



# Public Report First Surveillance Audit

### **RSPO**

# **Principles & Criteria**

### Agropalma S/A

# Mill: Companhia Palmares da Amazônia (CPA) Brazil

16th to 20th of July, 2012

Rosana Maria Renner – Audit Leader

Mariangela Gerum – Socioenvironmental Inspector

Jackson Teruo Ota - Crop Production Inspector

IBD CERTIFICAÇÕES LTDA
Rua Dr. Costa Leite, 1351 CEP: 18.602-110 Botucatu – SP – Brasil
Tel / fax: +55 14 3811-9800

www.ibd.com.br - ibd@ibd.com.br



## Index

SUMMARY	Page 8
ABBREVIATIONS	Page 8
Part I – Certification Audit Scope	Page 10
1.1. Normative Reference	Page 10
1.2. Organizational information	Page 10
1.3. Certification Scope	Page 10
1.4. Production Volume	Page 11
1.5. Description of Productive Base and Supply Chain	Page 13
1.6. Other current certificates	Page 16
PART II – THE AUDIT PROCESS	Page 17
2.1. Certifier	Page 17
2.2. Audit team credentials	Page 18
2.3. Methodology, audit program and visit schedule	Page 18
2.4. Stakeholder consultation	Page 18
2.5. Date for next surveillance visit	Page 19
2.6. Audit Results	Page 19
2.7. Detailed description of identified non compliances	Page 36
2.8. Positive points identified in the ASA2	Page 39
ATTACHMENTS	
ATTACHMENT A – Supply Chain Certification Audit Report for Mills	Page 41
ATTACHMENT B – RSPO Certificate Details	Page 50
ATTACHMENT C – Audit Schedule	Page 52
ATTACHMENT D – List of Verified Documents	Page 56
ATTACHMENT E – List of Stakeholders Contacted	Page 59
ATTACHMENT F – Document	Page 60



### **List of Photos**

Photo Code	Photo	Place where photo was taken; description/observations
Photo 1		Photo 1 - Field D40 — The first plantings in this field are from 1984 and now the company is replanting with new starts within a process called "Underplanting". Fifty percent of the adults are removed, but new starts are planted in the same density and quantity as the original planting. After three years, the remaining 50% are eliminated and the seedlings continue their development. This method is beneficial in that it permits the use of the field for another three years, the time period necessary for seedling development. GPS coordinates for the Photo: S 02°34'26,20" / W 48°43'52,63";
Photo 2	A ACROPALIA  MINISTRUM DATE  INSTANCE  INSTANCE DATE  INSTANCE  INSTANCE DATE  INSTANCE  IN	Photo 2 – Seedling field – These are being prepared for planting in 2013.GPS Coordinates: S 02°32'47,19" / WO 48°43'02,92";
Photo 3	ATTHEAD TO THE STATE OF THE STA	Photo 3 – Signage along the road, indicating the use of agricultural chemicals (in this case Glyphosate). GPS coordinates: S 02°34'39,79" / W 48°34'52,64";
Photo 4		Photo 4 – Use of IPE by workers during tractor application of herbicide. GPS coordinates: S 02°34'40,26" / W 48°34'51,38";
Photo 5		Photo 5 – Operator during manual application of herbicide. Correct use of herbicides and correct disNCd of packaging.GPS coordinates: S 02 34'39,57" / W 48 32'04,96";



Photo Code	Photo	Place where photo was taken; description/observations
Photo 6		Photo 6 – Deposit for empty chemical packaging. It is important to note that all the packaging materials were made unusable (bottoms were punctured), avoiding accidental reuse.
Photo 7		Photo 7 – Housing for workers. In this case the dormitory called "açaí". The general conditions of the dorms are good and the bathrooms are kept clean. GPS coordinates: S 02°31'51,69" / W 48°46'03,84";
Photo 8		Photo 8 – Worker exercise program – in this case the mechanized fertilization team;
Photo 9		Photo 9 – Drying lines for IPE. Safety apparel is washed every day at the company's laundry station. Observation: during the visit the washing of personal clothes by workers was observed. This should be avoided in the future. GPS coordinates: S 02°31'31,49" / W 48°45'58,28";
Photo 10		Photo 10 – Bathroom in the worker shelter – Sector 01 – absence of trash can.
Photo 11		Photo 11 – Overview photo of the shelter within "campo Coco" – Sector 01.



Photo Code	Photo	Place where photo was taken; description/observations
Photo 12		Photo 12 – Educational material regarding residues
Photo 13		Photo 13 – New model for bathrooms within the field shelters (shelter for "campo Macaúba" – Sector 01)
Photo 14		Photo 14 – Bathroom at the Campo Macaúba shelter (Sector 01), absence of trash can.
Photo 15	ESTA SEÇÃO ESTÁ THABAMANDO INA 15-3 O JUINAS SEM RECIDENTES COM AFASTAMANTO NOSSO RECORDE E DE 14-1 (-) (-) (-) (-) (-) (-) (-) (-) (-) (-)	Photo 15 – Accident record sign in the mechanization area, at the headquarters.
Photo 16		Photo 16 – Trash cans in good condition, mechanization area at the base camp.



Photo Code	Photo	Place where photo was taken; description/observations
Photo 17	ate remands	Photo 17 – Trash cans in good conditions within the mechanization areas at base camp.
Photo 18		Photo 18 –Restoration area within the Fazenda Alagoano (near fields G9 and G10), area indicated by the Social and Environmental Impact Assesment Report– RAISA for Fazenda Alagoano, in September, 2009.
Photo 19		Photo 19 – Restoration areas within the Fazenda Alagoano (near fields G9 and G10), area indicated by the Social and Environmental Impact Evaluation Report– EIA for Fazenda Alagoano, in September, 2009.
Photo 20		Photo 20 – Prototype 1 for a NCt aimed at improving working conditions during the harvest of loose fruit.
Photo 21		Photo 21 – Prototype 2 for a NCt aimed at improving working conditions during the harvest of loose fruit.



Photo Code	Photo	Place where photo was taken; description/observations
Photo 22		Photo 22 – Prototype 3 for a NCt aimed at improving working conditions during the harvest of loose fruit.



#### SUMMARY

IBD Certificações conducted the first surveillance audit of the AGROPALMA GROUP S/A under the Principles & Criteria standards for Sustainable Production of Palm Oil – Roundtable on Sustainable Palm Oil, in October, 2007. Local Indicators were approved by the Secretariat of this organization in November, 2010, including 4 (four) mills for crude oil and 8 (eight) Agricultural Sectors. A certification audit of the Supply Chain under the Supply Chain Certification Standard, November 2011, Module D – CPO Mills: Segregation, for the mills CRAI/AGROPAR, AMAPALMA, Module D – CPO Mills: Identify Preserved for CPA and Module E – CPO Mills: Mass Balance for Agropalma. This audit occurred during the period from July 16<sup>th</sup> to 20<sup>th</sup>, 2012. The audit was carried out by a multidisciplinary team of 3 (three) auditors

The Agropalma Group is composed of the following companies: Agropalma S/A and Companhia Refinadora da Amazônia (CRA), ordinary members of the RSPO. This audit contemplates the agricultural activities of the Group, concentrated within Agropalma S/A as well as the crude oil extraction activities pertaining to CRA.

IBD Certificações recommends continued Certification of Sustainable Palm Oil – RSPO for "Agropalma S/A".

### **Abbreviations**

AISA: Evaluation of Environmental and Social Impacts ANSA – Association of Nations of Southeast Asia

APP: Permanent Preservation Areas

ASA1: Initial Certification Audit ASA2: Surveillance Audit: Year 2 ASA3: Surveillance Audit: Year 3

C: Conformity

FFB: Fresh Fruit Bunches CPO: *Crude Palm Oil* DL50: Lethal Dose 50 EFB: *Empty Fruit Bunches* 

EIA: Environmental Impact Assessment PIE: Individual Protection Equipment

FFB: Fresh Fruit Bunches

FISPQ: Chemical Product Safety Information Report

GPS: Global Positioning System

Ha: Hectare

HCVs: High Conservation Value

IBD: IBD Certificações PI: Preserved Identity MB: Mass Balance NC: Not in Compliance OBS: Observation

NGO: Non Governmental Organization

P & C: Principles & Criteria

PK: Palm Kernel



PKO: Palm Kernel Oil RL Legal Reserve RSPO: Roundtable on Sustainable Palm Oil

SG: Segregation T: Metric Ton



### PART I – CERTIFICATION AUDIT SCOPE

### 1.1 Normative Reference

The P	alm and Palm Oil Production and Supply Chain for the "Agropalma S/A" organization
was ev	aluated for conformity within the:
$\boxtimes$	RSPO International Principles and Criteria (October, 2007 version)
	National Interpretation (Approved version XX/20XX)
$\overline{\boxtimes}$	Local indicators developed by IBD (approved version 11/25/2011)
$\square$	New Planting Procedures (approved by RSPO EB in September, 2009)
$\overline{\boxtimes}$	RSPO Supply Chain (November, 2011 version)
This re	port corresponds to the:
	Pre-audit Surveillance Audit Year 2 of the RSPO Principles and Criteria Certification Audit Year 1 for RSPO Supply Chain

### 1.2 Information regarding the Organization

Organization's name	GRUPO AGROPALMA
Address	Alameda Santos, 466 – 10° andar, CEP: 01418-000, São Paulo, Brasil
RSPO member number	1 0003 04 000 00, approved on 06/29/2004
Contact Person	Marcello Brito
Position	Sales and Marketing Director
Telephone / Fax	+55 11 2505 6400
E-mail	marcello@agropalma.com.br
Website	www.agropalma.com.br
CNPJ (Federal Tax ID) / State Registration	83.663.484/0001-86 / 15.177.007-7



### 1.3 Certification Scope

The certification scope for the AGROPALMA GROUP spans 8 (eight) Agricultural Sectors (12 farms) with approximately 39,190.77 hectares in production and four mills for Crude Oil - CRAI/AGROPAR, AMAPALMA, AGROPALMA and CPA, located in Tailândia – Pará.

The Mills receive fresh fruit bunches produced by Agropalma S/A's eight agricultural sectors. Preferably each unit receives bunches from the nearest agricultural sector. However, all the sectors are close to one another and are at an economically viable distance from any of the mills. As such, it is common for the Mills to receive fruit from sectors that would normally send fruit to another unit.

