.O.S: is in charge of analyzing disputes that include Q.R.O.S by stakeholders and send the proposal to Management for approval before communication with users. <p>The company has a "Procedimiento de Quejas, observaciones y solicitudes", Codidog, MP-17-01-02-01, Date: 12/23/2014, Objective: To have a fast and confidential complaint resolution tool , Claims, observations and applications (QRQS) that is available to all groups of the company Palma Tica. S.A.</p> <p>At the stakeholder meeting held on June 7, 2017, as part of the follow-up audit process, it was verified that stakeholders know which documents are available to the company. The meeting was attended by 25 representatives from different interest groups.</p>		
<p>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.</p>		
<p>Summary of the findings for 1.2:</p>		
<p>Findings:</p> <p>The company has an "Procedimiento de Comunicación Externa", Code MP-20-01-02-01, dated 01/13/2015, Objective: Define methods of communication with neighbors, communities, and other stakeholders to meet With our Transparency Commitment.</p> <p>In this procedure the company communicates that according to its transparency policy, stakeholders can request the documents available to the public at the e-mail address: hvanegas@agrialim.net or at their monitoring posts, filling in the form: Observations, Complaints and requests, Code FO-20-03.</p>	<p>Comments:</p> <p>The documents available are</p> <ul style="list-style-type: none"> • Titulo de Propiedad • Plan de Salud y Seguridad Ocupacional • Planes y evaluaciones de impacto relativos a impactos sociales y ambientales • Planes de prevención de contaminación • Detalles de quejas y reclamos • Procedimientos de negociación sociales • Precios de RFF y modelo de pago oficial • Plan de mejora continua <p>For any information you can contact to the phone: +506 2777-8126.</p>	<p>Compliance</p> <p>Yes </p>
<p>Criterion 1.3 Growers and millers commit to ethical conduct in all business operations and transactions.</p>		
<p>Summary of the findings for 1.3:</p>		
<p>Findings:</p> <p>The company has a policy published in different areas, lobby of the offices, Mill and policy documents, code SI-19-01-05-01, date: 06/01/2015</p>	<p>Comments:</p> <p>General Policy</p> <p>In order to produce fresh fruit bunches, crude palm oil and its derivatives in a sustainable way, Palma Tica S.A. Agrees to:</p> <ol style="list-style-type: none"> 1. Respect and comply with the laws and regulations of the country 2. Respect the environment, trying to conserve its natural resources, its biodiversity and avoiding its contamination. 3. Improve Occupational Health, preventing injuries and accidents at work. 4. Responsibly to treat its collaborators, 	<p>Compliance</p> <p>Yes </p>

	<p>associate producers and communities where it operates.</p> <ol style="list-style-type: none"> 5. Use the agricultural and industry best management practices. 6. Record, manage and provide information in a transparent manner, when required by law. 7. Being an integrated company in your actions 8. Responsibly develop new plantings and projects that are environmentally, socially and economically viable in the long term. 9. Maintain a continuous improvement in all key areas of the activity and the integrated management system. 	
Principle 2: Compliance with applicable laws and regulations.		
Criterion 2.1: There is compliance with all applicable local, national and ratified international laws and regulations		
Summary of the findings for 2.1:		
Findings:	Comments:	Compliance
<p>The Company has a Legal Matrix Evidences for Agrilim mil were available during audit</p> <p>The person in charge is Bayron Espinoza, who is the legal consultant of the company.</p> <p>Guidelines to ensure compliance of all of the company activities with applicable legislation were available.</p> <p>The legal consultant uses Master Lex, a software for lawyers, which sends a bulletin with legal updates.</p> <p>Legal updates transferred from the lawyer to the social manager who is in charge of share the information with company personnel</p>	<p>Documents of reference regarding legal compliance:</p> <ul style="list-style-type: none"> • Legal requirements matrix for the operation. Code: FO-19-010101. • Procedimiento para el Cumplimiento con los Requerimientos Legales (MP 19-01-02-01) <p>Legal permit evidences:</p> <ul style="list-style-type: none"> • Permiso de funcionamiento del Ministerio de salud para plantas extractoras No DRSPC-DARS-PA-056-2012. • Abastecimiento de diesel No PC-ARS-PA-162-2014. • Consultorio médico: No PC-ARS-A-PSF-0139-2015. <p>Evidence of communication of legal updates within the Company:</p> <ul style="list-style-type: none"> • código 2017/05/27 161. Date: 27 May 2017. Resumen mensual N 14. 	Yes
Criterion 2.2: The right to use the land can be demonstrated and is not legitimately contested by local communities with demonstrable rights		
Summary of the findings for 2.2:		
Findings:	Comments:	Compliance
<p>Most of the land is owned by to company, and part of the production land is rented.</p> <p>Legal boundaries can be observed in catastral maps</p> <p>There is a maintenance crew for keeping farm limits in good conditions. The person in charge of maintenance is the supervisor of each district. For independent farms, there is department in charge of reviewing the polygon of the farms with GPS, and these boundaries are kept in digital</p> <p>Personnel have assigned to this task.</p> <p>The company has a procedure in place for acceptance of new providers, avoiding to make contracts with farm owners with legal problems.</p> <p>Field trips on farms and observations confirmed that boundaries are clearly identified.</p> <p>There are no indications/signs of disputes for land use.</p> <p>No land conflicts were noted. No stakeholder comments were received relating to the land</p>	<p>Compliance evidences</p> <ul style="list-style-type: none"> • rent contract for Los Curres Farm. Notario Allen Guerrero. April 3rd 2017 <p>Catastral maps:</p> <ul style="list-style-type: none"> • Map P-1870652-2015. Finca Maritima • Map P-1876217-2016. Finca Anita • Map P-1904924-2016. Finca Mona. <p>Procedure for Maintenance of wire fencing and boundaries of farms IT-28-05-06-01</p>	Yes

ownerships. There is a long history of ownership.		
Criterion 2.3: Use of land for oil palm does not diminish the legal or customary rights of other users without their free, prior and informed consent.		
Summary of the findings for 2.3:		
Findings:	Comments:	Compliance
No legal, customary or user rights have been identified. Previous land use was banana production. Palm oil plantations were established on the banana area in 1940. Chiquita Brandts finally sold the land to Palma Tica in 1996. The operation of Palma Tica does not diminish any legal, customary or use right of other users. There are no affected parties	The critério does not apply due to the absence to conflict regarding land disputes. There is a long history of ownership.	Yes/N/A
Principle 3: Commitment to long-term economic and financial viability.		
Criterion 3.1: There is an implemented management plan that aims to achieve long-term economic and financial viability.		
Summary of the findings for 3.1:		
Findings:	Comments:	Compliance
The business plan presented includes: - Expectation of quantity of fruits received, % of oil extraction and % of effective and expected palm kernel extraction; - Potential of production considering the genetic potential of the existing plants; - Estimated production x production capacity for existing plants with definition of actions to be performed for when productivity is higher than the production capacity of the plants. It was verified, that in 2016 a superior FFB harvest occurred to the extraction capacity of the two plants, needing to send these FFB to the plant located in Coto; - Projection of fruit production by private producers; - Estimated production per hectare for all properties; - Costs for agricultural production involving agricultural practices (cleaning, pruning, drainage, agricultural services, pest control, harvesting, transport, replanting); - Costs for the production of industrial plants (energy, labor, maintenance, administration, quality control, depreciation); - Costs related to general and administrative services (infrastructures, medical structures, communication, insurance, taxes); - As a financial indicator, is projected the profitability per ton of oil produced considering the costs (with depreciation) for the oil produced and the estimated price of oil sale; - Financial indicators related to the general business of the company with general profitability is made by the company Numar; - Estimated price for the sale of the annual oil considering the history of international prices practiced and expected market behavior, and every 6 months is re-evaluated the price; - Plan for replanting of the areas, with a 40-year replanting plan in the areas (2011 to 2045)	A business plan was established for Latin American Agrilim (Palo Seco) and subsidiary Coto 54 (Planta) Naranjo, which provides for activities from 2017 to 2030.	Yes
Principle 4: Use of appropriate best practices by growers and mills.		
Criterion 4.1 Operating procedures are appropriately documented and consistently implemented and monitored.		
Summary of the findings for 4.1:		
Findings:	Comments:	Compliance