It is important to note that all the Mills have scheduled annual maintenance shut down periods that last 45 days. In other words, during at least six months out of the year, one of the factories is shut down and the fruit that would normally be sent to this unit is distributed to other units. In addition to the scheduled shut downs, there are also occasional shut downs for corrective maintenance. In this case, fruit is also redirected to other units, in accordance with factory availability and other technical conveniences, such as unit distance, road quality, etc.

As a result, it is not possible to define a productivity base (agricultural sector) for each Mill.

The Mills are located in the municipalities of Tailândia and Acará in accordance with the table below.

Table 01: Municipality and Geographical Coordinates (GPS) for Mills

Mill	Municipality	Geographic Coordinates
CRAI / AGROPAR	Tailândia	2º31'32" / - 48º 47'43"
AGROPALMA	Tailândia	2º32'36,03" / - 48º 41'26,14"
CPA	Acará	2º15'02,98" / - 48º 45'09,85"
AMAPALMA	Tailândia	2º31'32" / - 48º 47'43"

The focus of this report is exclusively the Companhia Palmares da Amazônia, thereafter abbreviated as "CPA", under IP certification module.



### 1.4 Production Volume

The estimate for certified production for 2012 is 61,962 tons of FFB, 11,773 tons of crude palm oil (CPO) and 1,115 tons of palm kernel oil (PKO), according to the table below.



Table 02: Estimated production for 2012 for CPA mill (t/yr)

Mill	Summary of Production 2012 Certified RSPO			Summary of Production Uncertified		
	FFB	FFB Crude palm oil Crude palm (CPO) kernel oil (PKO)		FFB	Crude oil (CPO)	Crude palm kernel oil (PKO)
СРА	61,962	11,773	1,115	0	0	0



### 1.5 Description of the Productive Base and the Supply Chain

The supply base of FFB for the Agropalma Group comes from the eight (8) Agricultural Sectors, as seen in the table below. Agropalma Group is composed of 4 mills, all close to each other, able to receive FFB from any of the supplying farms, up to the milling capacity mentioned in Table 02.

Table 03: Own Production Units for Fresh Fruit Bunches (FFB)

Agricultural management sector	Farms	Municipality, geographical coordinates	Total area (ha)	Forestry reserve area (ha)	Planted area (ha)	Area in production (ha)	Estimate of Productivity for 2012 (t/ha)	Estimated Production of FFB 2012 (t)
Departamento I	CRAI	Tailândia - 2º31'41" / -48º 47'18"	11,038.00	5,500.00	4,848.56	3,901.96	24.16	94,260
Departamento II	AGROPALMA ZILMAR	Tailândia - 2º32'57" / - 48º 43'50" Tailândia - 2º36'23" /	11,957.00 3,600.00	4,798.00 3,600.00	5,113.02	2,557.53	*35.14	89,868
Departamento III	AGROPAR	- 48º 40'50" Tailândia - 2º34'47" / - 48º 49'35"	11,996.00	4,711.00	6,771.20	6,771.20	26.05	176,409
Departamento IV	AMAPALMA	Moju - 2º39'11" / - 48º 54'15"	11,790.84	5,958.00	4,954.01	4,954.01	23.06	114,249
	PALMARES (CONVENTIONAL)* GALILÉIA	ANCá - 2º21'12" / - 48º 41'16"	12,118.77	8,516.53	6,176.70	5,917.11	23.64	139,891
Departamento V	TREVO	Tailândia - 2º29'32" / - 48º 43'37"  Tailândia - 2º27'37" /	3,156.95 3,237.30	1,498.00				
Departamento VI	PALMARES (ORGANIC)*	- 48º 43'43" ANCá - 2º15'12" / - 48º 37'29"	16497.17	11593.47	4,088.89	2,911.36	19.92	57,986
Departamento XV	CASTANHEIRA	Tailândia - 2º35'48" / - 48º 34'36"	4,471.76	2,224.74	4,148.52	3,763.50	4.88	18,352
Departamento XV	SEMPRE ALEGRE	Tailândia - 2º34'57" / - 48º 31'09"	5,206.00	4,565.84		-,		-,
Donartamento VVI	RODA DE FOGO	Tailândia - 2º29'41" / - 48º 37'44"	4,526.32	2,252.84	3.089.87	2.986.08	5.72	17,080
Departamento XVI	PARAISO DO NORTE	Tailândia - 2º33'16" / - 48º 38'44"	7,963.81	6,325.43	3,009.07	2,300.00		
Total	12 Farms	3 municipalities	107,559.91	63,223.85	39,190.77	33,762.75	20.97	708,095

<sup>\*</sup>Production and productivity, including the production for the under-planting area.



Table 04: Profile of plantation ages.

Agricultural	lie of plantation		Age (years)		
Sector	0 – 5	5 – 10	10 – 15	15 – 20	20 or more
Dep I	Planting in 2010.	No plantings.	No plantings.	No plantings.	Planting in 1985, 1986, 1987, 1988, 1989, 1991 and 1992.
Dep II	Planting in 2010 and 2012.	No plantings.	No plantings.	Planting in 1993 and 1994.	Planting in 1984, 1991 and 1992.
Dep III	No plantings.	No plantings.	Planting in 1998 and 1999.	Planting in 1995, 1996 and 1997.	Planting in 1992.
Dep IV	No plantings.	No plantings.	Planting in 1998, 1999, 2000 and 2001.	No plantings.	No plantings.
Dep V	Planting in 2010 and 2011.	Planting in 2004 and 2007.	Planting in 2001, and 2002.	No plantings.	No plantings.
Dep VI	Planting in 2011 and 2012.	No plantings.	Planting in 2000 and 2001.	Planting in 1996.	Planting in 1989 and 1990.
Dep XV	Planting in 2008, 2009 and 2010.	Planting in 2006.	No plantings.	No plantings.	No plantings.
Dep XVI	Planting in 2008, 2009 and 2010.	Planting in 2007.	No plantings.	No plantings.	No plantings.

Agropalma's suppliers plant a total area of 10,961 hectares (9,300 hectares belonging to integrated producers and 1,661 hectares under family production). Agropalma's suppliers are not included in this verification scope. As such, IBD considered, within this surveillance audit, only the production derived from own areas as being certifiable.



### **Location Map for the Agropalma Farms**

### Mapa de Localização das Fazendas da Agropalma

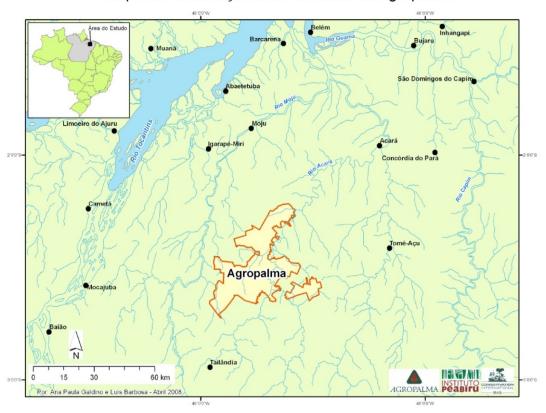


Figure 1 Location map for Agropalma Group Farms

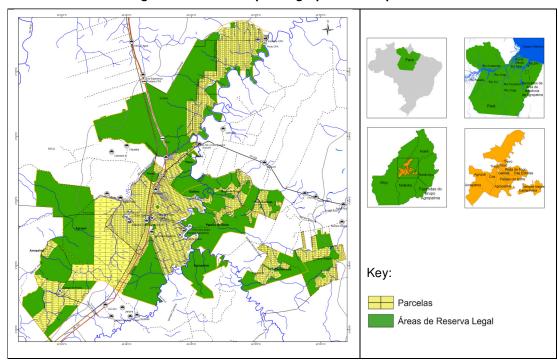


Figure 2. Map of Productive areas and of Forests within Agropalma Farms.



### 1.6 Other Current Certifications

Table 05: Other Current Certifications held by the Company

Unit Name	Type of Certification	Year of 1 <sup>st</sup> Certification
Palmares Farm, CPA Industry and Agropalma Refinery Group.	Organic Certification	2000
Agropalma Group	Quality Management System (ISO 9001)	2002
Agropalma Group	Environmental Management	2002
Agropalma Group	Occupational Health and Safety Assessment Services (OHSAS 18001)	2002
Agropalma Group Palmares Farm, CPA Industry and Refinery.	EcoSocial IBD	2008
Refinery and Margarine and Vegetable Fats Factory (UAG)	,	2010



#### **PART II – AUDIT PROCESS**

#### 2.1 Certifier

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 UEBT (*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 Nº: 8-0090-08-000-00. Approved since 09/2008.

### 2.2. Audit Team Qualifications

### Rosana Maria Renner- Audit Leader

Rosana Maria Renner has a bachelor's degree in Forest Engineering through the Universidade Federal do Paraná - Federal University of Paraná (1996). In 2001, she received a certificate for Coordinator in Environmental Management through Deutsche Gesellshaft für Qualität /Germany and the following year, a certificate for Environmental Manager through the same institute. In 2004, she was approved for a Masters in Forestry Science by the Universidade Federal do Paraná. That same year she completed training as Quality Control Auditor under ISO 19011:2002 / ISO 9001:2000. In 2006, she was approved as Environmental Audit Leader ISO 14001:2004 and in 2011, received a certificate for completion of Auditor Training for Production Standard and Supply Chain under BONSUCRO. Throughout these 12 (twelve) years she compiled experience in consulting and auditing Environmental Management Systems (environmental and quality control), and in Social-environmental Certifications, including Supply Chain and Forestry Management under the FSC Certification System (Forest Stewardship Council), CERFLOR, and RSPO Principles and Criteria, as well as worked with businesses in licensing and socioenvironmental legislation, and GHG emission, NCbon storage and sequestration Inventories.

### Mariangela Gerum – Socioenvironmental Auditor

Mariangela Gerum has a bachelor's degree in Forest Engineering through the Universidade Federal do Paraná – Federal University of Paraná (1996). In 2006, she received a MBA Specialist degree in Environmental Management Systems through the Pontifícia Universidade Católica do Paraná. During these 12 (twelve) years she compiled experience in consulting and auditing Environmental Management Systems (environmental and quality), and in Socioenvironmental Certifications, including Supply Chain and Forestry Management for the FSC Certification System (*Forest Stewardship Council*), CERFLOR,



and ECOSOCIAL (IBD certificações), as well as worked with business as a consultant in the areas of licensing and socioenvironmental legislation, socioenvironmental diagnostics and studies to identify attributes of high conservation value.

### <u>Jackson Teruo Ota – Crop Production Auditor</u>

Jackson Teruo Ota has a bachelor's degree in Agronomy through the Escola Superior de Agricultura "Luiz de Queiroz", in Piracicaba / SP (1999). He initiated his work as auditor within the organic program in 1999, receiving training through the company IBD Certificações. From 2000 to 2005, he worked as staff within IBD Certificações, managing clients and NCrying out inspection report analysis. In 2005 he completed training for inspections within the IBD's Ecosocial program. In 2010 he completed training under the RSPO standard. Within the last 12 years he has specialized in organic certification under the Brazilian, European, North-American, and Japanese standards, as well as socioenvironmental certification under the Ecosocial program. This is his first audit under the RSPO standard.

### 2.3. Audit Methodology, Program, and Schedule

The initial certification audit of principles and criteria was conducted between the 14<sup>th</sup> and 18<sup>th</sup> of February, 2011.

The first surveillance audit of P&C and initial audit of the Supply Chain occurred between the 16<sup>th</sup> and 20<sup>th</sup> of July, 2012 within the Agropalma Group. The following standards were used as a base for the audit: RSPO (*Roundtable on Sustainable Palm Oil*) Principles and Criteria for Sustainable Production of Palm Oil from October, 2007 and RSPO Supply Chain for CPO Mills (November 25, 2011 version).

The audit was carried out by sampling, with evaluation of all the requirements of the standard and collection of evidence, including onsite inspections, oversight of activities and processes, employee interviews, and review of documents and reports. All comments by stakeholders, internal and external, were considered. The Field Guide – Principles and Criteria for Sustainable Production of Palm Oil was used as a basis for procedures.

Action taken to resolve non compliances and observations detected within the initial audit (2011) were monitored and evaluated for efficiency. The non compliances and observations detected in this surveillance audit are detailed in item 2.7. The present report is organized in such a way as to summarize the indicators by principle.

### 2.4. Stakeholder Consultation

During the audit, internal parties, employees (both masculine and feminine field workers), supervisors, and managers of various sectors were interviewed. External parties were also interviewed (e.g president of the Vila Palmares Neighborhood Association). Interviews of both masculine and feminine employees were carried out at the work place. A

list of the stakeholders that were contacted is included in Attachment E.



#### 2.5. Date of next Surveillance Visit

The next surveillance audit is planned for July, 2013.

### 2.6. Audit Result

For evaluation of conformity, the Field Guide – RSPO Principles and Criteria for the Sustainable Production of Palm Oil, October 2007, was used. This guide was based on the RSPO – *Roundtable on Sustainable Palm Oil* Principles and Criteria standard for the Production of Sustainable Palm Oil, October 2007. For each requirement in the standard, one or more indicators were verified. For each requirement, information, documents, and reports from operational areas of the organization were compiled.

During the audit process evidence was gathered regarding the fulfillment of standard requirements.

During the initial audit for Year 01 Certification - ASA1, six minor non compliances and three observations were registered. These were verified during this surveillance audit (ASA2).

IBD recommends continuing RSPO Sustainable Production of Palm Oil Certification for the Agropalma Group – mill Companhia Palmares da Amazônia (CPA)

### **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 & forms to allow for effective participation in decision making.

The system for controlling demands made by stakeholders, and communication between employees, the community, external parties and Agropalma was verified. One of the mechanisms is the "Stakeholder Registration Form" that was previously available at boxes distributed throughout the Agropalma areas. However, the company verified that this was not an effective system and implemented a 0800 (Hello Agropalma) number, as an alternative way of establishing a communication channel. The new method, which operates 24 hours a day and controls internal and external demands, is proving effective.

Regarding the resolution of conflicts through stakeholder participation, the following company procedure was verified: "Procedures for Receiving, Treating, Replying to, Negotiating, and Solving Grievances and Complaints". This document was agreed upon and implemented in a meeting held on the 3<sup>rd</sup> of February, 2011, with the participation of relevant stakeholders (neighborhood association, union representatives and others)

Greater detail of the system is including under criteria 6.2. and 6.3.

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.



This criterion was completed by the company and evidence is described below. It is noted that focus was placed on progress verification and the effectiveness of Plans that had already been verified and evidenced in the RSPO Certification Audit (2011). Results were verified through on site visits and interviews with area managers.

### Items verified:

- Acquisition of new areas: new areas were not acquired over the prior year, such that this item is in conformity with the RSPO requirements.
- Residue Management Plan: actions put into effect over the past year were verified, such as trainings carried out for employees in the agricultural and industrial sectors regarding the integrated management system, and pertinent environmental licensing.
- Emergency Assistance Plan: This plan was demonstrated during routine operations and its effectiveness was confirmed in interviews with field workers.
- Training: spreadsheets containing all the trainings requested by the area mangers for the year 2012 were verified, including normative trainings (legislative requirements) and assistance trainings. Additionally, DDS (daily safety dialog) registers were seen, confirming regularity of dialog between the parties responsible and the employees regarding questions of health, safety and well-being.
- Legislation update: the existence of a mechanism for updating legislation and discussing its applicability to the company was verified. Within this system, there is a "warning" mechanism for the expiration of environmental licenses.
- Social and Environmental Impact Study: the Social and Environmental Impact studies
  for new areas (mentioned in the prior report) and update and progress report for the
  Sustainable Dendê Program, year III, were verified. The surveillance reports for Flora
  and Fauna underway this year, 2012, were also checked.
- Environmental Licenses: environmental licenses were verified for each unit within the Agropalma Group, in addition to permits for use of subterranean and superficial water sources, and permits for effluent discharge.
- Mechanisms for dealing with grievances, complaints and conflict resolution were verified, as well as the procedure for meeting demands by stakeholders (internal and external), and the communication channel. The data was checked in the field with workers and the community.
- Regarding the agricultural management of the area, the following Operational Routines were observed:
  - Fertilization
  - Crop Management
  - Weed control
  - Pruning
  - Reduction and removal
  - Distribution of industrial sub products
  - Integrated Pest Management
  - Operational Procedures for the use of housing and dorms within the agro industrial complex.

**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.

#### Indicators:

The company has a system for monthly legislation updates, carried out by a third party company, and inserted within the LEGNET system, through which the responsible parties have access to the legislation. The requirements of the legislation are evaluated along with the company in order that their applicability can be evaluated. Through interviews with area management (environmental department), it was verified that one month before expiration, the system issues a warning so that all the necessary documents can be gathered for renewal of licenses, if necessary. All the steps in the licensing process are recorded in the system. The surveillance audit for this year, 2012, verified all the environmental licenses, as well as permits for the use of water resources.

Although the above mentioned mechanisms are in place and the applicable legislation is being fulfilled and monitored, a **Minor NC 01/2012** was detected regarding the lack of trash cans within the bathrooms at the shelters (Photos 10 and 14), in voiolation of sub items, 31.23.3.2, of NR 31. The team considered this to be a minor non compliance since all the other work places visited did have trash cans, and the company is improving the sanitary situation at the shelters, which were previously built out of wood and are now being built out of concrete (Photo 13 and 14).

## Criterion 2.2 – The right to use the land can be demonstrated, and is not legitimately contested by local communities with demonstrable rights.

The company did not acquire new lands during this surveillance period and there was no registered evidence of conflict regarding land disputes and land use, as verified in interview with the socioenvironmental area manager. The company has documentation for all of its areas (registration/titles) and no land conflicts.

# Criterion 2.3 –Use of the land for oil palm does not diminish the legal rights, or customary rights, of other users, without their free consent, prior and informed consent.

As describe in criterion 2.2, no record of conflict was evidenced. The company has a team of patrimonial guards that maintain constant vigilance of the property borders, including areas with difficult access. There is constant concern regarding land invasion, above all by local hunters, which are very common in the region. In general, as observed during the audit, the team avoids confrontation with the local population, even when illegal hunters are found—the procedure involves friendly conversation and an offer of work at the company.

### 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.

The company presented a 30-year plan for renovation and maintenance of the areas. This plan is updated regularly by the technical team and presented to the company director.



### Principle 4: Use of appropriate best practices by growers and millers

## Criterion 4.1 – Operating procedures are appropriately documented and consistently implemented and monitored.

The company presented the following procedures for agricultural operations:

- Records of cultural practices for the areas;
- Records for application of herbicide in the areas;
- Road maintenance records;
- Fertilization records.

## Criterion 4.2 – Practices maintain soil fertility, or whenever possible, improve soil fertility to a level that ensures optimal and sustained yield.

The fertilization plan was discussed with the company's technical team. At the moment fertilization calculations are based on the export of nutrients due to harvest considering leaf nutrient analysis. Soil analysis does not have significant weight regarding fertilization decisions at the moment. However, work to revise these concepts is underway. Most likely some of these procedures will be updated after a revision of policy, with the help of external consultants.

Fertilizer records were duly presented and, although strategies focus on foliar analysis and the export of nutrients, the fertility and productivity of the areas has been maintained.

### Criterion 4.3 - Practices minimize and control erosion and soil degradation.

The company presented a map of the farm soil types. However, it was determined that this map was not sufficiently detailed, with several soil areas still unmapped. Nonetheless, the company is negociating the revision of the soil maps by external consultants.

The farms in general are located in flat areas, with some rolling hills. Although the soil in diverse areas has a more sandy texture, the erosion process is under control. The road maintenance program has been helpful, directing water in such a way as to avoid erosion.

Near the APP's, the company has left a strip of nearly 30 meters untouched, permitting regular maintenance of the vegetation and protecting these areas from the erosive process.

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

Within Water Resource Management practices, evidence of various periodic surveillance activities was verified, such as:

Surveillance of Soil in accordance with CONAMA 420 Resolution was verified in the
document: "Resultados Analíticos dos Parâmetros do Anexo II da Resolução
Conama 420", finalized in January, 2012. Soil collection samples were taken to verify
the presence of metals with activities related to the application of herbicides and
fertigation, mineral fertilization, application of effluents, and organic fertilization. None



of the values found were above the parameters set forth in legislation. A report was also drawn up characterizing and explaining the possible reasons/causes for the presence of metal in the soil, in addition to confirming that all the values found are less than the reference values.