<p>According to the master list of documents presented, it was verified that the documents are related to all areas of activity of the company, and involves the production areas, Agrialim and Naranjo plants.</p> <p>There is a Department of Integrated Management System that is responsible for conducting internal audits in all sectors such as plants industries, plantations, Quepos division and also the Atlantic production areas.</p> <p>The records generated are archived for a period of 5 years.</p> <p>The updated list of all Independent Producers who are RSPO certified and delivering fruit to the company was presented. According to the list there are 120 producers in Quepos and in the Atlantic there are 15 properties.</p>	<p>Verified that the management structure of the document company is structured as follows:</p> <ul style="list-style-type: none"> - Policy; - Procedure manual; - Work instructions; - Records or forms of implementation of the planned actions; <p>Were presented the reports of internal audits carried out in industrial plants and agricultural production areas for 2017 were presented. According to the procedure presented in the previous indicator, in case of identified nonconformity an internal nonconformity is generated, which should generate a plan of action and effectiveness to be sure that the problem has been solved.</p>	<p>Yes</p>
<p>Criterion 4.2: Practices maintain soil fertility at, or where possible improve soil fertility to, a level that ensures optimal and sustained yield</p>		
<p>Summary of the findings for 4.2:</p>		
<p>Findings:</p> <p>As a way of demonstrating the implementation of Good Agricultural Practices related to soil management, were presented the results of the soil and foliar analyzes carried out in 2017 on the properties and the fertilization program on the proper properties for 2017.</p> <p>Was presented as evidence the report of chemical and organic fertilizer application that should be distributed in 2017, as well as the fertilizer report applied in 2016.</p>	<p>Comments:</p> <p>It was verified that the company adopts as strategy the recycling of nutrients with the application of organic fertilizers generated in its industrial plants that includes fibers, ashes and sludge.</p> <p>As part of the procedure related to Good Agricultural Practices, Work Instruction "IT-06-04 - Muestreo Foliar y Suelo" related to procedure MP 7.5.1-09 " Procedimiento de Fertilización ", which aims to satisfy the nutritional needs of the crop and / or enrich the fertility of the soil.</p> <p>The results of the foliar and soil analyzes performed in 2017 on the own properties of the group were verified and verified that these analyzes are performed prior to the definition of the fertilization to be performed.</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 4.3: Practices minimise and control erosion and degradation of soils.</p>		
<p>Summary of the findings for 4.3:</p>		
<p>Findings:</p> <p>Presented the maps of the districts of Damas and Naranjo containing the curve of level and the lower places with possibility of flood. Lots 19, 20, 21, 22, 30 in Checkers with more than 12% slope, and Lots 96, 97 and 98 in Naranjo with possibility of flooding.</p> <p>As evidence was presented the procedure "MP-08-03-01-04, Construcción de Terrazas o Plataformas " that establishes how the terraces and platforms should be carried out and who is responsible for carrying out. For areas smaller than 6% of declivity, can be made chameleons, between 6 and 20% slope is established the strategy of platforms in curve-level and for areas with more than 20% should be made terrace on curve level. In this document, it is established that for areas with more than 40% slope can not be done planting.</p> <p>Was presented the plan " Plan de Mantenimiento de caminos y puentes " of May / 2017 which informs the total of km to be recovered on properties located in Damas and Naranjo Districts, as well as the estimated costs</p>	<p>Comments:</p> <p>The company understands that the fragile soils are related to the place where the planting is done, with possibility of flooding or with more than 12% of slope.</p> <p>It was evidenced that the company has a strategy for soil protection and that it involves adequate planting in areas with declivity</p> <p>Verified that peat soil does not exist on Palma Tica farms.</p>	<p>Compliance</p> <p>Yes</p>

for road recovery in the year 2017.		
Criterion 4.4: Practices maintain the quality and availability of surface and ground water.		
Summary of the findings for 4.4:		
Findings:	Comments:	Compliance
<p>Presented the documents bellow related with Water Management Plan:</p> <p>" Manejo Integrado de Aguas y Maquinaria División Quepos":</p> <ul style="list-style-type: none"> - Mentions the concessions of water that the company has for water captation; - Total irrigated area considering the type of irrigation (irrigation, cannon, mobile); - Total allowed for use according to the 13 existing legal authorization totaling; - Irrigation method adopted for each type of irrigation; <p>- Wastewater Management of May / 2017 "Proceso de lavado de materiales impregnados com agroquímicos":</p> <ul style="list-style-type: none"> - Establishes how the use of water for the production of agrochemical grouts should be managed in order to avoid contamination of the soil. The use of water is in closed circuit so that there is no risk of contamination. Water used for PPE cleaning and spray pump is collected where it is used for spraying; - "Manual de Operación y Mantenimiento del Sistema de Tratamiento de Aguas Residuales" since 10/25/10 referring to the extraction plant of Naranjo (Compania Industrial Aceitera Coto 54); - "Manual de Operación y Mantenimiento del Sistema de Tratamiento de Aguas Residuales" since 04/27/10 referring to the Palo Seco extraction plant (Agrialim); - Procedure " Protección y recuperación de áreas riberenas " IT-13-00-01-17; - Establishes the general guidelines for the protection of watercourses, including the appropriate practices to be carried out. This includes the proper use of agrochemicals; - "Informes de Resultados em Sustentabilidade Quepos" -2016 that presents the results for the indicatives of environmental management; - Presents the effective reduction of the hydroelectric efficiency by 6% in relation to 2015 as a result of the revision of the irrigation practices, being carried out only if necessary and due to the use of hydrometers to record the actual consumption that allowed to monitor more effectively the use; - Document " Certificación de la calidad agua residual " of 03/04/17 which informs that the result of residual water generated in the treatment plant of the Palo Seco plant (Agrialim) is satisfactory; - Report "Informe revisión reporte operacion planta de tratamiento aguas residuales Planta extractora de Naranjo" of 02/10/17 indicating that the effluent analyzed complies with governmental standards; - Report "Reporte semestral de la calidad de agua potable em cumprimento ao decreto executivo" referring to the second semester of 2016, which presents the results of the assessments made of potable water of the units related to the municipality of Quepos; - Report "Reporte semestral de la calidad de agua potable em cumprimento ao decreto executivo No. 38924-S) referring to the second semester of 2016, which presents the results of the assessments made of potable water of the 	<p>Palma Tica demonstrated that has a water management plan established divided into separate documents and procedures that address the related topics.</p>	<p>Yes</p>

<p>units related to the municipality of Parrita;</p> <p>Verified the plan for reforestation and restoration of riparian zones called " Plan de reforestación y restauración de zonas ribereñas " of May / 2017 that informs the areas where recovery actions should be carried out with indication of the lots and in the maps which zones were Reforested and which should.</p> <p>Verified location map of the natural rivers existing in the properties located in Parrita and Quepos and identification of lots that have rivers.</p> <p>The document " Certificación de la calidad agua residual " dated 03/04/17 which informs that the result of residual water generated in the treatment plant of the Palo Seco plant (Agrialim) is satisfactory, being the result of BOD of 83 mg/l and 128 Mg/ l of the second semester of 2016, and that established by law is 400 mg/l.</p> <p>Report "Revisión reporte operacion planta de tratamiento aguas residuales Planta extractora de Naranjo" of 02/10/17 indicating that the residual water analyzed in the 4 quarters of 2016 is in compliance with governmental standards (does not inform the result obtained in the analysis).</p> <p>As an indicator to monitor of water use was verified that Palma Tica controls the use of water per tonne of FFB received.</p>		
<p>Criterion 4.5: Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate integrated Pest Management (IPM) techniques</p>		
<p>Summary of the findings for 4.5:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>Presented the Handbook of Pest and Disease Management Procedures of November 2005, which establishes how to identify, monitor and record the main pests and diseases.</p> <p>Presented "Procedimiento de Control de Maleza" (MP-7.5.1-05 which establishes the weed management strategy, indicators that should be considered for control and how controls should be performed.</p> <p>Report of the Review of the Pest and Disease Management Procedures Manual made in February and March / 2017 with the withdrawal of Tamaron and Endosulfan that are prohibited for use, inclusion of new insecticides for use.</p> <p>Presented result of the monitoring of pests, diseases and weeds carried out in the properties of the district of Damas and Naranjo in 2017, indicating the incidence of the pests and diseases identified. For the weeds is presented the lots where it was made application, quantity of there and type of species affected "Platanilla".</p> <p>Presented training register for the " Manejo Integrado de Plagas y Enfermedades de la Palma " held on 05/31/17 with focus on Work Instructions (IT-06-01, IT-06-03, IT-06-04, IT And the MP-7.5.1-09, all of which were related to the IPM. Twenty-three people participated in this training and in an interview with the</p>	<p>Palma Tica Integrated Pest Management establish the biological control to be performed of Rinchophorus palmarun with pheromone, elimination of diseased plants, use of natural enemies, biological control Bt and physical control.</p>	<p>Yes</p>

<p>employees responsible for Application of agrochemicals was verified that they participated in the course and have adequate knowledge of the practices that must be carried out to avoid environmental contamination and their health.</p>		
<p>Criterion 4.6: Agrochemicals are used in such a way that does not endanger health or the environment. There is no prophylactic use, and where agrochemicals are used that are categorised as World Health Organisation Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.</p>		
<p>Summary of the findings for 4.6:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>Was presented the Handbook of Pest and Disease Management Procedures of November 2005, which establishes how to identify, monitor and record the main pests and diseases. Indicates the biological control to be performed of Rinchophorus palmarum with pheromone, elimination of diseased plants, use of natural enemies, biological control Bt, physical control. Establishes chemical control as the last management alternative, indicating which chemicals should be used in what form.</p> <p>Verified the report "Registro de aplicación de productos fitosanitarios na aplicação de agroquímicos" of application of agrochemicals on 11/05/17 in lot 67 with the agrochemicals applied that informs the amount applied, the total of active ingredient applied. The information of the LD50 is indicated in the MSDS of the products used.</p> <p>According to the list of pesticides used, no product was found to be classified as prohibited by the RSPO standard. It was found that the use of paraquat is used as a control practice of Philodendron sp, for use in nurseries and for other situations in exceptional cases for plants up to 5 years of age according to procedure MP-05-02-03 of 04/24/17 " Plan para la reducción del paraquat ".</p> <p>Also presented is a monitoring report on the use of paraquat for 2016 of Palmatica Division Quepos which informs that there was a reduction of 1052 kg of active ingredient in 2016 in relation to 2015.</p> <p>Identified at agrochemical storage the existence protective equipment, instructions to avoid contamination and accidents and the MSDS datasheets of agrochemicals used with instructions in case of contamination.</p> <p>Verified that 23 people participated in this training and in an interview with the employees responsible for application of agrochemicals was verified that they have adequate knowledge of the practices that must be carried out to avoid environmental contamination and their health.</p> <p>The document Wastewater Management of May / 2017 "Proceso de lavado de materiales impregnados com agroquímicos", establishes:</p> <ul style="list-style-type: none"> - How the use of water for the production of agrochemical grouts should be managed in order to avoid contamination of the soil. The use of water is in closed circuit so that there is no risk of contamination. Water used for PPE 	<p>It was demonstrated that the control practices adopted are defined based on the problem observed in the monitoring of pests, diseases and weeds. The monitoring and control of insects is done by means of trapping through traps containing pheromone, the control of diseases is done eliminating the diseased plants or else recovery of the plant with proper use of fertilizers and for weed control the control is made localized around the plant and considering the type of weed and age of the plant.</p> <p>During interview with the employees responsible for the application of agrochemicals, they demonstrated that they are aware of the measures they must take to avoid accidents, that they receive and use the necessary PPE and that they participated in specific training to carry out the activity.</p> <p>The agrochemicals storage unit, has a specific room being properly identified where the chemical products are located and containing containment material in case of a spill, a specific storage room for sprayers and a storage room for empty packaging.</p> <p>It was evidenced that the application of agrochemicals is done in a localized way around the plant and that essentially is applied herbicides and no aerial application is done.</p>	<p>Yes</p>

<p>cleaning and spray pump is collected where it is used for spraying.</p> <p>Employees who handle agrochemicals participated on course "Management of Agrochemicals" held on 03/14/17, 05/18/17 and 05/11/17, which addressed the issue of control of Weeds, insects and storage of agrochemicals by instructor Jonathan Masis in Damas with employees present.</p> <p>For the smallholders the instructions about correct way of use agrochemicals are work on training activities that involve other subjects related with RSPO standard. Verified the register of training realized on 18/05/17, 10/05/17, 12/05/17 and 11/05/17.</p> <p>Verified that all the water used for washing the spraying equipment, empty bottles of agrochemicals and used PPE is collected for reuse in the preparation of the pesticide to be used. Also verified that the empty bottles of agrochemicals pass through triple washing are punctured and destined for incineration.</p> <p>Verified the list of employees involved in the activity of spraying agrochemicals that underwent medical examinations in 2016 and verified the registration sheet " Control Médico Personal Expuesto a Plaguicidas" issued on July/2017 and July/2016 that inform that for 12 employees the results are OK.</p> <p>The agrochemical storage has several warning signs for non-participation of pregnant women in the activity involving some type of contact with agrochemicals. In an interview with the employees who make application was informed that there are no women in the team and there is only one lady with 47 years who works in the washing of the PPE.</p>		
<p>Criterion 4.7: An occupational health and safety plan is documented, effectively communicated and implemented</p>		
<p>Summary of the findings for 4.7:</p>		
<p>Findings:</p> <p>Verified the existence of the plan " Plan de Salud Ocupacional " referring to occupational health and safety management issued on February/2017 for the Palma Tica unit (Division Quepos" which encompasses all activities related to agricultural production and covering all activities carried out jointly with this has the document " Planilla de identificacion de peligros evaluacion de riesgos y determinacion de controles" with indication of all kind of activities, types of risks, level of risks, practices that should be adopted by each employee to avoid accidents, signs that should exist in the work areas; Which PPE should be used for each employee.</p> <p>Also verified the plan "Plan de Salud Ocupacional – Planta Palo Seco Parrita of Fev/17" related to the company Agrialim and "Plan de Salud Ocupacional – Planta Naranja of Fev/17" related to the company Coto 54 that includes all the activities related to industrial activity, having in the same way a matrix containing analysis of the risks for each activity.</p> <p>For the independent farms was created by</p>	<p>Comments:</p> <p>4.7.5 Was identified the presence of first-aid kits in the areas of the company and at independent farmers. As a non conformity, in the indenpent farmers audited was found the existence of medicine in the kit, and it is prohibited by law the existence of medicines.</p> <p>Noted that the implementation and monitoring of the plan is done in conjunction with the health and safety committees of each sector work where it discusses actions to prevent accidents and practices related to employee health.</p> <p>The implementation of best practices is done by the occupational health and safety sector in conjunction with the health and safety committees of each sector of the company. Possible accidents are discussed in the commissions and if necessary, new safety measures are inserted into the company's risk matrix.</p> <p>Verified that there is practice of frequent training employees involved in more</p>	<p>Compliance</p> <p>Yes/No</p>

<p>Palma Tica advertises fixed in the work areas containing guidelines that should be adopted to prevent accidents, which PPE should be used, which should be done for application of agrochemicals.</p> <p>Verified the document " Planilla de identificacion de peligros evaluacion de riesgos y determinacion de controles " related to agricultural and industrial activities as part of the occupational health and safety plan with indication of existing work functions, types of risks, level of risks, practices to be adopted by each employee to avoid accidents, signs that should exist in the work areas; which PPE should be used for each type of employee.</p> <p>Verified the record of the training called "Somos una cuadrilla organizada" realized on 24/05, 11/05, 12/05, 10/05 and 18/05/17, that focused Occupational Safety: Who is the responsible for the Occupational Health and Safety, Palma Tica policies, Identification of dangerous and risks, PPE´s, Emergency situations and what to do; Social Responsibility: Palma Tica policies, Commitment of transparency, system of complaints and claims; Environmental management: Applicable laws and regulations, Protection of biodiversity, Prohibition of hunt, burns and illegal deforestation, Protective areas, Waste management, Triple wash of agrochemicals bottles, HCV, RTE species;</p> <p>During the visit to the agrochemicals storage unit, as well as an interview with the employees, all the PPE's required for use were verified that are used.</p> <p>Verified Registration of PPE delivery to employees in 2016 and 2017 for employees applying agrochemicals.</p> <p>Presented the emergency plan of 2017 related with Planta Palo Seco (Agrialim), Coto 54 and Palma Tica with indication of those responsible in case of accident and describe the flow of actions to be taken in case of accidents.</p> <p>Include at Emergency Plan the working instructions "En Caso de Derrames", "En Caso de Evacuacion General", "En Caso de Emergencias Medicas", "En Caso de Tsunami", "En Caso de Sismos y terremotos" that stablish the actions that have to be taken in case of emergency like Fire, Earthquake, Tsunami.</p> <p>In an interview with the staff was found that they have knowledge of what to do in case of accidents and emergencies, for example, who to call for help, the escape route in case of emergency and what to do.</p> <p>Was identified the presence of first-aid kits in the areas of the company and at independent farmers. As an observation, in the indenpent farmers audited was found the existence of medicine in the kit, and it is prohibited by law the existence of medicines.</p> <p>Verified controls of payment of National</p>	<p>dangerous practices, such as application of agrochemicals.</p> <p>The document " Plan de Salud Ocupacional " related to agricultural and industrial activities establishes the managers of the occupational health and safety sector as responsible for implementation.]</p>	
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<p>Insurance Institute for medical insurance (INS) No 020443228 related with Palma Tica SA from April to June/2017; No 019984180 related with Agrialim from January to June/2017; No 020443229 related with COTO 54 from April to June/2017.</p> <p>Presented the control of payment of the labor insurance with the Costa Rican Social Security Fund (Caja Costarricense de Seguro social) related to April/2017 for Agrialim, Coto 54 and Palma Tica SA.</p>		
Criterion 4.8: All staff, workers, smallholders and contractors are appropriately trained		
Summary of the findings for 4.8:		
Findings:	Comments:	Compliance
<p>Presented the procedure "Procedimiento de Capacitación y Competencias Basicas – MP-6.2-01-01-01" that determine which kind of capacitation activities each employee must participate, considering their function and responsibility at the company and the frequency at least one per year.</p>	<p>Palma Tica control which trainings the staff have participated that include subcontractors and smallholders.</p>	<p>Yes</p>
Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.		
Criterion 5.1: Aspects of plantation and mill management 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 continuous improvement		
Summary of the findings for 5.1:		
Findings:	Comments:	Compliance
<p>The company has the document "Characterization of the environmental impacts generated by the activity of cultivation and industrial processing of palm oil (Palma Tica, Division Quepos) conducted in 2012 and updated in 2015. The study was conducted by Bioterra Environmental Consultants, who were assigned to diagnose environmental impacts and create a planning program which covers aspects identified.</p> <p>The study team was led by a biologist Marisol Zumbado Bustillos Msc.</p> <p>The effectiveness of environmental measures contained in the Environmental Management Plan is monitored and evaluated through operational indicators and compliance goals.</p> <p>The sources of information for the environmental indicators are: Agricultural services, SIG and financial department.</p> <p>The document Sustainability Report Results Quepos - 2016. Results for Environmental Management Indicators. Palma Tica S.A, includes the comparison of the environmental indicators between 2015 and 2016. The plan is reviewed annually.</p>	<p>Plan de Manejo de Impactos Ambientales. Palma tica División Quepos". Updated in May 2017.</p> <p>The person assigned as environmental manager is Ignacio Castro García.</p> <p>The environmental impacts that are being addressed are the following:</p> <ul style="list-style-type: none"> • Generation of dust. • Air quality deterioration • Pollution of surface water • Soil and groundwater pollution • Generation of solid wastes. • Negative effects on biotic environment • Landscape impacts. <p>The evidences of implementation: Record for road irrigation to prevent dust. Record code FO-12-03-85; Maintenance program for machinery in order to prevent air pollution from fuel combustion (Procedimiento de Gestión de módulo de Taller MP-30-01-01-01); Record of operational fuel per ton/FFB (Sustainability report, Quepos 2016); Program for spill contention in the mill (FO-12-03-85); Inspección programada" Code FO - 30-03-10441-1.</p> <p>Company indicator records:</p> <ul style="list-style-type: none"> Efficient use of pesticides (reduction of 8%) Reduction of solid contaminants (reduction of 9%) Operational diesel consumption (reduction of 9%) Efficient electrical consumption (increase of 54% due to new constructions in site) Efficient water consumption (reduction of 6%) Reduction of gaseous pollutants (increase of 11%, nevertheless the results are below the maximum goal for this indicator) Reduction liquid pollutants (reduction of 11%) 	<p>Yes</p>