- Trimestral Report, elaborated for SEMA/PA was reviewed for the sites in Belém and Tailândia, in accordance with the Environmental Surveillance Plan, June 29, 2012. This analysis follows the Procedures for Control and Surveillance of Residues and Solid Sub products, and Emissions and Hydraulic and Atmospheric Quality, updated in 11/17/2011. This procedure describes the responsibilities, concepts, and data pertaining to environmental surveillance, including responsibility and data analysis, analysis of environmental progress, monitoring of legislation and other requirements (LEGNET/GOR system), as well as the Environmental Monitoring Plan (describing the type of monitoring, points, frequency, location, parameters and equipment used). At the end of this document (report), the technical report, signed by the qualified profession, is available for review, including geological and geochemical characteristics of the subterranean water for the Amazon Region and the technical report indicating that all the hydraulic runoff and fluvial water, including industrial effluents and atmospheric emissions, are within the legal standards for the CRA Units - subsidiary CRAI, CRA - subsidiary of Agropalma, CRA - subsidiary Palmares and CRA – headquarters.
  - Monitoring Program for water consumption by ton of FFB was reviewed for all the Mills. Goals for 2012 were presented, including reduction of water consumption by 13% in relation to 2011, as well as an action plan for reduction that takes into account all the Mills.

# Criterion 4.5 – Pests, diseases, weeds and invasive introduced species are effectively managed using appropriate Integrated Pest Management (IPM) techniques.

Company opted to avoid applications of chemical products of high toxicity in pest control. The company uses products of low impact, such as Dipel (commercial formula of *Bacillus thuringiensis* from Sumitomo) and pheromones traps. As a last resort the company would use Acephate to control *Eupalamides dedalus* (coconut borer). However, use of this product has not occurred since 2010 (note that this product was not found in the company's agrichemical stock room)

The company relies upon a team that monitors the presence of pests and disease in the fields. This allows interventions when the vector is still in its initial developmental stage. Regarding control of weeds, the company uses only glyphosate.

Criterion 4.6 – Agrochemicals are used in a way that does not endanger health or the environment. There is no prophylactic use of pesticides, except in specific situations identified in national Best Practice guidelines. Where agrochemicals are used that are categorized as World Health Organization Type 1A or 1B, or are listed by the Stockholm or Rotterdam Conventions, growers are actively seeking to identify alternatives, and this is documented.



As described in criterion 4.5, the company seeks to use only agrochemicals of lower toxicity.

All safety procedures for application are covered with the operators and were demonstrated in the field (Photos 3, 4, and 5). Questions regarding safe management of agrochemicals were correctly answered by the operators.

All operators undergo periodic health exams, which include monitoring of occasional contamination by principal chemicals. The monitoring reports were duly presented by the company's ambulatory.

A visit to the warehouse demonstrated that new agrochemicals are duly stored. The room is protected (locked) and has adequate ventilation. Openings in the upper sides of the walls allow for the entry of air, but also prevent the entry of animals through the use of metal screens.

## Criterion 4.7 – An occupational health and safety plan is documented, effectively communicated and implemented.

Routine Operations were observed in the field, as was the flow chart procedure for emergencies, specified by the PAE – Plan for Emergency Assistance. The effectiveness of this routine was confirmed through interviews with workers in the field and industry. Normally, before the start of activities, Employee Gymnastics (Photo 8) are held and the DDS, Daily Safety Dialog, is reviewed, which covers various themes, such as health and activity safety, use of IPE, NCe for the environment, and the destination of residues. The records for DDS for the 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup> of July, 2012 were reviewed.

In work areas visited, supervisors are trained in first aid. According to the latest report, occurrences followed all procedures of PAE. During the visit to the field and Mills, all the workers were using individual protection equipment applicable to their activities. Accident records were also seen during the visit to the mechanization area (at the Base – Photo 15)

During field visits, the buses used to transport workers were verified as in good condition. There were no tools in the interior of the buses and all had bathrooms for each sex. At the shelters where meals are served, the bathrooms contained soap and paper towels, resolving the non compliance reported in the last audit.

The application of any products in the field involves the obligatory use of Individual Protection Equipment (IPEs). For the application of agrochemicals there is an obligatory safety training and the use of complete IPEs (Photos 3, 4, and 5). In situations that pose risk to hearing, ear protection is obligatory. For pruning protective equipment is used. Even in the IPE wash room, the operators are required to use IPEs to avoid contamination. During the visit to the laundry room, the use of the same line for drying IPEs and personal clothes was observed. This could impose a direct risk of contamination to the employee. The company should avoid this procedure.

The use of IPEs is consistently verified by the field managers, and the operators are charged with safe management of the equipment. All the operators interviewed were able to cite safety procedures, evidence of the training received.



### Criterion 4.8 –All staff, workers, smallholders and contractors are appropriately trained.

All routine operations within Agropalma are described by activity, including impact of the activity and preventative measures. Each manager has a facilitator that is responsible for communication aspects of safety and health. Training is provided at the moment an employee is hired, as well as whenever there is a change in the operational routine or when such necessity is determined by internal audit, even when not required by law. Records were verified of training sessions carried out over the last few years during an interview with the Human Resources Manager, when employee files were also verified.

During the interview with the manager responsible for training, the Agropalma training program was reviewed, which begins with a Survey of the Need for Training by Activity and Sector. The manager complies with all the requests, fills out a budget and schedules activities in conjuncture with the managers. There are both normative and assistance trainings. The form: "Formulário de Solicitação de Treinamento e Levantamento de Necessidade de Treinamento" (Request for Training and Survey of Training Needs) was reviewed. Following the use of this form, a survey of costs is made and taken to the manager. Once the budget is accepted, the training is scheduled and applied. Later, Agropalma NCries out an evaluation of the training, using the form: "Ficha de Avaliação do Treinamento (Training Evaluation Sheet)" - FAVALT. Ninety days later, this same form is given to the area manager for verification of the employee's performance following the training. The certificates are kept in a file (the original is given to the employee).

In order to fulfill the need for refresher trainings, there is a procedure called "Programa de Treinamentos, Desenvolvimento e Competência do Pessoal – NPG18" (Program for Training, Development and Competence of Personnel", which was verified and which stipulates the frequency of regular and extraordinary trainings (that follows the Annual Plan for Training). As evidence of the effectiveness of the Program, planning for training and one certificate for a field employee was reviewed (information was obtained through interview with the employee).

# Principle 5: Environmental responsibility and conservation of natural resources and biodiversity.

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

It should be noted that there has not been area expansion in the last few years, and therefore, no suppression of native vegetation. In the case of new palm fields, the company contracts specific studies for the evaluation of social and environmental impacts, which are described in criterion 7.1. ("Social and Environmental Impact Report Evaluation – RAISA, for implantation of new palm fields at Farm Alagoano in the municipality of Tomé-Açu, State of Pará, Brazil). More evidence for this criterion can also be seen under principles 5 and 7.

During the 2011 audit, the auditors discovered that the company did not leave a large enough strip (10 meters rather than 30 meters, as required by law) of permanent preservation area (APPs) in some areas of the APPs, and this was pointed out as a minor



non compliance in item 5.1. This year, as evidenced in field visits, the company has set aside a strip of 30 meters wide surrounding APPs without management of weeds, permitting growth of vegetation and protecting these areas from erosion processes. As such, this minor compliance is closed.

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.

Continuing the work carried out and mentioned in the Audit Report last year ("Relatório Final do Diagnóstico da Biodiversidade e Proposta de Criação de uma RPPN para a Agropalma" —Biodiversity Diagnostic Final Report and Proposal for Creation of a RPPN for Agropalma, carried out by Conservation International - Brazil) monitoring data for Fauna and Flora was verified, and is described as follows:

### Monitoring of Fauna

In order to provide continuity and progress regarding recommendations, a bird survey was carried out in 2010, and in 2011, the list of birds was consolidated. During the last few surveys, not only were legal reserve areas covered, but also palm planting areas. In order to provide continuity in the work, a contract was signed between Conservation Brazil and the Agropalma Company for the period of July 15, 2011 to August 30, 2012, with the objective of "Monitoring biodiversity in the Forest Reserve areas". The number of groups, areas and methods were increased, with the objective of reaching the best approach, based on costs and results. Preliminary results for groups of avifauna, herpetofauna, mammals and aquatic biota were verified. For Avifauna, 16 areas were sampled, including forest and palm plantings, resulting in a total of 423 bird species, with 16 new species over the last study. For herpetofauna, 7 forest fragments were sampled and 7 areas of palm planting. For mammals, 8 trails in 8 forest fragments were sampled in planting areas. Regarding aquatic biota, 14 stream areas, 7 being in forest areas and 7 in crop areas, were sampled.

### Monitoring of Vegetation

This year, during the month of May, monitoring of vegetation was carried out through a sampling carried out in 8 (eight) points; 4 (four) forestry fragments and 4 (four) dendê palm plantings. The report has yet to be received by the company, since it is still within the deadline for completion.

It is worth mentioning the important work carried out by the team regarding the protection of fauna and flora within the forest fragment areas. All the operators within the team are experienced in the forest (some were previously hunters). Various traps are constantly found and removed within these areas, and hunters are often discovered in these areas. In this case, the team emphasizes friendly contact with the individual, and even offers a job within the company.

Surveillance visits are never carried out by only one operator, usually being carried out in pairs or groups of three. All occurrences are recorded by the company.



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

In interview the manager of the Environmental Department related Agropalma's objective to comply 100% with the National Policy for Solid Residues. Issues regarding trash and residues were covered with employees during the Week of Integrated Management Systems, carried out in November, 2011, as well during Daily Safety Dialog (Photo 12).

Various areas are fertilized almost exclusively with material from industry, providing a reasonable use for waste and making it possible to maintain an area for organic certification of palm.

Empty agrichemical packaging is sent to a deposit, duly closed and aerated. All the packaging observed was no long useable (bottoms open), awaiting return to the manufacturer (for burning).

During field and industry visits, no residues were verified on the ground, but rather duly stored in adequate containers (Photos 16 and 17), closing the minor non compliance cited in the 2011 audit.

### Criterion 5.4 Efficiency of energy use and use of renewable energy is maximized.

The monthly oversight carried out by the company regarding the consumption of diesel oil (liters/tons of FFB) was verified. The goal for 2012 is to reduce this by 20% over last year.

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.

In accordance with a series of interviews carried out with diverse employees, fire has not been used on the farms for many years. In all the areas visited, there was no indication of the use of burning.