Criterion 5.2: The status of rare, threatened or endangered species and 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 their conservation taken into account in management plans and operations.		
Summary of the findings for 5.2:		
Findings:	Comments:	Compliance
<p>Identificación de las áreas de alto valor de conservación-AAVC, y de las especies raras, amenazadas y en peligro, asociadas a las plantaciones de la compañía Palma tica SA. División Quepos, Mayo-2012. The document has an ademddum for the company Bioterra, indicating that a follow up of the document was undertaken on January 2015.</p> <p>The study team was led na advisor approved by the RSPO and, since December 2014, Assesor Licensed of HCV.</p> <p>The HCV assessment was performed in consultation with relevant stakeholders and it contains HCV maps.</p> <p>The HCV assessment conducted by Bioterra does not describe impacts on rare or threatened species by the mills located in Quepos, since both of them are far from the HCVs as evidence in the map of HCVs.</p> <p>Regarding palm oil plantations, impacts are not identified by Bioterra. It rather points out the opposite, since Titi monkeys can easily move through the canopy of the plantations and have an important source of food the palm oil fruit.</p> <p>The company has taken measures for the protection of titi monkeys and wildlife in general</p> <p>Palma Tica has handed the responsibility of Titi monkeys monitoring mainly to the organization that is being supported, which is regarded as positive approach towards this requirement.</p> <p>The monitoring plan for HCVs was available during the Audit. The document was developed by J.I Castro in April 2017.</p> <p>The monitoring was conducted in May 2017, and is documented in "Informe Técnico. Monitoreo de áreas de alto valor de conservación".</p> <p>The HCV assessment does not detect conflicts with existing rights of local communities. The requirement does not apply. </p>	<p>Conservation efforts by Palma Tica:</p> <ul style="list-style-type: none"> • Hunting or collecting flora or fauna at the farms is prohibited. • Training has been provided to farmers regarding the prohibition of hunting, fishing, cutting trees • Trees have been planted in riparian zones, • Palma Tica is financing an association in charge of protecting the titi monkey named Asociación para Conservación del Mono Tití. <p>All farmers visited indicated that hunting is not permitted. Farmers have contracts indicating the hunting prohibition</p> <p>To support conservation efforts the company has a Training and Basic Competences Program Code MP 6.2-01-01-01, which i given to farmers and contractors</p> <p>Evidence of training regarding these topics is:</p> <p>Place: Agrialim Mill. Date: 24/05/2017.</p> <p>Labels have been posted on farms indicating the protection of the Titi monkey</p> <p>The species monitored were: titi monkey (<i>Saimiri oerstedii</i>), congo monkey (<i>Alouatta palliata</i>), grison (<i>Galictis vittata</i>), lapa roja (<i>Ara macao</i>), nutria (<i>Lontra longicaudis</i>), cara blanca monkey (<i>Cebus capucinus</i>). </p>	<p>Yes </p>
Criterion 5.3: Waste is reduced, recycled, re-used and disposed of in an environmentally and socially responsible manner.		
Summary of the findings for 5.3:		
Findings:	Comments:	Compliance
<p>The company, in accordance with the law 8839, has developed a solid waste program for: Naranjo Mill, Agrialim mill, and the farms of the company. Each of these documents have approval of the Ministry of Health, on May 31st 2017.</p> <p>The document "Informe de resultados en sustentabilidad Quepos 2016", includes a list of all chemicals used (herbicides, fungicides, insecticides, and others), comparing the</p>	<p>The type of wastes generated at the mills are the following:</p> <p>Fruit fiber, ashes, cleaning byproducts, salt sacs, PPE, food wastes, cardboard, empty container of oils and lubricants, wood wastes, plastic bags, alcohol containers, styrofoam, office wastes, used tires, hazardous wastes, among others.</p> <p>Chemical containers are delivered to the different providers, such as: Inquisa and</p>	<p>Yes </p>

<p>consumption in 2015 and 2016.</p> <p>All organic materials generated at the mills are used as fertilizer in the farms.</p>	<p>Trisan.</p> <p>The following wastes are recycled: truck batteries, plastic bags, cardboard, electronic wastes, PPE, metal scraps, paper, glass, aluminim. Delivery records of recycled materials: Campaña de reciclaje Distrito Damas. 06 febrero 2017. The document indicates the amount of recycling wastes given to the Municipality of Quepos, which is in charge of recycling. The document indicates a total of 7300 kg of wastes sent for recycling</p>	
Criterion 5.4: Efficiency of energy use and use of renewable energy is maximised.		
Summary of the findings for 5.4:		
<p>Findings:</p> <p>The company has developed a Plan for reduction of GHG and the improvement fossil fuel usage. May 2017</p> <p>The company is conducting efforts for the reduction of fossil fuels by using biomass from the mill, in order to reduce the amount of industrial process that are undertaken in Numar San José, where bunker is used.</p> <p>Fuel consumption is monitored. The evidence is the Sustainability report results 2017, where is possible to observe the consumption of operational diesel, irrigation diesel, energy efficiency, reduction of gaseous pollutants and reduction of liquid pollutants.</p> <p>According to diesel consumption records for the mills, diesel was not used at all in Agrialim.</p>	<p>Comments:</p> <p>Measures taken to improve efficiency regarding use of fossil fuels are the following:</p> <ul style="list-style-type: none"> • Change of carts to transport fruit from the farm to the mil more efficiently. • Use of biomass for fuel. <p>The diesel consumption has been reduced in 9%, for fruit transport.</p> <p>For Agrialim Mill: electricity consumption is 3,84 KW/h/tMFFB (purchased to electricity provider) Biomass used: 0,14 MT FFB Diesel used: 0 L/tMFFB</p> <p>Additional evidence: Agrialim: no fuel reported for 2016 A total of 224 711 L of fuel were used in transportation for the Quepos division.</p>	<p>Compliance</p> <p>Yes</p>
Criterion 5.5: Use of fire for waste disposal and for preparing land for replanting is avoided except in specific situations, as identified in the ASEAN guidelines or other regional best practice		
Summary of the findings for 5.5:		
<p>Findings:</p> <p>During interviews with administrative personnel and farmers it was evidenced that there is a clear policy regarding the avoidance of burning during land preparation. Producers are provided with a label that indicates all RSPO regulations, including the prohibition of burning.</p> <p>The document "better practices for small holders of palm oil", indicates in the section of good environmental practices, to avoid burning.</p>	<p>Comments:</p> <p>The company keeps documents to support the compliance with this requirement</p>	<p>Compliance</p> <p>Yes</p>
Criterion 5.6: Plans to reduce pollution and emissions, including greenhouse gases, are developed, implemented and monitored.		
Summary of the findings for 5.6:		
<p>Findings:</p> <p>"The organization has a program named: PLAN PARA LA REDUCCIÓN DEL EFECTO GENERADO POR LOS GASES DE EFECTO INVERNADERO Y MEJORAMIENTO DEL USO DEL COMBUSTIBLE FÓSIL. May 2017.</p> <p>As a legal requirement, the organization must conduct periodical monitoring of emissions from furnaces, and boilers.</p> <p>As for the effluents, the operational reports were observed. This reports must be done quarterly as a legal requirement.</p>	<p>Comments:</p> <p>Fuel consumption, GHG emissions and use of energy are monitored. The evidence is the Sustainability report results 2016, where it is possible to observe the consumption of operational diesel, energy efficiency, reduction of gaseous pollutants and reduction of liquid pollutants. The document has a table with the % of reduction/increase of each environmental indicator.</p> <p>The main actions to conduct in 2017 to reduce the carbon footprint are:</p> <ol style="list-style-type: none"> 1. to construct a collection center of FFB in Perez Zeledon, to transport fruit with bigger trucks and hence, less trips to the mills 	<p>Compliance</p> <p>Yes</p>

<p>The document takes into account, diesel used in FFB transported from farms to mill by using Brazilian carts, and the exchange of mules by buffalos.</p> <p>The organization has measured GHG emissions. The document of reference is: Memoria de cálculo Emisión Gases de Efecto Invernadero. División Quepos 2017.</p>	<p>2. the installation of a processing facility, in order to avoid using the machinery based in Numar San Jose, which uses fuel, whereas this new installation will use biomass from the mill. </p>	
<p>Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.</p>		
<p>Criterion 6.1: Aspects of plantation and mill management that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement</p>		
<p>Summary of the findings for 6.1:</p>		
<p>Findings:</p> <p>The company has conducted an Identification and characterization of social impacts due to activities carried out by palm oil activities in Quepos Division. Conducted by Mario Antonio Piedra, sociologist, May 2016</p> <p>The assessment takes into account the following aspects: historical, social, economical, housing, demographics. It considers the perception of both negative and positive impacts.</p> <p>The assessment included: independent producers, communities, institutions, and employees</p> <p>Positive impacts were also detected, and plans to foster them were developed by the company. were:</p> <p>The chronograms for the different programs (positive and negative) are annual.</p> <p>The next review is scheduled for 2018</p>	<p>Comments:</p> <p>The frequency of SIA assessment is every two years.</p> <p>As a result of the SIA, the company developed mitigations plans for the main impacts</p> <p>The mitigation plans are developed by the social manager of Palma Tica Quepos, Napoleón Román</p> <p>It was possible to evidence that 12 independent growers (out of 146) signed the assistance record. Photographs of the meeting were also available. Three producers out of 12 were small holders (less than 50 ha).</p>	<p>Compliance</p> <p>Yes </p>
<p>Criterion 6.2: There are open and transparent methods for communication and consultation between growers and/or mills, local communities and other affected or interested parties</p>		
<p>Summary of the findings for 6.2:</p>		
<p>Findings:</p> <p>The Company keeps in digital (Excel) a document named Stakeholder contacts (2017), which details: Type of organization, location, organization, contact, position, phone number and email. The list has a total of 272 stakeholders.</p> <p>The Company also has the Procedure for External Communication MP-20-01-02-01, with objectives, scope, responsibilities and authorities, definitions, description, and related documents.</p> <p>There is a file named Program for Donations and External Communication, which contains all external communications:</p> <p>The person assign to this task is the Social Manager, Napoleón Roman Alvarez.</p> <p>Suggestion boxes have been located in the mills, in the Agricultural Department offices and in the facilities of the union SITRADIQUE.</p>	<p>Comments:</p> <p>Evidences of external communications were provided during the audit, including complains, with the due follow up by the company</p> <p>During the audit, it is posible to observe a file of complains, observations and requests. However, most of the documents are request from different organizations.</p> <p>For sumitting complains or suggestions the company has made available the form FO-20-03, named Complains, Observations and requests. </p>	<p>Compliance</p> <p>Yes </p>

<p>Interested parties have been informed through several channels regarding this resource, for instance, training provided to employees (evidenced during interviews), through the local newspaper (El Parriteño) which has editions every 6 months. The Add contains information about the grievance/suggestion system, with phone number, email and indicates the location of the FO-20-03 record to submit any claim.</p>		
<p>Criterion 6.3: There is a mutually agreed and documented system for dealing with complaints and grievances, which is implemented and accepted by all parties</p>		
<p>Summary of the findings for 6.3:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>The system for dealing with complains and grievances, has been communicated to all interested parties, as evidences during interviews and document inspection. The system has been developed to answer in a prudential time. It mentions that the complaint should be addressed immediately, however, if the solution to the complaint takes several months, the organization has defined to keep quarterly updates of the improvements or current condition to the person or group of people who submitted the complaint. In more detail, the document of complains and suggestions indicates, that an answer must be given in 10 days.</p> <p>In order to ensure anonymity of complaints and whistleblowers, the organization has made available several suggestion boxes locates in different areas.</p>	<p>The procedure for complaints, grievances, observations and requests, code MP-17-01-02-01, includes a section regarding how to address cases of disputes.</p> <p>Even though workers are aware about the presence of suggestion boxes, these have been located in areas that don't offer anonymity. For example, one of them is located at the entrance, at the security stations. Nevertheless, during interviews with administrative personnel and workers, it was evidenced that most of the anonymous complains are submitted through a phone call, to the number posted in several places, including the semestral newspaper</p> <p>In case of compensation, the company has the procedure for Compensation MeasuresMP-17-01-06-01</p>	<p>Yes</p>
<p>Criterion 6.4: Any negotiations concerning compensation for loss of legal or customary rights are dealt with through a documented system that enables indigenous peoples, local communities and other stake holders to express their views through their own representative institutions</p>		
<p>Summary of the findings for 6.4:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>Based on the HVC study, legal customary rights have not been identified, hence, this requirement does not apply to this context. All farms belong to the same owner.</p>	<p>Not applicable</p>	<p>Yes/N/A</p>
<p>Criterion 6.5: Pay and conditions for employees and for employees of contractors always meet at least legal or industry minimum standards and are sufficient to provide decent living wages.</p>		
<p>Summary of the findings for 6.5:</p>		
<p>Findings:</p>	<p>Comments:</p>	<p>Compliance</p>
<p>Workers receive a payslip that includes salary and deductions. Some employees are payed per contract and others per hour, and wages are updated every 6 months, according to national legislation.</p> <p>Working conditions are defined in the working contract.</p> <p>Working conditions are defined in the Collective Bargaining Agreements, between the organization and the union Sindicato de Trabajadores de la División de Quepos (SITRADIQUE), and in the Direct Arrangement. The company has two organization to bargain working conditions.</p> <p>Workers have access to several local markets that sells food.</p>	<p>During interviews with employees it was evidenced that payment is always on time, and there has been no complaints regarding payment.</p> <p>The payslip for workers payment includes: ordinary hours, overtime hours, payed time for day shift, mixed shift and night shift, and legal deductions such as social insurance.</p>	<p>Yes</p>

Criterion 6.6: The employer respects the right of all personnel to form and join trade unions of their choice and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, the employer facilitates parallel means of independent and free association and bargaining for all such personnel		
Summary of the findings for 6.6:		
Findings:	Comments:	Compliance
<p>The Company has a policy of Labour Relations, code SI-19-01-04-01, which indicates the respect for freedom of association. The company signed a CBA with the local union SITRADIQUE. Currently, 70% of workforce is unionized.</p> <p>From the total of unionized workers, 25% are from Nicaragua.</p> <p>The company keeps a file named "Junta de Relaciones Laborales" which gathers all minutes from meetings.</p>	<p>The documented agreements between the organization and the union are kept by the human resources manager. There are meetings in which the union presents a documented request, complain or suggestion, and the organization provides a written answer. The response period depends on the level of complexity of the document submitted by the union.</p> <p>Meetings acts between Company and union were reviewed</p>	Yes
Criterion 6.7: Children are not employed or exploited. Work by children is acceptable on family farms, under adult supervision, and when not interfering with education programmes. Children are not exposed to hazardous working conditions.		
Summary of the findings for 6.7:		
Findings:	Comments:	Compliance
<p>The Human Resources Procedure (MP-18-01-01-01), indicates the commitment to avoid hiring minors. The Policy of Labor relations indicates as well the commitment of not hiring minors.</p> <p>The Policy of Labour Relations clearly indicates: hiring minors is prohibited.</p>	<p>According to interviews with and employees, minors (below 18 years young) are not hired.</p>	Yes
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.		
Summary of the findings for 6.8:		
Findings:	Comments:	Compliance
<p>The Policy of Labor relations (SI-19-01-04-01), indicates the commitment to avoid discrimination.</p> <p>This policy (SI-19-01-04-01) is socialized to stakeholders, workers, and communities through training and through the local news paper.</p> <p>The company also has the Internal Promotion Program (MP 18-02-02-02), which explains the skills required for the working position. This procedure makes references to Pre-employment exam (It-16-31)</p> <p>Hiring or promotions procedures, are according only with the skills and physical condition of the employee to conduct his/her task without any health hazard.</p>	<p>discrimination is not practiced at the organization. The entire workforce have the same access to basic services, promotions, training, vacations, among others.</p> <p>During interviews with employees from mill and farms, it was possible to evidence that all employees regardless of their origin and gender, enjoy the same rights, benefits and opportunities. The company has a total 30% of Nicaraguans among the workforce</p> <p>There are two disabled employees in the Quepos Division.</p>	Yes
Criterion 6.9: A policy to prevent sexual harassment and all other forms of violence against women and to protect their reproductive rights is developed and applied.		
Summary of the findings for 6.9:		
Findings:	Comments:	Compliance
<p>In labor relations policy, it is stated: not to practice or allow harassment or sexual harassment.</p> <p>Procedure in case of complaint regarding sexual harassment is in accordance with Law 7476 and its reform by Law 8805</p> <p>An investigating commission, composed of 2 men and 2 women has been assigned to follow</p>	<p>Training records, including sexual harassment and violence against women were provided during the audit</p> <p>During interviews female workers from the field and the mil, it was emphasized that they have received training regarding sexual harassment.</p>	Yes