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

The Trimestral Report registered through SEMA/PA was verified, elaborated in accordance with the Environmental Monitoring Plan for Agropalma, and containing all the analysis carried out regarding water collection, effluent emissions, and gas emissions, as well as a report stating that all the results are within the standards established by law. The effluent lakes for the mills are monitored every semester through three collection points (sampling). Up to the present, none of the parameters for measurement have been outside of legal standards.

Regarding the minor non compliance registered at the last audit, the following document was presented and reviewed: "Estudo de Investigação Ambiental com quantificação de Compostos Orgânicos voláteis (VO) na área de abrangência do Posto de Abastecimento" – Environmental Investigation Study with Quantification of Volatile Organic Compounds (VO) in the area surrounding the Supply Station, carried out in 2012. A total of 27 surveys were carried out around the station at a depth of 1.00 meter, which is where the fuel pipes are



located, for measurement using specialized equipment (Thermo Gastech) to measure gases trapped in the soil. No organic compounds were found, indicating good handling and maintenance practices for the fuel station. This study closes the minor non compliance registered, which mentioned that there was not a monitoring well for identifying leakage.

The company developed work and inventory studies for greenhouse gases, NCbon footprint and NCbon sequestering by palm plantations. A study is underway regarding the life cycle of Agropalma products.

Principle 6: Responsible consideration of employees and of individuals and communities affected by growers and mills.

Criterion 6.1 – Aspects of plantation and mill management, including replanting, that have social impacts are identified in a participatory way, and plans to mitigate the negative impacts and promote the positive ones are made, implemented and monitored, to demonstrate continuous improvement.

The first social diagnostic was carried out in 2004, by a third party company, with a general external and internal approach. In 2008/2009, a new diagnostic was carried out, this time by a NGO, also with an external and internal approach, but with a participatory methodology. As a result of this new study, indirect impacts (positive and negative) of Agropalma activities on the surrounding community were identified rather than direct impacts. The objective of this new approach is to mobilize and train the communities to interact with public agencies. Regarding the need for a summary that contains the primary results of the Agropalma Group Socioenvironmental Diagnostic (positives and negatives) – a need that was identified as an observation in the prior report – the document: "Report Year III Dendê Sustainable Program, May 2012" was provided for review. This document contains the results from last year and describes the next steps for program development.

Work to develop a "NCt" to facilitate and improve working conditions was evidenced in response to the demand from women employees to improve the harvest of loose fruit. The NCts are made of recycled materials and taken to the field for testing by the workers that determine if they work well or not. At the present time, the third NCt model is being tested. The models can be seen in Photos 20, 21 and 22. This demonstrates the company's respect and commitment to improving working conditions. The bathrooms within the field shelters are another improvement that is being implemented, as verified during the audit. These are being constructed from concrete, providing better conditions for workers (Photos 13 and 14).

The large majority of the company's employees lives in dorms or company housing. The dorms were visited by the team. All were in good conditions and hygienic (Photo 7). The dorms have bathrooms and a social area. When an employee establishes residency in the area with his family, he is eligible to receive a house within the company's village. This rule does not apply to field workers, who live in their own villages and the company provides the transport.

Criterion 6.2 –There are open and transparent methods for communication and consultation between growers and/or millers, local communities and other affected or interested parties.



Through documentation and interview with the Communication's Office manager, it was possible to observe the system of controlling stakeholder demands and for communication between employees, the community, external parties and Agropalma. One of the mechanisms used is the Form: "Registration of Stakeholders", which was previously available at boxes spread throughout Agropalma. The company determined that this was not an effective system and therefore decided upon a different communication channel. Currently there is a 0800 number (Hello Agropalma) that controls the internal and external demands and this is proving effective. This channel is in operations 24 hours a day, every day, and the messages left or calls received are recorded on a Form that includes the question posed. These forms are then passed on to the appropriate sector manager. There is verification of action taken through the Form "Transcription of Hello Agropalma, via email". At the end of the period (year) a "Follow up of Records" is developed, containing a summary of all the demands recorded and actions taken, as well as their status (resolved or pending). During the Meeting for Critical Analysis of the Integrated Management System, statistics are presented regarding the most frequent demands, the action taken and the sector management position with regards to replies to demands.

There is another mechanism for interaction with stakeholders involving programmed visits by institutions that wish to get to know the company. Regarding *Follow Up* from last year through July, 2012, various participatory actions were observed for various stakeholders, including employees, community members, municipal secretaries, museums, and neighborhood associations. This demonstrates the effectiveness of the Hello Agropalma program.

Reply to demands is carried out through various channels, including telephone, email or news material such as: Viver Bem, Boletim Interação, and posters placed in supermarkets and pharmacies (in the case of replies issued for the community).

## 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.

Inserted in the process described in Criterion 6.2, and under the responsibility of the Communications Office, progress in conflict cases was evidenced. The company has a procedure called: "Procedure for Receipt, Treatment, Response, Negotiation, and Solution of Grievances and Complaints". This document was drawn up and agreed upon in a meeting held on the 3<sup>rd</sup> of February, 2011, with participation of relevant stakeholders (neighborhood associations, union leaders and others). In this document (evidenced), concepts regarding conflict, grievances, and complaints were agreed upon. In the case of unresolved conflicts, there will be a meeting between the company and the claimant. The company must set a meeting in order to reach a consensus following a negative complaint. If there is still no consensus, the company must set a new meeting within three weeks, this time with the presence of a mutually agreed-upon mediator. If there is no resolution, the issue is then taken to the judicial sphere, which closes the issue. However, the company continues to accompany the issue.

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 stakeholders to express their views through their own representative institutions.



No loss of legal or customary rights associated with the Agropalma Group's activities was identified. This was verified through interviews with the manager of the socioenvironmental area and through interviews with workers and community members.

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.

In field visits, interviews with workers and through verification of data contained in working folders the following documents were verified: employment contract, occupational health certificate, proof of delivery and return of the employee NCd, training certificates, notices and proof of vacation time, payments for hours in commute, records of change in position.

Satisfactorial use of the company medical clinic by employees was also noted.

The majority of the company's employees live in dormitories or houses provided by the company. Employees living quarters were visited by team. All were in good condition and hygienic (Photo 7). The dormitories have bathrooms and a social area. Once the employee establishes a family in the area, he is eligible to receive a home in the company village.

Clubs, a gym, a school (with superior facilities and professors), and restaurants can also be found.

During interviews with field workers a few complaints were noted regarding the food provided by the company, especially regarding repetition of the main dish (chicken). However, during the audit process, the company's nutritionist was observed NCrying out inspections in the cafeterias and also covering this issue. The company considers food to be a very subjective topic, and therefore opted to seek profession orientation.

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.

The frequent participation of the Worker's Union, through lectures at field shelters, were confirmed in interviews with workers. Updates on labor laws (when applicable), labor rights and other relevant topics are generally covered.

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 programs. Children are not exposed to hazardous working conditions

The document "Manuel of Agropalma Conduct", given to all the workers, addresses the question of minimum age for hiring in item 7.37.

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.



The company assures this item in its policy and this was verified through interviews with employees.

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.

Document "Manuel of Agropalma Conduct", given to all the workers, establishes the company's policy again sexual harassment in item 7.36.

Criterion 6.10 – Growers and mills deal fairly and transparently with smallholders and other local businesses.

The firm bases price on the international market, with an additional 13.8%, and uses meetings with producer associations to disseminate prices. Producer satisfaction with this method and recognition on the part of the producer was demonstrated through interview with a family producer. There was also evidence of payment made within agreed deadlines.

# Criterion 6.11 –Growers and millers contribute to local sustainable development wherever appropriate.

The socioenvironmental situation of communities and their principal demands are described in the socioenvironmental reports that the company has developed in partnership with NGOs and consulting firms. The document "Sustainable Dendê Program Year III Report, May 2012", was reviewed, containing the results for this past year and outlining the next steps for the program. In addition to this evidence, one of Vilas was visited, and through interviews with the President of the Neighborhood Association, it was possible to verify that the actions proposed in the study have been efficient. Through interviews with Agropalma employees, whom are also town residents, the general improvement of living conditions was confirmed. As an example, a new health post (mini-hospital) is being built on land provided by the company, and a water treatment plant, built through a partnership between the City of Tailândia and the State Government, was inaugurated.

### Principle 7: Responsible development of new plantings

Criterion 7.1 – A comprehensive and participatory independent social and environmental impact assessment is undertaken prior to establishing new plantings or operations, or expanding existing ones, and the results incorporated into planning, management and operations.

The "Evaluation of Social and Environmental Impact Report - RAISA" was finalized in September, 2009, for installation of the new palm fields at Fazenda Alagoano, in the municipality of Tomé-Açu, Pará State, Brazil. This report was reviewed during the audit in 2011, and is in conformity with this criterion. This year a few of the previously cited recommendations were verified, such as the restoration of riparian areas at Fazenda Alagoana. On site visit verified that the area is being naturally regenerated. (Photos 18 and 19).



# 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.

The company presented a soil map for the region. Following analysis of this material, and field visits, the map was determined to be insufficiently detailed. However, this material is in the process of negociation with external consultancy to get updated with greater detail given to soil patches. It should be noted that new plantings have not been carried out and currently the company is replanting only old areas.

# Criterion 7.3 - New plantings since November 2005, have not replaced primary forest or any area required to maintain or enhance one or more High Conservation Values.

The company declares that it has not deforested for planting palm since 2001, when there is a record of the deforestation of 687.72 hectares. For plantings carried out after 2005, socioenvironmental impact evaluations and studies were carried out by a specialized consultant firm.

# Criterion 7.4 - Extensive planting on steep terrain, and/or on marginal and fragile soils, is avoided.

The land, in general, is fairly flat, with a few rolling hills. New this year is the demarcation of a strip of 30 meters along the streams for natural regeneration (APPs).

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 views through their own representative institutions.

The company demonstrated its practices in evaluating social and environmental aspects when undergoing new plantings. There is also an effective communication channel for receipt, treatment, response, negotiation, and solution of grievances and complaints, whenever these may arise.

# 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.

The company has legal possession of its properties and there have been no conflicts regarding land rights.

# 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 practice.

Various operators were interviewed and questioned regarding the topic and the consensus between all was that the use of burning has been abandoned for years. During field visit no evidence of burning was detected.

### Principle 8: Commitment to continuous 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 continuous improvement in key operations.