<p>up cases of sexual harrasment.</p> <p>Reproductive rights policy is in place, code SI-19-01-11-01. Which is in line with the decree No 27913 on health, reproductive and sexual rights</p>		
<p>Criterion 6.10: Growers and mills deal fairly and transparently with smallholders and other local businesses.</p>		
<p>Summary of the findings for 6.10:</p>		
<p>Findings:</p> <p>The prices of the last three months are located at the entrance of the mill in the weighing machine.</p> <p>During this year, an increase was agreed between Palma Tica and the independent producers of 15% over the CIF Rotterdam price.</p> <p>The contract for fruit purchasing with independent farmers indicates the payment rates and mechanisms.</p> <p>During interviews with farmers it was evident that they are aware of the prices.</p> <p>The organization provides training to independent farmers, where the pricing is explained.</p> <p>The organization sends a communication (letters and emails) to all members regarding the payment dates for each month of the next year.</p>	<p>Comments:</p> <p>The information posted at the moment of the audits has the following information:</p> <ul style="list-style-type: none"> • March 2017: USD 734 (Rotterdam Price (\$ / MT, ACP) • April 2017: USD 685 (Rotterdam Price (\$ / MT, ACP) • May 2017: USD 727 (Rotterdam Price (\$ / MT, ACP) <p>Administrative personnel of Palma Tica as well as farmers indicate that pricing is explained at the moment of signing the contract. The contract of fruit purchasing has an annex with the explanation of the pricing system.</p> <p>All producers interviewed mentioned that payment is always on time, according to the specifications point out in the contract.</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 6.11: Growers and mills contribute to local sustainable development wherever appropriate.</p>		
<p>Summary of the findings for 6.11:</p>		
<p>Findings:</p> <p>Contributions to local development:</p> <ol style="list-style-type: none"> 1. donation of building materials for the new municipal building. Date: 04/27/2017 2. Half-yearly donation to the association for the conservation of monkey titi (1000 USD) 3. donation of books to 6 local schools. February 23, 2017 4. donation of 2 million colones to the Quepos hospital. 3rd December 2016 <p>The company has a plan to improve the economic and productive viability of associated producers. Producers indicate that they are visited every 3 months to receive technical assistance</p>	<p>Comments:</p> <p>The company keeps documents of contribtions, with signatures, as evidences of compliance</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 6.12: No forms of forced or trafficked labour are used.</p>		
<p>Summary of the findings for 6.12:</p>		
<p>Findings:</p> <p>During interviews with stakeholders it was evidenced that there are no forms of forced labor.</p> <p>In order to control forced labor with manpower contractors a contract is signed, and inspections are carried out.</p> <p>Contracts are made every 6 months, and the Management system department has 3 supervisors to request all legal compliance information. In order to comply with the control of contractors, there is the Contractor</p>	<p>Comments:</p> <p>The legal requirements for having a manpower contractor in owned farms are: legal corporation documents, payment of social insurance, labor regulations. Copy of the legal representative's certificate, copy of a stamped invoice, that is up-to-date with the social security system.</p> <p>During interviews with employees from mil and farms, it was possible to evidenced that there is forced labor of any kind</p>	<p>Compliance</p> <p>Yes</p>

<p>Verification Procedure MP-29-02-01-01. There are also checklists called Contractor Inspection Registers FO-29-02, for subcontracted workers of extractors, and Inspector Records for Contractors FO-29-01 for subcontracted farm workers</p> <p>During the document inspection and interviews with employees of the organization, it was evidence that there hasn't been contract substitution.</p>		
Criterion 6.13: Growers and millers respect human rights.		
Summary of the findings for 6.13:		
<p>Findings:</p> <p>The organization has the Policy of Universal Proclaim of Human Rights. This information has been provided to farmers and facilities of the organization, through labels with the compliance of all legal requirements.</p>	<p>Comments:</p> <p>A remarkable indicator of the good social environment for workers, in mills and farms, it was the fact that most of the interviewees, have been in the company for several years (even two generations), which is regarded as an indicator of good working conditions, and stability</p>	<p>Compliance</p> <p>Yes</p>
Principle 7: Responsible development of new plantings.		
Criterion 7.1: A comprehensive and participatory 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		
Summary of the findings for 7.1:		
<p>Findings:</p> <p>A Social and Environmental Impact Assessment for Palma Tica was carried out by Bioterra Consultores Ambientales S.A. with results dated february, 2013. The key consultants conducting these assessments have been accredited and approved by RSPO. The team leader was MSc. Marisol Zumbado Bustillos.</p>	<p>Comments:</p> <p>The new planting assessment was open to public consultation, from 09 May 2013 to 08 June 2013 on the RSPO website. In the SEIA 4 farms in the caribbean region of Costa Rica were included in the assessment: Reifa, Chirripósito, El Bambú and La Pajarera. The above 4 farms are located in the Caribbean region of Costa Rica and as there is no a mill in that region yet, the FFB are intended to be process at Latin America Agrialim Mill located in the Pacif region of Costa Rica. Some of this fruits are already process at the Latin America Agrialim mill and reported under Plama Tica farms in the supply base data base</p>	<p>Compliance</p> <p>Yes</p>
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		
Summary of the findings for 7.2:		
<p>Findings:</p> <p>There is a study "Description of Soil Profile by author C. Cervantes, dated november 28, 2012 that includes soil profiles for the four own farms considered in the NPP.</p>	<p>Comments:</p> <p>The study includes the following documents:</p> <ul style="list-style-type: none"> • Descripción de Perfil de Suelos. Consociación Pajarera (CPa) • Descripción de Perfil de Suelos. N. perfil PT-3 Consociación Reifa (CRe Typic Udifluent) • Descripción de Perfil de Suelos. N Perfil PT 4 Consociación Zapote. CZa (Bambú y Chirripósito) • Descripción de Perfil de Suelos. N. Perfil PT-2 Consociación Bambú (CBa) aeric Flwaqued. • In ANEX 7 maps are presented. Maps for Soil Use Capacity are shown for the 4 farms. 	<p>Compliance</p> <p>Yes</p>
Criterion 7.3: New plantings since November 2005 have not replaced primary forest or any area containing one or more high Conservation Values		
Summary of the findings for 7.3:		
Findings:	Comments:	Compliance