The company installed an Integrated Management System (SIG) through which it monitors quality aspects, environmental health, occupational health and safety, and social responsibility aspects, related to the enterprise. For monitoring, the following documents were reviewed:

### - Monitoring of Social Impacts

The "Sustainable Dendê Program Year III Report", developed by the Peabiru Institute, was completed in May, 2012. The report covers the period from June, 2011 to May, 2012. The objective is to improve the quality of life for the populations around the company and the family farmers with whom the company maintains commercial relationships. Fifteen modular Training Sessions in Socioenvironmental Research were carried out, serving an average of 30 youth. During the year, the following activities were developed.

### ✓ Local Development Actions:

- 1<sup>st</sup> day of environmental action within the Arauaí Community (themes covered: wild water animals, use of chemical inputs and IPEs, forestry resources reclamation, enhancement of forest stand). Fifty-five people participated.
- 1<sup>st</sup> day of environmental action at Soledade (same themes). A total of 200 people attended including students and professors. Networking with the school board.
- 2<sup>nd</sup> day of environmental action at Arauaí: "Environmental Education living with trash". An increase of trash within the community was noted and the need for the PSA to intervene in the problem. Educational banners and signs were developed, trash spread on lands and in streams was collected, and places for burning dry trash at the schools and other relevant topics were covered. A written request for coconut boxes was also made to Agropalma in order to dispose of trash (letter).
- Technical Visit: Experience Exchange on the Agro-ecological Farm belonging to Dona Elineusa Vila Israel. Visit to the agro-forestry system— planting methods, soil prep without burning, seedling production in greenhouses, rainwater catchment and other pertinent topics.
- Survey of local development topics. Workshop was carried out with the central theme being continuing training in socioenvironmental research.

### General Conclusions:

✓ Publication of the Sustainable Indicators Notebook, youth engagement in social issues, accountability, improvement of self esteem, computer course.

Next steps: During year IV, the project intends to maintain the strategic methodology of research-action, through continuation of training socioenvironmental researchers. Agenda 21 at the Palmares Village: general objective is to assist with the implementation of the Development Plan for Palmares Village, along with local government, with the objective of improving the quality of life.

A table exists for monitoring the implementation of the Plan, including demands, justifications, and monitoring actions during this third year. Through this table it could be



seen that many demands have not moved forward, dependent upon action from the Municipality or the State. During conversation with the Neighborhood Association President, the more important actions, which were developed over this past year, were highlighted; thereby showing that many of the demands described in the Table for monitoring implementation had been addressed. He also commented on the good relationship between the Association and Agropalma, as well as the positive partnership with the Peabiru Institute, author and executor of the Sustainable Dendê Program Report III. Many demands listed in the table, which are still pending or which have yet to move forward, are dependent upon Municipal and/or State government decisions, a lack of attention to the demand, and partisan political conflict.

Meetings are normally carried out monthly between the Association and the Community, during which people are heard and complaints, observation, grievances are communicated. As such, meeting minutes are available.

According to reports, the participation by residents has increased in number over the last year. Meetings are announced through a NC speaker system.

One of the demands reported is the quality of the school meals. This was first taken to the City. However, since there was no reply, the request was sent to the Public Ministry. The Association is awaiting reply. Another issue is the lack of water treatment at the Treatment Station constructed in partnership with the City and State government. The association is requesting treatment of this water and has already set up a meeting. As evidenced in other areas, these two actions demonstrate that the objectives of the Peabiru Institute's work and Agropalma are being met. There is engagement and clarity for the community, as well as leaders to react and participate intensely in the process of improving the quality of life for the community.

General conclusions of this work were:

- Strengthening the Neighborhood Association for the District of Palmares AMDP:
- Greater participation by board members in meetings and actions
- Increased intervention regarding decision making processes and greater accountability of results from actions.
- Strategic Planning by AMDP, with organizational restructuring
- Development of Agenda 21 in the town of Palmares.
- Land regularization, with the creation of the District of Palmares, which takes into account the preserved area within Palmares, which is to be integrated into the municipality of Thailand, under municipal decree 328, from January 20, 2012. To accelerate this process, a land map was created with plotted points to demarcate the limits of the District of Palmares, as described in municipal law 252/2010, and of the Palmares village, in accordance with decree 328/2012, through support from Agropalma (page 43 of the study), as well as a letter to ITERPA requesting validation of the points.

With respect to other monitoring points, environmental and economic, these were described in specific criterion items (2.1; 4.4; 4.7; 5.1; 5.2; 5.4; 5.6).



From a technical standpoint, there are items which should be improved in the field. However, the company is already seeking improvement. New soil maps and soil fertilization concepts should be monitored at future visits.

In terms of plant pathology, the company has done a good job by restricting the use of the higher toxicity chemicals, giving preference to crop treatments and to the use of biological products.

2.7. Details of identified non compliances:

### ASA1/2011 - Initial Certification Audit Year 01

In terms of plant pathology, the company has done a good job, restricting the use of higher toxicity chemicals and giving preference to crop treatments and to the use of biological products. During the ASA1 (2011), six (6) minor NCs were verified during the surveillance audit (ASA2).

Table 06: Non compliances found during the ASA1/2011 and Current Status

NC	Criterion	Details of the NC
Minor	2.1	
NC	۷.۱	Opening date 02/18/2011 Closing date 07/020/2012
		Non compliance: The Agropalma Group did not present the
01		Environmental Licenses for the Trevo and Galiléia Farms.
		Not applicable to this report, exclusive for CPA mill (Palmares farm)
	1	
		Closing Evidence:
		The "Rural Activity License", LAR Number 1946/2012, was verified
		in this surveillance audit, issued by SEMA/PA, with validity through
		01/15/2017, for the Agropalma Complexo I property, within the
		municipalities of Tailândia, Moju and ANCá, within which the Trevo
		and Galiléia Farms are inserted.
		Milk this the many consultance is along the
		With this, the non compliance is closed.
1	l	
NC	Criterion	NC Dataile
NC NC	Criterion	NC Details  Opening date
NC	Criterion 4.3	Opening date 02/18/2011 Closing date 07/20/2012
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced
NC		Opening date 02/18/2011 Closing date 07/20/2012
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy texture, the erosive process is under control.
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy texture, the erosive process is under control.  The road maintenance program helps by directing water in such a
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy texture, the erosive process is under control.
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy texture, the erosive process is under control.  The road maintenance program helps by directing water in such a way as to avoid erosive processes.
NC MINOR		Opening date 02/18/2011 Closing date 07/20/2012  Non compliance: Laminar erosion near riparian areas evidenced within parcels J/H18 and J26/96.  Closing evidence:  In general the farms are located in flat areas, with some small slopes/hills. Even though the soil in various areas has a sandy texture, the erosive process is under control.  The road maintenance program helps by directing water in such a



NC	Criterion	NC Details
NC	4.7	Opening date 02/18/2011 Closing date 07/20/2012
MINOR		Nonconformity: Bus used to transport employees did not have
03		bathrooms and transported tools inside the vehicle. Meal shelter
		without soap and paper towels at Fazenda Alegre. These items are
		in violation of Rule 31 of the Ministry of Labor. Other buses and
		shelters were, however, in conformity.
		Evidence for closure:
		During field visits, the buses for transporting employees were seen
		to be in good condition, without tools in their interior and with
		bathrooms for each sex. At meal shelters, soap and paper towels were seen in bathrooms.
		With this, the minor non compliance registered in the 2011 audit is closed.
NC	Criterion	NC Details
NC	5.1	Opening Date 02/18/2011 Closing date 07/20/2012
MINOR		Brazilian environmental legislation establishes a 30 foot wide
04		minimum strip of riparian forest for rivers up to 10 meters in width.
		Along the river margins audited in inspection, the company had set
		aside a strip less than 30 meters wide.
	T	
		Evidence for Closure:
		Field visits carried out during this surveillance audit confirmed the presence of a 30 meter strip in APP areas. These areas were demarcated by the company and let to fallow, protected from erosion.
		As such, this minor non compliance is considered closed.
NC	Criterion	NC Details
NC	5.3	Opening date 02/18/2011 Closing date 07/20/2012
MINOR		Non Compliance: Trash cans at dormitories, field shelters and near
05		a few residences did not have lids, and may present a risk to
		animals and children. The organic garbage is mixed with
		recyclables and some trash deposits are left out in the open,
		exposed to rain and sun. These may accumulate water, favoring
		the proliferation of mosquitoes and other disease-transmitting
		vectors
		Evidence for closing:
		During field and industry visits are been used dispersely of
		During field and industry visits, garbage was disposed of in adequate containers and no trash or residues were found on the ground.



		As such, the minor non compliance registered in the 2011 audit is				
		considered closed.	considered closed.			
NC	Criterion		NC Det	-		
NC	5.6	Opening date	02/18/2011	Closing date	07/20/2012	
MINOR		Non compliance: The	ne Fuel Supp	oly Station doe	es not have a	
06		monitoring station fo	r identifying u	inderground lea	aks and has no	
		channel contention CONAMA (National C However, the compa	channel contention around the pump supply, in violation of CONAMA (National Council on the Environment) resolution 237. However, the company set up external tanks with an external containment area and the station is licensed by the state			
		Evidence for closure:				
		An "Environmental Research Study with quantification of Volatile Organic Compounds (VOCs) found in the area served by the Filling Station," was carried out in 2012. This document was presented and reviewed. Twenty-seven probes, 1.00 meter in depth, were carried out around the area of the station where the fuel pipes are located in order to measure gases retained in the soil using a specialized piece of equipment (Thermo Gastech). No organic compounds were found, reflecting, in the opinion the report, good handling and maintenance by the gas station.				
		As such, the minor no considered closed.	on compliance	e registered in the	he 2011 audit is	

# ASA2/2012 - Surveillance Audit Year 2

During this Surveillance Audit (2) - ASA2 (2012), one non-compliance and one observation were identified, as per the table below:

Table 07: Non compliance found during ASA2/2012.

NC	Criterion	NC Details					
NC	2.1	Opening date	Opening date 0720/2012 Closing date				
Minor		Non compliance:					
01		•					
		Although there is evid is monitoring of app found for the bathro recipients for garbage of NR 31.	olicable legislate one of the first one	tion, a Minor N ield shelters tha	C 01/2012 was at did not have		

Table 08: Observations identified in ASA2/2012.



01/2012	4.7	Description: With respect to criterion 4.7, through a visit to the IPE laundry facility, it was discovered that the fence was being used to dry IPEs and the same clothesline used for IPEs was used to dry clothes for personal use. This may pose a direct contamination risk to employees.
---------	-----	---

#### 2.8. Positive Points found during the ASA2

- Concern for the safety of operators is a point to be emphasized. All employees interviewed in the field were duly equipped with Individual Protection Equipment and were able to answer questions about the procedures to be followed in emergency situations.
- The team's ability to mobilize action is also worth mentioning. Unfortunately, two
  important members of the management team were not able to participate in the audit.
  However, their responsibilities were fully covered by other managers, such that their
  absence did not negatively affect the inspection.
- One point worth highlighting within the company is the "communication" between managers of diverse areas, as well as the team's responsiveness to requests from auditors.
- Also important are the results of specific job contracts. For example, within the social realm one can clearly see, through interviews with workers and community members, that objectives have been achieved.
- A good relationship between the company and the worker's union: Field workers
  reported that there are periodic visits by the union at the field shelters for informative
  talks on issues such as labor rights and other pertinent topics.



CE	RT	IFI	CAT	ION

Signatures:

BOTUCATU – SP August 3, 2012

**PAUL ESPANION** 

**IBD CERTIFICATIONS** 

**ROSANA MARIA RENNER** 

**Audit Leader** 



#### **ATTACHMENT A**

## SUPPLY CHAIN AUDIT REPORT FOR CERTIFICATION OF MILLS

Standard: Certification of RSPO Supply Chain for CPO Mills – Module D: Identity Preserved (version November 25, 2011)

<u>Location: Mill CPA - Moju / PA</u>

Date: July 16-20, 2012

#### D 1 - Documented Procedures

- D 1.1 The facility shall have written procedures and/or work instructions to ensure the implementation of all the elements specified in these requirements. This shall include at minimum the following:
  - a) Complete and up to date procedures covering the implementation of all the elements in these requirements

In compliance: procedures are correct and include all the elements of the supply chain. Traceability Procedures for Products (CPO and PKO) and Raw Material (FFB) Certified RSPO. NPE 19 EXT. Revision 01. Date: 07/18/2012.

b) The name of the person having overall responsibility for and authority over the implementation of these requirements and compliance with all applicable requirements. This person shall be able to demonstrate awareness of the facilities procedures for the implementation of this standard.

In compliance: The person responsible is clearly described in procedures for the mill, and has the responsibility and knowledge needed to implement the requirements of the standard.

# D 1.2 –The facility shall have documented procedures for receiving and processing certified and non-certified FFBs

In compliance: The company has procedures that describe the receipt of certified and non-certified bunches in item 5.7. Traceability Procedures for Products (CPO and PKO) and Raw Material (FFB) Certified RSPO. NPE 19 EXT. Revision 01. Date: 07/18/2012.

#### D 2 - Purchasing and goods in

# D 2.1 –. The facility shall verify and document the volumes of certified and non-certified FFBs received.

In compliance: The company has daily, monthly, and yearly records for entry of certified and non-certified bunches (Suppliers- independent producers/family agriculture), as evidenced in the Production Map.



# D 2.2 –The facility shall inform the CB (certification body) immediately if there is a projected overproduction

In compliance: The company complies with this point in the supply chain according to item 5.3 of Traceability Producers for Products (CPO and PKO) and Raw Material (FFB) Certified RSPO.

#### D 3 - Recordkeeping

# D 3.1 –The facility shall maintain accurate, complete, up-to-date and accessible records and reports covering all aspects of these requirements.

In compliance: The reports (as verified in audit) cover all the requirement of the RSPO Supply Chain standard.

#### D 3.2 - Retention times for all records and reports shall be at least five (5) years.

In compliance: The company keeps all records, evidenced in the Production Map document.

# D 3.3 – The facility shall record and balance all receipts of RSPO certified FFB and deliveries of RSPO certified CPO, PKO on a three-month basis

In compliance: The company registers and evaluates all receipt of RSPO certified FFB delivered by RSPO certified CPO /PKO, on a monthly bases, as evidenced in the RSPO Traceability Spreadsheet – Monthly/Extraction Industries.

# D 3.4 –The following trade names should be used and specified in relevant documents, e.g. purchase and sales contracts, and product name/SG or Segregated. The supply chain model used should be clearly indicated.

Not in compliance: The company does not use the prefix IP/Identity Preserved on the product code, as evidenced on the entry receipt number 8244 dated 06/29/2012 Phrase: Conventional Crude Palm Oil (CPO) certified RSPO/CPO CSRPO. Client: Companhia Refinadora. Evidence: attachment F.

Closure of Non compliance: this non compliance was closed during the week of the audit. The company created a receipt issuance system with a code and claim for products CPO and PKO that includes the prefix Identity Preserved. This item was verified in inspection.

#### D 4 – Sales and goods out

- D 4.1 The facility shall ensure that all sales invoices issued for RSPO certified products delivered include the following information:
- a) The name and address of the buyer;
- b) The date on which the invoice was issued;
- c) A description of the product, including the applicable supply chain model (Segregated)



Not in compliance: The company does not use the prefix IP/Identity Preserved on the product code, as evidenced on the entry receipt number 8244 dated 06/29/2012 Phrase: Conventional Crude Palm Oil (CPO) certified RSPO/CPO CSRPO. Client: Companhia Refinadora. Evidence: attachment F.

Closure of Non compliance: this non compliance was closed during the week of the audit. The company created a system for issuing receipts with a code and claim for products CPO and PKO that includes the prefix Identity Preserved. This item was verified in inspection.

- d) The quantity of the products delivered;
- e) Reference to related transport documentation.

#### D 5 - Processing

D 5.1 –The facility shall assure and verify through clear procedures and record keeping that the RSPO certified palm oil is kept segregated from non certified material including during transport and storage and be able to demonstrate that is has taken all reasonable measures to ensure that contamination is avoided. The objective is for 100% segregated material to be reached. The systems should guarantee the minimum standard of 95% segregated physical material; up to 5% contamination is allowed.

In compliance: The company guarantees that the material is segregated and that contamination does not surpass 5%.

D 5.2 The facility shall provide documented proof that the RSPO certified palm oil can be traced back to only certified segregated material

In compliance: There is documental proof that the certified palm oil can be traced back to the segregated certified material.

D 5.3 In cases where a mill outsources activities to an independent palm kernel crush, the crush still falls under the responsibility of the mill and does not need to be separately certified. The mill has to ensure that:

- The crush operator conforms to these requirements for segregation
- The crush is covered through a signed and enforceable agreement

This item does not apply

## D 6 - Training

D 6.1 –The facility shall provide training for all staff as required to implement the requirements of the Supply Chain Certification Systems.

In compliance: All employees were trained to implement the requirements of the Supply Chain System standards, and training evidence was archived.

#### D7-Claims

D 7.1 –The facility shall only make claims regarding the use of or support of RSPO certified palm oil that are in compliance with the RSPO Rules for Communication and Claims.



This item does not apply.

## Attachment B -RSPO Certificate Details

Agropalma Group – Companhia Palmares da Amazônia (CPA)

Certificate Number: CA 3977/13 Alameda Santos, 466 – 10° andar CEP: 01418-000, São Paulo, Brasil *Web site:* www.agropalma.com.br

Applied Standard: RSPO International Principles and Criteria (version: October, 2007) and RSPO Supply Chain for CPO Mills – Identity Preserved(version: November 25, 2011).

CPA Unit				
Certification scope: RSPO P&C and SCC Identity Preserved				
Location	Moju / PA			
Address	Rodovia PA 150, km 74			
GPS	2º15'02,98" / - 48º 45'09,85"			
CPO (t)	11,773			
PKO (t)	1,115			
Own Plantings FFB (t)	61,962			
Suppliers FFB (t)	0			



## **Attachment C - Audit Schedule**

# Surveillance Audit Year 2

# Audit Schedule 15 - 21 of July, 2012

Date	Hour	Item	Rosana	Mariangela	Jackson
07/15/2012	7:30 to	Travel from Curitiba to Belém /	Χ	X	X
07/40/0040	15:30	Campinas to Belém			, , , , , , , , , , , , , , , , , , ,
07/16/2012	7:10 11:30	Travel Belém /Tailândia	X	Х	X
	12:30	Opening Meeting	Х	X	X
	12.00	Lunch	Х	X	X
	14:00 18:00	Document Review for Mills: CRAI / AGROPAR, AMAPALMA and CPA with respect to RSPO Supply Chain. Visit to productive process aspects of Mills: CRAI / AGROPAR and AMAPALMA for evaluation/surveillance of the traceability system for RSPO Supply Chain and RSPO P&C.	X		
		Environmental Department, variation of General Environmental License for Agropalma, Residue Management, Fuel Supply Station, trash dump, System for updating legislation and the LEGNET system.		×	
		Communication office, verification of control of demands by stakeholders, communication channel and conflict resolution mechanism.			
		Socioenvironmental Management, verification of Environmental and Social Impact Studies for new farms, biodiversity diagnostic and Sustainable		X	
		Dendê Program – Year III Report.  Meeting with managers NClos Alberto Santana de NCvalho – Deployment Manager and Raquel Cristina – Deployment Department Head		^	
		Interview with Mr. Felipe Zonta – engineer trainee;			X
		Interview with Mr. Elias Gomes da Silva  – Border Department Head (responsible for enforcement of forestry fragment			



		border areas)			X
					X
07/17/2012	7:00 12:00	Visit to the productive process for Mill AGROPALMA for surveillance of RSPO P&C. Interview with employees.	X		
		Socioenvironmental management, verification of flora and fauna monitoring reports.		х	
		Visit to the Agropalma dump, located within the Palmares Vila.		V	
		Socioenvironmental management, continued verification of flora and fauna monitoring reports and social impact studies.		X	x
		Visit to palm production areas		Χ	
		Visit to the productive process for Mill AGROPALMA for RSPO P&C. Interviews with employees			Х
	14:00 18:00	Visit to the President of the Neighborhood Association for Palmares Vila.	х		
		Socioenvironmental management, continued verification of flora and fauna monitoring reports and social impact studies.		Х	
		Visit to laundry room for IPE;		X	
		Visit to stock room;			
		Visit to the solid residue deposit;			X
		Visit to company dorms;			X
					X
					X
07/18/2012	7:00 12:00	Survey of data (monitoring of wells/water catchment tanks/consumption of water/fuel) at the Mills: CRAI / AGROPAR, AMAPALMA, AGROPALMA and CPA. Interview with manager of the environmental department and technical assistance of SIG.	X		
		Field visit, harvest activities. Socioenvironmental Department, compilation of data collected in the field.		X X	