<p>Regarding new plantations, an HCV assessment for Palma Tica was carried out by Bioterra Consultores Ambientales S.A. The key consultants conducting these assessments have been accredited and approved by RSPO. The team leader was MSc. Marisol Zumbado Bustillos. The Social and Environmental Impact and High Conservation Value Areas Evaluation System Summary. Bioterra Consultores Ambientales S.A. February, 2013. Section 5. Summary of the HCVA s assessment results details the environmental measures that must be observed to conserve HCVs.</p> <p>It is important to mention, that no High Conservation Areas (HCVA) were located in the 4 farms, yet some HCV were identified. HCV1.2 and HCV1.3 was found present in the four farms, additionally, in pajarera farm HCV1.1 was found</p> <p>There are records of land preparation including reports with photographs per farms and records of the delivery of palm oil plants by the nursery for each individual farm.</p>	<p>PALMA TICA – COSTA RICA New Planting Procedures Publi Notification, 09 May 2013 for new plantation to be developed in 4 farms known as:</p> <ul style="list-style-type: none"> • <input type="checkbox"/> Reifa • <input type="checkbox"/> Chirripito • <input type="checkbox"/> El Bambú • <input type="checkbox"/> La Pajarera <p>“The farms themselves have bodies of water, river bank vegetation, and in some cases show patches of isolated secondary forests, in a very small portion. Most of the land in these farms are covered by scrub and grassland, with no real high conversation potential.</p>	<p>Yes</p>
<p>Criterion 7.4: Extensive plantings on steep terrain, and/or on marginal and fragile soils, are avoided.</p>		
<p>Summary of the findings for 7.4:</p>		
<p>Findings:</p> <p>“There are no peat soil areas in the farms, as the land is flat on most areas with high precipitation, presenting isolated areas in the horizon with low external drainage or lack thereof. The soil is mostly composed of entisols of alluvial origin, or which have been formed by the rivers of the area, mainly by the Chirripó River that used to run through that area. According to the Soil Usability methodology, MAGMINAET, the flood risk is classified as non existent, as a low risk category implies frequent low permanence floods, which do not occur in the area.</p> <p>Drainage is required to avoid the presence of high water tables. The difference in altitude of the land with regards to the rivers allow draining the root zone for the plantation.” Bioterra Consultores Ambientales S.A. EISA, 2013</p>	<p>Comments:</p> <p>The company has procedure for planting on steep terrains that includes planting on terraces and contour planting. Other measures are followed as leaving organic material on the ground to increase soil organic matter. All new plantations have to comply with the D-1 formulaire required by law, where drainage design should be presented to environmental government institutions</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 7.5: No new plantings are established on local peoples’ land without their free, prior and informed consent, dealt with through a documented system that enables indigenous peoples, local communities and other stakeholders to express their own representative institutions</p>		
<p>Summary of the findings for 7.5:</p>		
<p>Findings:</p> <p>The new plantings were established on farms dedicated to other agricultural crops by the farm owners, which are third persons who rent the land to Palma Tica through long term contracts.</p>	<p>Comments:</p> <p>Eventhough the new plantations are not established on local peoples lans, the company, through Bioterra consultores and its own personnel have developed several consultation processes with the local communities nearby the new plantation areas.</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 7.6: Local people are compensated for any agreed land acquisitions and relinquishment of rights, subject to their free, prior and informed consent and negotiated agreements.</p>		
<p>Summary of the findings for 7.6:</p>		
<p>Findings:</p> <p>No local people were detected to have legal, customary or user rights on the land intended for new plantings.</p>	<p>Comments:</p> <p>No local people were detected to have legal, customary or user rights on the land intended for new plantings.</p>	<p>Compliance</p> <p>Yes</p>
<p>Criterion 7.7: Use of fire in the preparation of new plantings is avoided other than in specific situations as identified in the ASEAN guidelines or other regional best practices</p>		

Summary of the findings for 7.7:																														
Findings:	Comments:	Compliance																												
Palma Tica S.A. has a non burning police.	The use of fire is not allowed	Yes																												
Criterion 7.8: New plantation developments are designed to minimise net greenhouse gas emissions.																														
Summary of the findings for 7.8:																														
Findings:	Comments:	Compliance																												
None of the new plantings have been established in areas where the immediate previous coverage was forest. No peat soils are present on the area. At the moment when new plantations were established it was not required to present a carbon stock assessment. As it was a previous use of cattle pastures and the palm plantation does not use fossil fuels neither a big amount of fertilizers, (600).	The plan to minimize GHG for totality of the company can be seen under principle 5.	Yes																												
Principle 8: Commitment to continual improvement in key areas of activity.																														
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																														
Summary of the findings for 8.1:																														
Findings:	Comments:	Compliance																												
<p>The company performs constant monitoring of the requirements of the RSPO standard, they have a "Procedimiento de Monitoreo y revision de las áreas claves para el mejoramiento continuo", code: MP-33-01-01-01, date: 01/03/2017, Objective: Define methodology for monitoring and reviewing the key areas of operations of Compañía Palma Tica, S.A To implement action plans that allow continuous improvement.</p> <p>The Company has a procedure of Medición, Analisis, y mejora de los programas de Sostenibilidad, Code MP-30-03-02-01, dated 01/04/2017, objective: to establish a system of periodic monitoring and measurement at the performance level Of the operations of agriculture and mill, in relation to the operational and sustainable procedures established, so that the units can improve their capacity to comply with the applicable requirements.</p>	<p>Efficient handling of wastes</p> <p>The environmental goal for this aspect is: 5% of recycling over the totality of wastes generated.</p> <ul style="list-style-type: none"> The document has the following table, comparing the results between 2016 and 2017 <table border="1"> <caption>Comparación de Indicadores Ambientales entre 2014 y 2015 Palma Tica S.A.-Quepos</caption> <thead> <tr> <th rowspan="2">#</th> <th rowspan="2">Indicadores Ambientales</th> <th rowspan="2">Unidad</th> <th colspan="2">Meta</th> <th colspan="2">2014*</th> <th colspan="2">2015**</th> </tr> <tr> <th>Ha</th> <th>Ton</th> <th>Total</th> <th>X/ha</th> <th>X/ton</th> <th>Total</th> <th>X/ha</th> <th>X/ton</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Reducción de Contaminantes Sólidos</td> <td>%kg/kg</td> <td>N/A</td> <td>0,05</td> <td>251.170</td> <td></td> <td>28,97%</td> <td>206.424,00</td> <td></td> <td>38,37%</td> </tr> </tbody> </table>	#	Indicadores Ambientales	Unidad	Meta		2014*		2015**		Ha	Ton	Total	X/ha	X/ton	Total	X/ha	X/ton	2	Reducción de Contaminantes Sólidos	%kg/kg	N/A	0,05	251.170		28,97%	206.424,00		38,37%	Yes
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RSPO Supply Chain Certification																														
Supply Chain Module		D – Identity Preserved / E - Mass Balance																												
Findings:	Comments:	Compliance																												
Description																														
<p>The mill receives and processes FFB coming from its own and associate growers RSPO-MB certified farms as well as from conventional independent grower's farms. There is no separation on time or space for the processing of certified and conventional fresh fruit bunches reason why the mill is certified under the Mass Balance model.</p> <p>The company keeps daily records of the amount of certified fruit and conventional fresh fruit bunches entering the mill as well as the quantity of MT of certified oil produced.</p> <p>There is control of the quantity of CPO and PK produced every day, which is then summarized on a weekly and monthly basis. The company claim as RSPO mass balance oil only the volume of oil that is produced from RSPO certified fruit</p>	<p>The company has estimated the production of CPO and PK for the next twelve months, as follows:</p> <ul style="list-style-type: none"> CPO = 35,598.44 PK = 8,724.73 <p>The reported amount of oil corresponds only to the volume of oil that is possible to produce from the volume of RSPO certified fruit received and processed at the mill with the mill OER.</p>	Yes																												

Documented Procedures		
<p>The company is prepared with the proper procedures, trained and responsible personnel to manage the supply chain model chosen MB.</p> <p>the reception of certified and conventional fresh fruit bunches at the scale. The fruit entering the mill and coming from RSPO farms are recorded as certified and the certified fruit space is checked in the incoming format indicating the name of the farm the fruit is coming from and the independent growers that are not certified yet, all fruit coming in from is classified as non RSPO certified.</p>	<p>To manage this process was created the next documents that threat, for each mill, the subjects related with RSPO SCC Standard:</p> <ul style="list-style-type: none"> • Diagrama de Requisitos Aplicables en la Administración de la Cadena de Suministro, Código: FO-12-04-05, fecha: 25-04-2017. • Procedimiento de Implementación de los módulos de la cadena de suministro", código MP-12-04-01-01, fecha 25-04-2017, donde se menciona en los siguiente ítems: <ol style="list-style-type: none"> 1. Item 9. Compra y Recepción de Productos Certificados (RFF-FFB), donde se establece los procedimientos operativos de romanas y recibidores, y el sistema de identificación de fruta RSPO y Convencional en la Recepción en Recibidores y Romanas. • Procedimiento de Identificación de Furta RSPO, y Convencional en la Recepción en Recibidores y Romanas Código: IT-12-04-02, fecha: 25-04-2017, que tiene como objetivo: Definir la forma en que se recibe la fruta RSPO y Convencional en los recibidores de la división. <p>Procedimiento de Revisión por la Dirección, Código: CIA-PR-24-01, fecha: 06-08-2012, objetivo: Revisar el Sistema de Gestión para asegurarse de su conveniencia, adecuación y eficacia continuas</p>	<p>Yes</p>
Purchasing and goods in		
<p>The company receives certified fruit as well as conventional fruit. The origin of fruit is recorded on the scale at the mill reception point. Only the volumes of fruit coming in from the Agrialim and independent group certified farms are classified and recorded as certified and the independent growers that are not certified yet. There are daily controls reporting the amount of certified fruit and uncertified fruit entering to the mill.</p>	<p>Evidence</p> <ul style="list-style-type: none"> • Procedimiento de Implementación de los módulos de la cadena de suministro", código MP-12-04-01-01, fecha 25-04-2017, donde se menciona en los siguiente ítems: <ol style="list-style-type: none"> 2. Item 9. Compra y Recepción de Productos Certificados (RFF-FFB), donde se establece los procedimientos operativos de romanas y recibidores, y el sistema de identificación de fruta RSPO y Convencional en la Recepción en Recibidores y Romanas. 	<p>Yes</p>
Record keeping		
<p>There are statistics for volumes of RSPO certified CPO and PK which are updated daily and reviewed once a month by the upper management. The statistics includes the initial inventory of certified FFB entering the mill, volume of FFB processed at the mill and final inventory of certified FFB at the mill.</p> <p>Retention times for all records and reports will be a minimum of 2 years and will comply with legal and regulatory requirements and will be able to confirm the status of certification of stocks of raw materials or products.</p>	<p>Regarding the RSPO certified CPO, the statistics includes the initial inventory of RSPO CPO, the daily volume of RSPO CPO produced, different types of sales or transfers of RSPO CPO, total sell of RSPO CPO, total volume of RSPO CPO transferred, final inventory of RSPO CPO at the different locations managed by Coto 54, and total final inventory. The same statistics are maintained for PK.</p> <p>There are also daily records of the production parameters as CPO extraction rate and PK extraction rate (the last one not intended to be considered in the SCC module E).</p> <p>The company has an Implementation Procedure for the modules of the supply chain ", code MP-12-04-01-01, dated 25-04-2017, where it is</p>	<p>Yes</p>