				I	
		Visit to the field – verification of non compliances from the prior year.			Х
		Visit to areas of field reform.			Х
	14:00 18:00	Interview with area manager responsible for family agriculture and integrated producers. Interview with manager of the sustainability area.	X		
		Visit to Fazenda Alagoano (new Fazenda) to verify area of riparian regeneration indicated in the Social and Environmental Impact Report Evaluation for the Farm.		X	
		Training Sector – Verification of Annual Training Plan.		X	
		Meeting with Mr. Joel Buecke – General manager of the agricultural department			Х
		Meeting with Mrs. Raquel Cristina – Deployment Department Head;			Х
		Meeting with Mr. Marcos Nunes – responsible for road maintenance;			Х
		Meeting with Mr. Túlio Dias – socioenvironmental manager			X
07/19/2012	7:00 12:00	Compilation, evaluation and confirmation of data.	Х		
		Visit to Bunch supplier. Interview and verification of documents at the Human Resources Department.	х		
		Socioenvironmental Department, compilation of data collected in the field.		X	
		Human Resources – Verification of data collected in the field.		X	Х
		Meeting with Dr. José Roberto NCdoso da Silva – medical clinic head for Agropalma; Meeting with Mr. Caetano and Mrs. Ana Paula.			Х
		Meeting with Fábio José Souza Gonçalves (Technical Assistant to HR) and Rogério Moraes de Aguiar (Personnel Coordinator)			Х
		Visit to the field (verification of supply of NCts and fertilizer in the field)			Х



		Field visit (oversight of worker gymnastics).			х
		Compilation, evaluation and confirmation of data.			
	14:00		Х	X	V
	18:00		Α	^	X
07/20/2012	7:00 11:00	Write up of closing meeting report	Х	Х	Х
	11:00 12:00	Closing meeting	Х	X	х
	40.00	Return to Belém	V	V	V
	13:00 17:00		Х	X	X
07/21/2012	06:00	Return to Curitiba/São Paulo	Χ	Х	Х
	15:00				



# Attachment D – List of documents verified

Area	Document
Environmental Department	Licença de Atividade Rural (Rural Activity License)
- Environmental Licenses	issued by SEMA/PA - LAR 1946/2012, valid until
	01/15/2017 for property of Agropalma Complexo I
	(Tailândia, Moju and ANCá).
	Permit for use of subterranean water 30/2009, valid
	until 02/01/2012, for CRA – Filial 08, for industrial use
	Permit 196/2010, valid until 01/12/2013 for
	subterranean water used for human and industrial
	purposes, for CRAI.
	Greenhouse permit, valid until 02/23/2012 and
	protocol for renewal number 011118121, from
	06/20/2011, potable water.
	Permit 234/2010, valid until 04/08/2013 for
	subterranean water, AGROPALMA S.A. domestic
	use (part agricultural, cafeterias, dorms, agricultural
	villages).
	Permit 235/2010, valid until 08/04/2013 for
	subterranean water, AGROPALMA, for agricultural
	villages, well at Vila Palmares and for CPA Vila.
	Permit 238/2010, valid until 08/04/2013 for
	subterranean water, Filial Palmares, for industrial
	supply.
	Permit 240/2010, valid until 04/12/2013 for
	subterranean water, Filial Palmares, for industrial
	supply.
	Permit 524/2011, valid until 01/11/2014 for effluent
	emissions, Streams Ordinance and Principal
	Cafeteria.
	Permit 559/2011, valid until 02/01/2014, superficial
	water, Filial 7, industrial and domestic use.
	Exemption letter for the present moment for permit to
	dilute effluent released into the Estuary of the
	Guajará Bay.
	Permit 743/2012, valid until 06/19/2016, for
	superficial water from the Stream Água Preta for



	agricultural cultivation of palm.							
	Operational License for increasing the landfill							
	6614/2012, valid until 03/27/2014							
	Operational License 2734/2011, valid until							
	11/22/2015 for Port Facilities - Palmares CRA							
	Branch.							
	Operational License 3706/2009, valid until							
	09/16/2013, for port facilities - CRA - loading and							
	unloading of palm oil and palm kernel oil.							
	Operational License 3491/2009, valid until							
	10/21/2012, for CRAI facility - branch. Request for							
	renewal already made on 06/21/2012 and published							
	on 07/09/2012, sent to the responsible agency under							
	protocol 0121 20811.							
	Operational License 3376/2009, Palmares branch,							
	valid until 07/13/2010, Manufacturing of crude oils,							
	renewal requested on 0219/2010, awaiting issuance.							
	Operational License 3379/2009, Agropalma branch,							
	valid until 02/19/2010, for manufacturing of crude oil,							
	renewal requested on 02/19/2010, awaiting issuance.							
	Operational License for supply station 4104/09, valid until 10/30/2013.							
	Trimestral report according to the Environmental							
	Monitoring Plan, protocol SEMA/PA 012/19866, on							
	06/29/2012.							
Agricultural Department	Routine Operation RO 09 - GTP/002 - Mechanized							
	fertilization;							
Agricultural Department	Routine Operation RO 09 - IMP/006 - Construction							
	and maintenance of roads							
Personnel Department	Routine Operation RO 010/07 - Procedures for use							
	of dorms and housing within the agro industrial							
	complex.							
Agricultural Department	Routine Operation RO 09 – AGR/001 – Thinning and							
	removal							
Agricultural Department	Routine Operation RO 09 – GTP 001 – crowning and							
	chemical weed control;							
Agricultural Department	Operational Routine RO 09 – AGR 007 – Distribution							
	of industrial sub products;							
Agricultural Department	Operational Routine RO 09 - MPG-62 - Integrated							



	pest management and disease control plan;							
Agricultural Department	Technical data sheet for pheromone RMD from							
	Chemical International S.A.;							
Agricultural Department	Technical data sheet for Dipel;							
Agricultural Department	Soil Analysis;							
Agricultural Department	Foliar analysis;							
Agricultural Department	Data survey - agricultural operations carried out in							
	the palm fields;							
Agricultural Department	Data survey – fertilization of palm fields;							
Agricultural Department	Data survey – road maintenance activities;							
Agricultural Department	Palm field maps;							
Agricultural Department	Property soil maps;							
Agricultural Department	Fertilization plan for areas being implemented							
	(reformed)							
Agricultural Department	Planning and reform of areas;							
Personnel Department	Medical review records for employees;							
Mill – CQI	Analysis report for all water tanks							
Mill – CQI	Cleaning and disinfection report for wells.							
Mill – CQI	Attendance list for training regarding traceability for							
	certified RSPO products (CPO and PKO) and raw							
	material							
Balance	Production map							



# Attachment E - List of Stakeholders Contacted

## Internal Stakeholders

Name	Position/Function
Lorena Couto	Department Head of CQI
Rubens Ribeiro Leite	Industrial Department Head
Andreson Costa dos Santos	Industrial Assistant
Giovani Nascimento do Nascimento	Welder
Marcos da Silva Coutinho	Production Supervisor
Fredson Silva Morais	Lab Assistant
Adelmo de Sá Soares	Lab Assistant
Malaquias do Nascimento Trindade	Industrial Department Head
Marli do Nascimento Trindade	Balance operator
Heisner Caetano	Environmental Department Head
Wayne Marcellus Paul	SIG Technical Assistant
Antônio Jorge Brandão Correa	Integrated Producers Technician

## External Stakeholders

Name Position/Function				
Francisco Rodrigues de Souza	Family Farmer			
Francisco Edilson de Souza Martins	Family Farmer			
Mr. Claudio	President of the Palmares Vila Neighborhood			
	Association			



# Attachment F – Document

# Sales Invoice for Palm Oil

INDICADA AO LADO  DATA DE RECEBIMENTO	IA REFINADORA DA AMAZONIA OS PRODUTOS CONSTANTES DA NOTA  DENTIFICACAO E ASSINATURA DO RECEBEDOR  COMPANHIA BEFINADORA DA AMAZONIA				M/IR FISC		LOR SÉI	NF-e N°. 8244 SÉRIE 1			
AM Rod Int TAI CEP	MPANHIA REFI AZONIA . PA 150 Km 74 Tra erior Landia - PA : 68695-000 E: (91) 4009-8000		DANI DOCUMENTO. DA NOTA F ELETRO  0 - ENTRADA 1 - SAÍDA  Nº. 8244 SÉRIE 1 FOLHA 1/1	AUXILIAR FISCAL NICA	Con www.nfe.	E ACESSO 6634 840 sulta de aute fazenda.gov.	nticidade no .br/portal ou	portal naci	ional da NF	e	
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DESTINATÁRIO/REMET NOME/RAZÃO SOCIAL COMPANHIA REFINADOR; ENDEREÇO Rod. Arthur Bernarde	A DA AMAZONIA	Vegage (F. V	Tapana	/ DISTRIT	го	184/0001-	-86 CEP 66825-0	100	DATA DA E 29/06/2 DATA DE EN 29/06/2 HORA DE S	012 VT/SAI 012	
MUNICÍPIO BELEM FATURA / DUPLICATA		FONE/FAX (91) 4009-80	00	79.00	INSCRIÇÃO 15177007				00:0		
CÁLCULO DO IMPOSTO BASE DE CÁLCULO DO ICMS  0, 0  VALOR DO FRETE 0, 00  TRANSPORTADOR / VOLU RAZÃO SOCIAL	ALÔR DO SEGURO 0,00	0,00 DESCONTO	OUTRAS DES	,00 PESAS AG	ALOR DO IC	R DO IPI	0,00		TAL DA NOT	.734,20	
ENDEREÇO  QUANTIDADE ESPÉCII  1 Grand	el	MI	INICÍPIO  IMERO	PE	SO BRUTO	557.6		INSCRIÇÃO PESO LIQUI		650,000	
	BRUTO CONVENCIONAL	NCM/SH CST CFOP UNI		V. UNIT		TOTAL 461.734.20	BC ICMS	V. ICMS	V. IPI	ALIQ. ALIG ICMS IPI	
	ADO BENO/CEO CERPO										
DADOS ADICIONAIS INFORMAÇÕES COMPLEMENT * IONS Diferido cf. artigo RIP1/2010. SELCS:DIVERSOS.EMFURSADOR N	4°, Decreto n° 2.672/20				ŶR.	ESERVADO :	AO FISCO				