	<p>mentioned in the following items:</p> <ul style="list-style-type: none"> Where they mention that they will be kept in the office of the Corporate Responsibility Department, <p>The records included are:</p> <ul style="list-style-type: none"> Updated Register of RFF TMs certified by the RSPO that have been purchased by the mills. Updated record of oil palm producer volume certified by the RSPO- 	
Processing		
<p>The mill receives and processes FFB coming from its own and associate growers RSPO-MB certified farms as well as from conventional independent grower's farms. There is no separation on time or space for the processing of certified and conventional fresh fruit bunches reason why the mill is certified under the Mass Balance model.</p> <p>The company keeps daily records of the amount of certified fruit and conventional fresh fruit bunches entering the mill as well as the quantity of MT of certified oil produced.</p> <p>There is control of the quantity of CPO and PK produced every day, which is then summarized on a weekly and monthly basis. The company claim as RSPO mass balance oil only the volume of oil that is produced from RSPO certified fruit</p>	<p>To manage this process was created the next documents that threat, for each mill, the subjects related with RSPO SCC Standard:</p> <ul style="list-style-type: none"> Diagrama de Requisitos Aplicables en la Administración de la Cadena de Suministro, Código: FO-12-04-05, fecha: 25-04-2017. <p>Procedimiento de Implementación de los modulos de la cadena de suministro", código MP-12-04-01-01, fecha 25-04-2017</p>	Yes
RSPO Rules on Market Communications and Claims		
Claims & Trademark use		
<p>The RSPO Mark is not used. The company will use the Brand, Communications and Claims Handling Guide, if applicable</p>	<p>It was not found during the Palma Tica / Grupo Numar web site review any mention to the RSPO certification system neither trademarks prints were found in site neither in printed material.</p>	Yes
4.2 Non conformity registers.		
<p>This section gives an over view of new or revised non-conformities raised during this assessment and of action taken to close out non-conformities raised during the previous assessments.</p> <p>Major non-conformities raised during a main assessment will prevent the certification body from making a positive certification decision for the concerned units/products.</p> <p>The NC number is comprised of 2 parts to include the year in which the NC is raised as well as a sequential number.</p>		

4.2.1 Verification of previous assessment non-compliances		
Non-compliance	As a result of this audit, it was determined that the company has not implemented a management plan for threatened, rare or endangered species that were identified in the Bioterra AVC study within the grounds of the company or independent producers.	
Date raised	14/05/2016	
Major or Minor	Major	
Reference of standard	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.	
Correction at this audit	Full	18/08/2016 The company generated a "Plan of Management and Monitoring Areas of High Conservation Value " Date August 2016, prepared by the Engineer Talina Silva. The

		document contains : <ul style="list-style-type: none"> • Location, • AVC type , • Flora , Fauna, Habitat • Legal Requirement • Management and Monitoring • Information for producers • Cooperation with protected areas Evidence: In the management plan is proposed for Finca Carlos Mora Lot 71, identify protection zones; for which it has a map that identifies lots of farms that share boundaries via natural river.
	Partial	-
	Not Corrected	-

4.2.2 Verification of previous assessment non-compliances		
Non-compliance	As a result of this audit, it was determined that the company has not implemented a management plan for threatened, rare or endangered species that were identified in the Bioterra AVC study within the grounds of the company or independent producers. As there is no a management plan there is no monitoring.	
Date raised	14/05/2016	
Major or Minor	Major	
Reference of standard	5.2.4	
Correction at this audit	Full	18/08/2016 They have an HCV evaluation program including: <ul style="list-style-type: none"> • Technical Inspection Training • Presence of species RAP • Identification of species RAP • threat assessment Monitoring Evidencie: <ul style="list-style-type: none"> • Donation of 1,000.00USD per semester to the association for conservation of the Mono Titi . Application Form FO- 17-01-01-01 . Date 03/30/2016 donation • Landscape Assessment and distribution of Mono Titi (Central American squirrel monkey) in the Naranjo River Biological Corridor, Costa Rica. Relizado by Anna Gabriella Ioli Goubaud . Date: November 2014. • <input type="checkbox"/> Management Plan for the Conservation of the Mono Titi in Rios Naranjo Biological Corridor , Central Pacific Conservation Area , Costa Rica. Made by Monica Farrera Hernadez , Nhering Ortiz Lobo, Diana Dianas Sagastume Lemus and Villanueva Ceballos, biologists from the National University of Costa Rica
	Partial	-
	Not Corrected	-

4.2.3 New non-compliances raised at this audit	
NC number	001/2017
Date raised	07/06/2017
Major or Minor	MINOR
Reference of standard	4.7.5
Standard requirement	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.
Evidence of non-compliance	It was noted that the First Aid kits of the Certified Associated Producers contained medicines, which is prohibited by the Costa Rica National law.
Date of closing:	

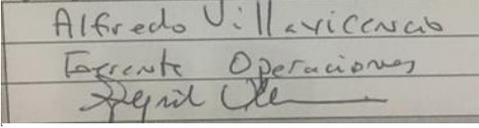
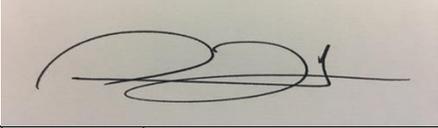
4.2.3 Observations	
Date raised	07/06/2017
Indicator 4.6.2. Certified small producers do not have an appropriate record of pesticide application.	

4.2.3 Observations	
Date raised	07/06/2017
Indicator 4.6.9. The company has trained the owners of the farms of certified associate producers, but did not show training to the collaborators who carry out the work of applying pesticides.	

4.2.3 Observations	
Date raised	07/06/2017
Indicator 6.3.1 It was observed that the mailboxes to place the suggestions, claims or requests are located at points where the anonymity of the person may not be fully guaranteed depending on the occasion.	

4.3 Lead Auditor Recommendations for the RSPO Principles & Criteria certification.	
Grant/ Renewal/ Extension*	<input type="checkbox"/>
Maintenance*	<input checked="" type="checkbox"/>
Suspension	<input type="checkbox"/>
Refuse / Withdrawal Certificate	<input type="checkbox"/>
Justification for the Recommendation	No Major non compliances were found during the presente audit. The auditor recommends the certification
* Grant / Renewal / Extension / Maintenance, in the case of open Minor nonconformities, assumes that the nonconformities will be cleared as agreed	
OBS: The final decision whether the company will be granted with the RSPO P&C certification or not, shall rely upon the certification body, after reviewing the audit documentation and taking in account the lead auditor's recommendation.	
4.4 Comments for next audit.	
Extra time to visit the Costa Rica Caribbean side operation should be taken into consideration. From 5 to 6 hours driving time is required to reach the Caribbean side operation area from Latin America Agrialim mill.	

5. FORMAL SIGNING OF AUDIT FINDINGS	
5.1 Acknowledgment of internal responsibility by the Client.	
I the undersigned, being the most senior relevant management representative of the operation seeking or	

holding certification, agree with the contents and audit findings as presented in this document .	
I also confirm:	
<ul style="list-style-type: none"> • Acceptance of liability in execution of the instructions given. • That this company was made aware that the findings of the audit team are tentative; pending review and decision making by the duly designated representatives of IBD. • That during the closing meeting all agenda items were covered by the lead auditor. 	
Name	Alfredo Villavicencio
Position	Operations Director
Signature	
5.2 Signing by the Lead Auditor.	
I the undersigned, being the lead auditor, confirm that this report is an accurate record of the findings and of the closing meeting. I further confirm that the summary of the findings as presented are a true representation of the actual findings of the audit team.	
Name	Pedro Roberto Cerrate Morales
Position	Lead Auditor
Signature	
Date	07/06/2017

6. Major non-compliances follow-up actions (exclusive use of IBD decision maker)

Verification of effectiveness by:

- Follow-up on-site audit:
On-site review and evaluation of the introduction, implementation and effectiveness of non-compliance(s) correction and corresponding corrective actions.
- Desktop audit:
Document assessment of root cause analysis and evidence of corrections and corrective actions submitted to the certification body.

IBD

CERTIFICAÇÕES



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